

Dear Parents

Warm greetings!

*‘The difference between a stumbling block and a stepping stone is how high you raise your foot.’*

As we emerge successful with yet another splendid year, it is an absolute delight to see our students blossoming into more enlightened, skilled and confident individuals, ever striving towards perfection. This is owing to the fact that during the course of each academic year, we come across a lot of opportunities, challenges and sometimes setbacks, but overcoming obstacles brings genuine joy, gratification and a step closer towards achievement of our goals.

We cannot let go of this opportunity to thank you all for your valuable support and cooperation extended to us through the session. With us all moving into the new academic year, we are filled with renewed energy and resolve to fulfill all that has been planned for our students. There are new goals to be attained and dreams to be turned into reality.

We also welcome our new students and their parents who are on the path to discovering Sanskar as a school with an energetic environment that is conducive to the students’ optimum learning and growth. This is made possible owing to our expert instructors and administrators who share a commitment towards providing the highest quality learning experience to all the students.

At Sanskar, we have always believed that the most important ingredients in a child’s school journey are harmony, good relationships, faith and goodwill. With the parents’ co-operation and support, we will together help the students undertake this smooth and memorable journey by building holistic personality of our students.

To ensure that, here are a few important points to be noted for the session 2023-24.

- **The school reopens on Wednesday, 5th April’23.**
- **School timings for the respective classes:**  
**Pre-Primary: 8.30am-1.00pm**  
**Classes I to XII: 7:30am-2:00pm**
- **Pre-primary to class V will have a five day working week (Saturday off).**
- **School timings for working Saturdays : 7:30am to 1:00pm**
- **All the students should reach school before 7:30 a.m.**
- Attendance at school, along with regularity and punctuality, is a must and students should be encouraged to follow the same diligently.
- A written application should be furnished by the absentees stating the reason for their absenteeism.
- Students are not allowed to leave during regular school hours; in case of emergency, a written note, duly signed by the parent stating the reason for exemption, will be needed.
- If your child is going to be absent for more than 2 days then please ensure that you send a leave note to class teacher. Avoid leaves unless it is very urgent.
- As per the school policy, every student should have mandatory 75% attendance during the session. In case, a student does not meet this requirement, he/she may be barred from appearing in the exams. Please note and be careful for the next session and onwards.
- Uniform creates a sense of uniformity and belongingness to their Alma Mater. Therefore, students are expected to come to school in neat and proper school uniform as per the prescribed dress code i.e., Girls to tie their hair neatly, boys to have proper trimmed hair. **Students must wear their ID Card every day.**

Please make a new Identity Card in case of loss, change in address and telephone numbers {which will be chargeable}. They should not carry expensive stationery/items to the school.

- **Helmet and Driving License are mandatory for the students commuting by their own two-wheeler.**
- Parents are requested to attend the Open House to interact with their ward's teachers.
- Fill in both the copies of **Pupil's Particulars' sheets** in the **School Almanac** on priority basis. A copy of the same will be retained by the Class Teacher for future reference.
- You are required to use the pages provided in the Dairy for Parent's message, if you wish to send any message to the Teacher/Coordinator.
- **The School Diary should be brought to school daily and on all visiting days to school.**
- Please label your child's belongings with Name, Grade and Division.
- Keep track of the Inter House and Club activities and encourage your ward to participate and engage in the same for overall development.
- **Send only Vegetarian food to school in your child's tiffin.** Encourage your child to develop healthy eating habits by sending at least 1 fruit in his/her tiffin and avoiding junk food for brunch. Students of Primary classes may carry an extra tiffin to school till they get accustomed to the school timings and work duration.
- **Mobile will not be permitted in the school. In case of any emergency, school office phones will be available for use.**
- Our classrooms are equipped with Digital Multimedia which will be used regularly in the teaching process that will enhance the entire learning experience of our students.
- Please check the school website and school social media accounts on a regular basis to stay updated about the school events.
- The school calendar is planned to share the curriculum and activities with the students and parents for each month.
- **We request our parents to take time to encourage reading habit in their ward by motivating the child to read daily at home. Investing 30 minutes in reading everyday will have a huge impact on the child's language and comprehension skills. Reading is the foundation in all subject areas; students who read well perform well in school.**
- The school offers evening games facility to the students i.e. Basketball, Badminton, Taekwondo, Soccer, Lawn Tennis and Skating. For further queries, please feel free to contact Mr. Vinod Sharma at 9352202880.
- You are requested to deposit the fee latest by 10<sup>th</sup> April, 2023 for this quarter.
- The School Office and Library will remain open on all working days between 9:00am and 1:00pm even during the summer vacation. Kindly return the book in good condition as per the return schedule to avoid any penalty charges.
- We have counselling facilities for our children and parents. Take benefit of these services if your child faces any problem in studies or future career making choices. You can meet a school counsellor by taking prior appointment.
- For concerns and queries, please feel free to approach us at any point of time to take care of the concerned matter at the inception stage. Your regular feedback and communication will help us deliver better results and will mutually benefit us in the child's progress and growth.

We look forward to form a strong and lasting relationship with you as together we guide the children on their life-journey at Sanskar School. We solicit your co-operation in instilling discipline and regularity in your child in addition to helping us groom him/her to be a compassionate and responsible citizen of society. Let us make this year a promising one for all!

Warm regards,

Mrs. Neelam Bhardwaj  
Principal (CBSE)

Mrs. Girdhar Kumari  
Principal(International Curriculum)