



Orientation Letter

Points to Remember

Class Preschool

Session 2019-2020

A New Year! A fresh start! A new chapter in life waiting to be written! New questions to be asked, embraced, and loved! Answers to be discovered and then lived in this transformative year of delight and self-discovery! Today carve out a quiet interlude for yourself in which to dream, pen in hand. Only dreams give birth to change.

-Sarah Ban Breathnach

Here we are! Ready to begin the session with great fervour and enthusiasm! New journeys will be made and relationships cultivated this year! As we embark on this voyage together, let us understand certain structures and procedures that will help us be organised and achieve efficiency.

1. The first day of Preschool Children: The first day of school for Preschool children is **April 8, 2019**. On this first day, all parents are requested to drop their child to school at 9:00 am sharp. Please report at the main school gate at the mentioned time. Children will be taken to their classes with the school staff. ***On this day, the dispersal will begin at 11:30 a.m.*** You are requested to pick your child from the class on this day at the mentioned time. Please note the timings for the first day of school for all Preschool children:

	<u>Arrival</u>	<u>Departure</u>
Day 1:	9:00 a.m.	11:30 a.m.

2. Regular School Timings: The regular school timings for all **Preschool** children are 7:45a.m.-12:20p.m. Children are **expected to report to school by 7:40a.m.** **The school gates will close at 7:45a.m. sharp.** Please ensure that the child reaches school on time.

Please note that on Day 2 (i.e. 9.04.2019), only parents who pick up their children on their own (i.e. Personal Transport) need to report to Gate No. 4 at 12:00 pm. Personal Transport dispersal will take place from this gate only from this day onwards.

3. Attendance: All the students are expected to maintain 100% attendance in the school. Students from class Pre-school to class IX should have a minimum of 95% attendance. We emphasize the need for parents to keep a check on their ward's absenteeism from school.

Student must avail a leave only in case of urgency. Other than an emergency, approval of the leave/s should be sought at least seven days in advance.

- Every absence from the school (even for one day) must be supported by a Leave Application specifying the reason for absence
- Leave Application needs to be submitted online. No applications on paper will be accepted.
- Class Teacher is authorized to act upon leave up to 2 days. Leave for three or more days will be acted upon by the Principal. In case of an emergency where the leave could not be applied in advance, it must be applied online on the day of absence.

- A Medical Certificate issued by a Registered Medical Practitioner/Hospital as applicable must support the leave on Medical grounds. The requisite certificate is required to be scanned and submitted along with the online leave application.
- Attendance on the last working day of school preceding vacations / holidays and the first working day thereafter is compulsory. No leave shall be granted for any extension of holidays before or after especially for social gatherings or trips.
- Leaves would only be sanctioned if the student has the required attendance. Attendance on the last working day of school preceding vacations/ holidays and the first working day thereafter is compulsory.
- No leave shall be granted for any extension of holidays, before or after, especially for social gatherings or trips. Attendance on all-important events/retreats is compulsory.

4. I-card:

- All children should wear their I-cards to school every day. Parents are requested to ensure that no child leaves home without wearing their **I-card**. The temporary I-cards for the Academic Session 2019-2020 have been handed over to the parents on the day of the orientation day. Children will soon receive the permanent I- cards (with a green stripe).
- Once received, parents must ensure that they carry the **Parent Copy of the I-card (with a brown stripe)** to school for every visit, irrespective of the purpose. Until then, Temporary I card needs to be carried along for any visit to the school. It is essential to ensure a safety and security check for the visitor entries into the school premises. Please note that without the parent copy of I card entry to the school premises or picking up of the child is not allowed.

5. Dressing to School: We request you to ensure that your child wears comfortable clothes to school. Children should not feel restricted, distracted, or overwhelmed by the kind of clothes they wear to school. Further, it would be best for children’s shoes to have **velcro fasteners** instead of laces. Please also ensure that the child’s **hair doesn’t fall on their forehead/ in their eyes**, and the girls’ hair is neatly braided or otherwise tied. Please avoid any fancy clips or rubber bands. Boys need to ensure regularity in hair cut and **avoid any fancy hair styling**. Please ensure that the child’s nails are trimmed regularly.

6. Things to be carried in the bag everyday: We need to ensure that the child carries the following things to school everyday-

- A **labeled light weight bag**, neither too big and nor too small and not a trolley bag. Please label the bag of your child with a permanent marker, or a proper name sticker/tag. Please mark the name, class and section of the child on their bag.
- A **labelled simple hassle free light weight water bottle**.
- A **labeled apron and a labelled table mat** which the child will be using during the painting activities and lunch time. The apron and mat would be sent home every day. It would need to be washed regularly. It is preferable to buy long and uncomplicated aprons with velcro so that the child can manage the same on their own, with ease.
- An **extra pair of undergarments and clothes** (according to the season) and a **handkerchief**, duly labeled with the child’s name to be sent in the bag every day.
- A **‘My Clear Bag Folder’** will be provided by the school to the child for carrying the worksheets, home projects or classwork. Please ensure that this folder remains inside the child’s bag throughout the year once the material of the day is taken out.
- An **Almanac**, for any communication between the parents and the teacher.

An Almanac serves as a medium of communication between the home and school. Let us read the following points w.r.t. the almanac:

- Parents are expected to **read all the pages of the almanac** the day it is provided from school. Pages 19 (Code of Conduct for students) and 24 (From the Parent's End) of the almanac needs to be signed by the parent after having read all the details.
- Parents must ensure that **the details of their child are filled up on the first page** of the almanac promptly (by the 12th of April), to ensure safety and security of their child at all times.
- It is expected that the parents **go through the child's almanac everyday** and sign for acknowledgment on the communication/note sent.
- All communication with the teachers can take place via the almanac.

Parents are also requested to ensure that they do not send any extra tiffins for children to have while traveling on their way back home. It can be extremely unhealthy and unhygienic to eat in moving vehicles and therefore, needs to be discouraged.

7. Structure of the class: Each Preschool class has 1 class teacher, 36 children and a helper. Children sit in groups of 6s; they sit on cushions and stools for any kind of craft/drawing work. For story and listening time, they sit on the carpet as a whole-class group.

8. Flow of the Day: As shared earlier, the timings for all children of Preschool-Preprimary are 7:45a.m.-12:20p.m. The day at school begins with the Circle Time. As the day progresses, various experiences engage children in developing the essential skills ranging across subject/skill areas like Math, E.V.S., Language, Motor Skills. Children will have one lunch break at 10:30am.

9. Celebrations: One of the larger goals of education is to enable children to look at life beyond the material comforts; and begin the journey of self awareness. To learn and live with discipline, outside of the constraints of conventional legacies without reasons, one needs courage, determination and well-thought-of guidelines. Our guidelines look at discipline beyond just the following of instructions and aping of customs. Therefore, it is imperative that as a community of educators, we as parents and teachers provide valuable and meaningful experiences to children that help them learn the value of listening, and attentiveness. Let us enable them to look at celebrations as moments of togetherness shared with honesty, love and simplicity. Let celebration not be the reason for coming together; let coming together of loved ones be celebration in its truest sense.

On birthdays, please send only one-two toffees/chocolates (worth not more than ten rupees) per child in the class. We would like to make birthdays simple and special to promote healthy social values amongst all children. Please do not send cakes, gifts or any other thing to school apart from toffees/chocolates as mentioned.

10. Picnics and Outdoor Visits: Children will be taken for picnics and outdoor visits during the year which will be intimated to the parents through the online circulars. The visits to nearby parks and places will be intimated to the parents through an SMS prior to the visit.

These visits are an important part of children's learning hence, all children are expected to be a part of these visits. All payments for purposes such as expenses for the picnic or any other as informed by the school, are to be made in cheque in favour of The Heritage School. Always send a cheque in an envelope which is **labeled (with child's name and class) and sealed.**

11. P.T.M.: **It is important to note that the attendance of parents to all the P.T.Ms and other meetings is mandatory.** P.T.M. schedule is already mentioned in the school calendar which is available on the school website as well as in the almanac. Apart from the PTM days, if there is a need, parents can seek a prior appointment with the teacher through the child's almanac. The teacher will then confirm the date and

time of meeting to the parent. Appointment can also be sought through a phone call at the reception in case there is an urgent need to interact. The teachers will get in touch with parents at the earliest in such cases.

The term end academic progress of the child would be shared through a Smart Report Card which a parent can download at the Parent Portal from **Report Bee**. Report Bee is an online portal that gives an analysis of a child's scholastic and co-scholastic progress.

12. Workshops and Other Media of Participation in Children's Learning: A parenting workshop for all preschool parents will be conducted by Dr Ravindran in school in this month. Date and timings for the same will be intimated through an SMS. **It is a compulsory workshop for all parents to attend.** Apart from this, there will be workshops for parents across subject areas, communication for which will be sent through circulars.

13. Website: Parents must access the website for the circulars uploaded regarding events or any other important information. Uploading of a circular is intimated to a parent through an SMS.

The day-wise class work log of the day's activities would also continue to be uploaded on the website for parents' awareness. Apart from this, **any material to be sent by the parent** for a class activity is also mentioned by the teacher in this log.

Be an informed parent by reading this log daily so that your child can participate fully in the class activities.

14. Parent-Student Handbook: The Parent-Student handbook that outlines the major policies of the school is available on the school website as well as in the ERP. You are requested to read all policies stated therein and provide acceptance of having read and understood the policies stated in the handbook by the 20th of April 2019.

15. Medical Form: An online medical form is available for all the parents to update at the beginning of the academic session to keep the school informed about general well-being/health of the children.

16. Updating the Meal Option: Each quarter, the student profile is opened for updating the meal option in case parents want to make a change in the meal option. **Children who would not be availing the meal facility need to carry their meal boxes from home.** Please ensure that the food coming from home is nutritious and healthy for the child.

17. Homework Schedule: Homework is sent to engage children in productive practice of what is learnt in school. It is not a repetition or replication of the learning constructed in school, but a way for children to reinforce and further develop their understanding through interesting, problem-based tasks. **We will be sending Home Projects every fortnight.** Please engage in learning experiences with your children with love and dedication so as not only to develop effective learning skills and insights, but also good work habits (which includes writing name and date on all the sheets). **Each Home Project needs to be completed and returned within two weeks.** The submission dates are also mentioned in these projects.

18. Weekly Rhythms- We practice a weekly rhythm which has a Washing Day, a Cooking Day, a Weaving Day and a Gratitude Day in preschool. Every cycle will have these days which will be mentioned in the CW/HW log. On Washing Day we would want children to wear slip-ons/sandals to avoid their shoes getting wet.

19. Quality Time with Children: Childhood has its own culture. It demands a 'Life full of life'. It is essential that a family provides its children the experiences and opportunities that help them develop their potential, abilities and curiosity.

- Therefore, **spending quality time** with children at home, listening to them, reading stories to/ with them, visiting historical monuments or places of significance together, encouraging them to share/express themselves and enjoying meaningful conversations in the family would facilitate children's overall development and shape them as confident individuals.
- It is also important to recognize the **importance of good eating habits, routines and proper sleeping time** for children. Please ensure that children eat and sleep on time so that they can be fresh for school the next morning.
- We strongly **discourage children being sent to tuitions** or coaching centers. The school invests time, thorough research and understanding in developing children's curriculum across skills and subject areas. Subjecting children to completely didactical environment disturbs children's learning and interferes with their ability to construct learning effectively. The way children learn at school is different and requires parent participation and understanding to take the learning forward at home. We would continue to involve parents in learning experiences in school so as to optimize and most meaningfully complement children's learning.

We request you to share your concerns or queries by mailing those at contact@rohini.theheritageschool.in.

If you have any grievance, please write to us at ths.redressal@rohini.theheritageschool.in

We look forward to having a beautiful year of learning encounters, dialogues and collaboration!

Regards
Junior School Department