



JESUS' SACRED HEART SCHOOL DX - 1, SOUTH CITY, LUDHIANA

GUIDELINES FOR PRE-PRIMARY WING

Cir. No.: JSHS/0473 /0323

Date: 16.03.2023

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 on the first day of the school.
 1. **All books and notebooks (Properly labelled & covered)**
 2. Stationery
 3. A set of casual clothes to be used in emergency.
 4. A bottle of hand sanitizer (Big).
- 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 tiffin 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 the school diary for details.
- 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. Kindly check diary and acknowledge the diary notes by signing them.
- 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.**
- No ornaments are allowed in school even for religious purpose. Applying heena, nail paint and kohl is forbidden.
- Non- Sikh boys should get a haircut at regular intervals. Sikh boys should wear sky blue patkas.
- **Please note that if a child is a regular uniform defaulter for 3 times then a call is made to the parents referring the default of the child. In case the child is still a defaulter after the call then the parents are required to meet the coordinator** and in case the child is not properly dressed again after meeting the coordinator or parents don't turn up to meet the coordinator, then a strict action will be taken.
- Defaulters are marked on the '**REPORT OF THE STUDENT**' page given on the back of the diary. Parents are required to acknowledge the same regularly.
- **Leave Record**:-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).**
- **Birthday celebrations**:-Birthday celebrations to be kept to the minimal hence no elaborate celebrations will be allowed. Please send only one chocolate or two sweets per child of the class which should not cost more than Rs. 10 per child. **Children should come in school uniform only.**
- **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 fun-filled non-academic activities throughout the day. Child will be required to bring only tiffin and school diary.

- **Mobile app and Student portal:** 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, assignments, fees, library book issue and return details, examination results, winners of competition (if any) of the child will be uploaded regularly. **In case of any discrepancy it should be brought into the notice on / before the final PTM via written information at the front desk. No request will be entertained thereafter.** As a movement towards paperless society all assignments & question banks Grade I onwards will be uploaded on student portal and Mobile app. **Mobile app. & Student portal** can be accessed 24 x 7 on all working days including Sundays.
Parents will be receiving automated messages & emails of absence of child and information of the activities and competitions to be conducted in the upcoming days. Kindly ensure the presence of your ward on the day of activity/competition.
- **Transportation :**
Please note that all students have been allotted a pick/drop point and in case a parent is unable to come at the pickup point on time, then **the drivers have been instructed to bring the child back to the school considering the safety of the child.** The parents will then have to come to school to pick up the child after presenting the parent I card.
 - Parents are also requested not to involve in any argument with Driver/conductor/female attendant or the teachers sitting in the bus. Drivers contact no. is given for your information kindly don't call them repeatedly as it disturbs them while driving, please contact the conductor in case of emergencies. For the safety of the children, let's be polite to each other and have patience. Transport facility of the student may be suspended or even cancelled if any such confrontation reported. In case of any complaint, it should be brought into notice of Transport Incharge/front Desk Co-ordinator.
 - In case the bus driver/conductor/female attendant are not behaving properly or are rude the same should be reported at the school's no. 9216100465/921600465 Also in case you see the driver using mobile phones please report the same.
 - Temporary change in van route will not be permitted.
 - No child will be allowed to go with any of his/her friend even if application is received from the parent side. A child will go back to his/her drop point only from school.
 - In case a parent wants to pick his/her ward who commutes by school van, then the parent should inform the front desk by 1:00 p.m. for Grades PNSY, NSY & IV-XII.
 - In case a parent wants to pick his/her ward who commutes by school van, then the parent should inform the front desk by 2:15 p.m. for Grade L.K.G-III.
- All the diary notes will be posted on Snap Home Work and circulars will be uploaded on Snap Home Work and school's website for your reference.
- Keep updating us with your revised phone numbers and addresses by filling the Performa available at the front desk.
- **Kindly call at Front Desk (9216100465/9216000465) in case of any complaint, it will be solved within 24 hours.**
- Let's work hand in hand for the safety and security of our children.
- Parents can meet the **Principal, wing Co-ordinator & the class In charge** by taking a prior appointment as per the following **schedule:-**
 - * **Principal: 10:00 a.m. to 11:30 a.m.** (on all working days)
 - * **Wing Co-ordinator: 10:00 a.m. to 12:00 noon.** (on any Saturday except 2nd Saturday)
 - * **Class In charge : 10:00 a.m. to 12:00 noon.** (on any 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