



**CIRCULAR FOR CLASSES NURSERY AND KG (NEW ADMISSION)**

TIS/ VV/ 2024-25/154

March 2025

Dear Parents,

A new academic session brings with it fresh opportunities for learning and development. At our school, we strive to nurture and inspire students, encouraging intellectual curiosity and academic success. The 2025-26 session promises an exciting lineup of events and activities, providing young learners with a platform to explore new talents, refine their skills, and create cherished memories.

Please note the following with regard to the academic session 2025-2026

**1. Important dates:**

- New session:
  - KG to XII from Wednesday, 02 April 2025.
  - Class Nursery will be called in a staggered manner from Thursday, 03 April 2025. The day your ward has to report to school will be informed to you by the class teacher shortly.
  - **Please hand over the admission slip to the class teacher on the first day of school.**

**1. Summer vacation**

- Classes Nursery to V –from Tuesday, 13 May 2025
- The school reopens for Classes Nursery to XII from Wednesday 02 July 2025
- **No extended leave will be granted after the summer vacation for any reason.**

**2. School Timings:**

- School starts at 8:00 a.m. School gates will be closed at 8:05 a.m. No student will be allowed to enter school after 8:05 am
- Dispersal for Nursery and KG is at 11:45 a.m.
- Dispersal for Classes I to XII is at 2:00 pm
- School days are from Monday to Friday.

**3. Transport:**

- ***In case your ward is using the school transport, you will be required to travel in the school bus, in the afternoon, on the first day to acquaint yourself with the bus stop and the time at which the school bus reaches the stop.***
- Students using the school transport have to travel by the school bus every day. In case you have to pick up your ward in the afternoon personally, please ensure that an application in writing is submitted to the school latest by 8:00 a.m. on the day of the pickup.
- If you are picking up your ward yourself at 11.45 am, please collect her / him from Gate no.2 of the school (Street C-1). No parent / escort will be allowed to enter the school premises before 11.45 am.
- If your ward travels to and from school in a private van, please ensure that the van is registered with RTA, the driver and conductor have valid licenses, possess police verification documents and the van is NOT running on LPG.
- If your ward is going to a crèche/day care centre after school, please send it's address, telephone number and the name of the person in charge to the school office and the class teacher.
- It is very important that you immediately inform the class teacher and the school office about any change in the address / telephone number, so that we can contact you easily in case of an emergency.

**4. Attendance:**

- Application for leave of absence for up to three days has to be sent in the almanac through the 'Record of Non-Attendance' page.
- **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.**
- If a student is unwell, she/he should not come to school that day.

**5. Uniform:**

- There is no uniform for Nursery- KG students.
- Please ensure that your ward comes to school neatly and comfortably dressed.

## 6. Fee

- Fee bill will be uploaded on the parent portal on Tuesday, April 01, 2025.
- Fee payment can be done ONLINE through the CampusCare portal. Alternatively, it can be deposited at PUNJAB NATIONAL BANK situated in the school premises. NO FEES WILL BE ACCEPTED IN THE SCHOOL OFFICE.
- The April fee bill for Nursery and K.G. will include stationery charges along with tuition and bus fee.
- The Annual and Development charges will be charged on pro- rata basis every month for students of K.G. to XII.
- The fee can be paid either quarterly or monthly.
- If quarterly payment is opted for, then fee should be paid by the 10<sup>th</sup> day of April, July, October and January.
- If the monthly payment option is exercised, then the fee should be paid by the 10<sup>th</sup> day of every month.
- Payment after the due date will incur late fee charge of ₹20/- per day.
- If the fee is not paid by the end of the third month, the school will take action as per DSER.
- All fee dues have to be cleared before the collection of Progress Report in March.

## 7. Almanac

- It is an important document and must be carried to school daily.
- Please check the school almanac of your ward everyday for any important note sent by the teacher.
- Please fill the required information in duplicate on the pages titled 'Particulars of the Student' and 'Medical Details'.

## 8. Year Planner

- The Year Planner will be given to each student at the start of the new session. This will have information about all the activities, assessments, list of holidays and other schedules for the entire session. Please go through it thoroughly and refer to it regularly.

## 9. Kindly Note:

- Please check the school website [www.tagoreint.com](http://www.tagoreint.com) regularly for circulars, updates and news about school events.
- 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.
- The student should bring the following in her/his school bag everyday:  
1. School Almanac 2. Lunch Box 3. Table Mat 4. Napkin
- On her /his birthday, the student is allowed to get only two toffees per classmate for distribution.  
We encourage our students to mark their birthdays by donating their time or some tangible thing to people less fortunate than themselves.
- Our school is a "**No Poly-bag Zone**". Please help us by **not** sending anything in polythene bags.
- All students are expected to converse in English while in school. It is advised that you also converse in English with your child. This will help the child gain confidence in spoken English and increase her/ his vocabulary. Reading at home should be encouraged as a regular activity.

## 10. Books:

- Classes Nursery and KG will be given the books in classes once the session commences. We will provide all the workbooks, practice notebooks and stationery to the students.

## 11. Parents' Orientation:

- To familiarize you with the new class systems and the teachers, an Orientation has been arranged for you as per the following schedule:-

Day/ Date	Class	Time
Thursday, 27 March	<ul style="list-style-type: none"><li>• Nursery(&amp; new parents of KG)</li><li>• I (&amp; new parents of II &amp; III)</li></ul>	<ul style="list-style-type: none"><li>• 9:00 a.m.</li><li>• 11: 00 a.m.</li></ul>

As we commence with the new session, we seek your cooperation as a source of motivation for us. Looking forward to a mutually fruitful year ahead.

Ms. Jyotika Jakhar  
PRINCIPAL