



SANGHAMITRA SCHOOL

(Affiliated to CBSE AFF No. 96/3630038) 2-32, Nizampet Road, Hyder Nagar, Kukatpally
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Cir/2017-18/June

Class: L.K.G to X

Date: 12/06/2017

WELCOME MESSAGE

Dear Parent,

I am very happy to be the principal for twenty six long years under the guidance of Mrs.G.Arundathi madam and teaching staff and it is my hope that as the year progresses you will get to know the staff, the programs and the policies we follow in the school.

It is the goal of the staff at Sanghamitra School to work with you to create a goal oriented learning environment for all students. Student's success is a shared responsibility between the school teachers, students and parents.

To our parents and students, this academic year 2017-18 is again a year of change. The Central Board of Secondary Education has introduced uniform system of assessment, examination and report card for classes VI to X. This would prepare the students to cover the entire syllabus of the academic year and face the challenge of class X Board Examination and ensuring the quality of education.

Education is a joint venture between school and home. As we work with our students to help them learn about the world around them through prescribed curriculum, we very much appreciate the support that parents give their children at home as they strive to reach their learning goals. The foundation of a successful school is the cooperation between the students and parent community. Your contributions are invaluable to the school through volunteer time traffic controlling and support school activities.

I look forward to working with you and developing a relationship that will assist in the growth of your child / children.

Yours sincerely,
D.Nageswara Rao
Principal

School Bell Schedule: III TO X

School Assembly: 8.45 a.m to 9.30 a.m
Classes : I to X
9.30 to 10.10 – First period
10.10 to 10.50 – Second period
10.50 to 11.30 – Third period
11.30 to 11.40 – Short break
11.40 to 12.20 – Fourth period
12.20 to 1.00 – Fifth period
1.00 to 1.30 – Lunch
1.30 to 2.10 – Sixth period
2.10 to 2.50 – Seventh period
2.50 to 3.30 – Eight period

Supervision of students: If any student arrives early to the school before 8a.m. he / she must remain in the Lunch Hall. Parents should be aware that the school staff is not available for student supervision / safety before this time. Similarly students staying after school for activities should be picked up promptly.

Dress Code: Students are to dress up appropriately for a school environment. Offensive clothing (low waist pants, weird hairstyles). Jewellery is considered as inappropriate school attire. No caps are to be worn inside the school except in summer.

Labelling belongings: We recommend that the students clothing, shoes, lunch box, napkins, water bottles, sweaters and other materials are very clearly marked with their names. We have a 'Lost and Found' shelf which is usually overflowing. You are invited to walk in any time to check for lost items.

Lunch: You are aware that very less percent of children using the school transport and the remaining children are living in the vicinity of Sanghamitra School to reach the school on their own vehicle or on foot. My appeal to all the parents is please send labeled lunch bag along with the child in the morning to avoid confusion in locating the lunch bag. Many a parents are dropping the lunch bag in the security room, going directly to class rooms and causing inconvenience in smooth functioning of school hours. If the child carries, he feels responsible, looking at the label / name we can identify even if it is misplaced within the school. Please cooperate in this regard. Child can have breakfast and lunch peacefully without any problem.

Medication: As per the teachers medication rules the teachers cannot give any medication without doctor's prescription and parents consent letter.

Store room: Purchase of books, belt, tie, school diary and stationery items are available in room no.21, ground floor.

Behaviour policy: Most behavioural problems are handled immediately by the staff. Some consequences of behaviour might be a warning, a detention, a behaviour contract, suspension from classes or extracurricular activities and in extreme situations a suspension from school for a period of time. Children who disrupt the learning environment of others will be denied school privileges.

Bus rules - Students travelling on another bus: On occasion a student may need to be dropped off in a place other than their regular stop. The student must have written permission form a parent or a guardian. If plan changes during the day, a phone call to the school will be sufficient. Students attending birthday parties or other activities can not travel on a different bus.

Hands Off Policy: Hand - off means to refrain from verbal as well as physical abuse and / or threatening behaviour. Misconduct in this area will be dealt under safe school environment policy of the board.

Bubble / chewing gum: It is prohibited in the school.

Scent / spray free policy: Quite a number of students suffer from allergies of scents, deodorants / sprays. As a result we are making, the school 'scent free' ie, to avoid the use of perfumes, scented hairsprays and colognes. Thank you very much for being sensitive of others and self.

Language: Students are expected to use acceptable language in school, on buses and while participation in extracurricular activities. Inappropriate language will result in behaviour support consequences.

Electronic policy: Students are not permitted to have cell phones, cameras or any electronic devices such as ipods etc. If any devices are brought to the school, they will be confiscated and parents will be called for meeting Ms Arundathi madam, Principal, Incharges and Class teachers.

Damage to school property: Students are to refrain from defacing or destroying school and/or personal property. If damage occurs it will be the responsibility of the students to repair or replace the damaged object.

Telephone: Students may use the school telephone for emergency calls (eg: illness) but forgetting a note or homework is not considered an emergency. Cell phones are not permitted in the school.

Homework: Homework assignment has a positive effect on a student's success. Home work is judged to be an important element of the curriculum that reinforces the skills taught in the classroom.

If homework becomes a problem, the teacher will contact the home, making sure parents are aware of the situation. Teachers may help students work with them at recess, noon or after school.

Parents please contact your child's teacher as soon as possible if there are any home work concerns.

Six day cycle: School operates on a six day cycle for classes I to X.

Five day cycle for classes LKG and UKG.

Second and Fourth Saturday are holidays.

You can contact – visiting hours

Secretary cum Correspondent – Monday to Friday, 10 a.m to 1 p.m

Principal – Monday to Friday, 8 a.m to 5 p.m.

Teachers and Incharges – Monday to Friday, before 8.00 a.m to 8.30 a.m
and 2.30 p.m to 3.30 p.m.

School Counsellor: Counselling services are usually provided at the school on Tuesday and Saturday of the school cycle and the counseling will be available at any necessary time. Parents can contact the school counselor at the school with any questions or concerns.

What should parents be aware of ? : Parents play a vital role in developing student behaviour and conduct. It is our expectation that parents.

- be aware of school's code of conduct.
- work with the school to resolve student's behavioural issues when they affect your children.
- model appropriate behaviour and language before children.

Visitors to school: For safety reasons all visitors to the school during the school day must use the front entrance and report to the school office room no.1. Parents must report to the office when students learning during the school day and collect the permission slip to handover at the school gate / to security.

Thank you.

