



TIS/ VV/ 2024-25/026

April 2024

Dear Parents,

We congratulate and extend a warm welcome to your ward who is stepping into Senior School. Classes for grade XI will commence from Monday, 15 April 2024. In this academic year, your ward will be experiencing new subjects and ideas that will broaden her/his horizon and help her/him in developing critical thinking and problem-solving skills. We wish to apprise you of the important aspects of the functioning of the school.

Please note the following:

1. Your ward has been given provisional admission to Class XI based on her/his Class IX Result, Class X Term I and Pre-Board marks. Your ward will have to secure a pass grade in all subjects in the CBSE board results to be eligible for admission in class XI.
2. Your ward can change the Stream / Subject after the CBSE result is declared, based on:
 - a) Availability of seats
 - b) Marks in Class X Board exams
 - c) Eligibility criteria (as listed on school website)
3. Within three days of CBSE result declaration, you need to confirm the stream/ subject of your ward, failing which there will be **NO RESERVATION** of seats in any stream/subject. It will then be on a 'first come first served' basis. Please ensure that you confirm the subject/ stream **IN WRITING** on school email ID. In case of no confirmation from your side, it will be presumed that your ward will continue with the stream / subject already opted for by her/him. In case of any change required in stream/ subject, please approach the school management.
4. **School timings**- School starts at 8:00 am. School gates will be closed at 8:05 am. No student will be allowed to enter school after that. Dispersal will be at 2:00 pm for class XI.
5. **Transport:**
 - Students using the school transport must travel by the school bus every day. In case you need to pick up your ward personally, please ensure that an email on school ID or an application in writing is submitted at the school latest by morning of the day of the pickup.
 - If your ward travels to and from school in a private van, please ensure that the driver and conductor have a valid license, possess police verification documents and the van is registered with RTA, and NOT running on LPG.
 - It is very important that you immediately inform the class teacher and the school office about any change in the address / telephone number in writing, so that we can contact you easily in case of an emergency.
6. **Attendance:**
 - As per CBSE guidelines, 75% attendance is compulsory for a student to appear in the Annual Examination
 - In case of leave or absence for upto three days, information should be sent to class teacher through the almanac or through email on school ID.
 - For leave of more than three days, **permission** from the Principal is **mandatory**. Absence from school for four or more days **without prior permission** will result in the student's name being struck off the school rolls.
 - No student will be allowed to leave school after a weekly test, for any reason. If a student is unwell, she/he should not come to school that day and a medical certificate should be submitted for the absence.
7. **Books:**
 - The book set will be available after the last week of April at Naval Book Depot, Shop No. 17, Sector VII, R.K. Puram, New Delhi. (Contact nos: 011-26175789/26102425).
 - The sets can be paid for in cash or through PAYTM/ credit/debit cards.
8. **School Uniform:** Uniform shop is open from Monday to Friday from 7:30 am to 12:30 pm to facilitate purchasing of school uniform.

9. IMPORTANT

- The Year Planner will be given to each student at the beginning of the session. This will have information about all the activities, assessments and other schedules for the entire session. *Please refer to it regularly.*
- Please check the school website www.tagoreint.com regularly for circulars, updates and news about school events. We are trying to minimize the use of paper.
- Parents can meet the Principal between 8:30 am and 10:00 am on any working day and the teachers on any working Saturday, with prior appointment.
- Students of classes XI and XII **ONLY** are allowed to bring Mobile phone to school but it must be kept switched off at all times in school as well as while using the school transport. If the phone is found switched on or being used in the school/ school bus, it will be confiscated and not returned.
- Please ensure that the school almanac is purchased from the school office & the important information pages & medical proforma are duly filled & submitted to the Class teacher.

10. Parents' Orientation for Class XI has been scheduled on Thursday, 06 July 2024 at 9:00 am in the school auditorium. Kindly make it convenient to attend the same along with your ward.

As your ward begins her/his journey towards a successful future ahead, we seek your cooperation as always, as a constant source of motivation for us. Looking forward to a fruitful association with you.

Isha Sood
Sr. School Headmistress