



JESUS' SACRED HEART SCHOOL

DX-1, SOUTH CITY, LUDHIANA

Cir. No.: JSHS/300/0418

Date: 02.04.18

Respected Parents,

To work hand in hand and polish the skills and personality of the children when they are leaving the warmth of their parents to embrace a new world, here are some particulars which will help you to be a part of their new acquired world.

- Kindly submit the following things to the class in charge by **5th April' 18** :
 1. **All books and notebooks (Properly labelled)**
 2. Stationery
 3. A set of casual clothes to be used in emergency.
 4. A bottle of hand sanitizer.
- All the articles should be properly labelled indicating the name and class of the child.
- There will be 2 breaks: Fruit break and lunch break. Please send two separate tiffins along with a blunt fork/ spoon daily in your child's bag. Please don't over stuff your child's tiffin.
- Kindly follow the diet chart strictly. Please refer to page no. 13 of diary for details.
- Kindly check diary and acknowledge the diary notes by signing them.
- Keep updating us with your revised phone numbers and addresses by filling the performa available at the front desk.
- Girls are required to tie their hair in one plait using sky blue colour hair band. Colouring/Bleaching of hair is not permitted. Girls with short hair will wear a sky blue hair band. **Fancy clips other than black colour are not allowed.**
- Non- Sikh boys should get a haircut at regular intervals. Sikh boys should wear sky blue patkas.
- Fill out information pages of the school diary on Pg.2, 3 & 5. Every 2nd and 4th Wednesday of the month will be a diary day. Diaries will be kept back in school on every 2nd and 4th Wednesday of the month and returned on Thursday after serving a note.
- If your child is absent from school for one or two days, maintain the leave record in the school diary itself and separate application is not required. If in case the leaves are more than two, due to illness, please send a medical certificate positively. **90% attendance is compulsory.** Long leaves are required to be sanctioned from the Principal beforehand. **(Half days leaves are not allowed)**
- No ornaments are allowed in school even for religious purpose. Applying heena, nail paint and kohl is forbidden.
- Kindly note that we do not encourage elaborate birthday celebrations in School. Please don't send birthday cakes, goody bags etc. Only one small chocolate/two sweets are allowed to be distributed. Cost of the same being not more than Rs.10 per head.
- **No Bag Day:** Every month one day will be observed as No bag Day which is indicated in the activity calendar, wherein students will be engrossed in various fulfilled non academic activities throughout the day. Child will be required to bring only tiffins and school diary.
- **Mobile app and Students portal:** Mobile App and Student Portal has been introduced in session 2016-17. Parents are requested to keep updating themselves regarding their child's performance by logging in to the students portal or mobile app. The details of attendance, HBTs, fees, examination results, winners of competition (if any) of the child will be uploaded regularly. As a movement towards paperless society Grade I onwards we shall be uploading all Question banks and Hbt's on Students Portal from the coming session. **Mobile app. & Student portal can be accessed from 9:00 a.m to 5:00 p.m on all working days (except Sunday)**
- Parents will be receiving automated messages & emails of absence of child and the information for activities and competitions to be conducted in the next coming days. Kindly ensure the presence of your ward on the day of activity or competition as the same will not be conducted again.
- Please be informed that all the circulars will be updated on school's website for your reference.
- **Kindly call at Front Desk (9216100465/9216000465) in case of any complaint it will be solved within 24 hours.**
- The Principal and the wing Co-ordinator can be available by a prior appointment as per the following schedule:-
 - * Principal: 10:00 a.m. to 11:30a.m. (on all working days)
 - * Wing Co-ordinator: 10:00 a.m. to 12:00 noon. (on any working Saturday except 2nd Saturday)
- **Important links:**
 - School website: www.jesussacredheart.com
 - For updates on events and happenings in school kindly visit:
<https://m.facebook.com/jesussacredheartschool/>

Principal