



NEW HORIZON PUBLIC SCHOOL & PENGUIN KIDS

CBSE Affiliation No. 1130164

Sector – 13, Khanda Colony, Panvel (W)

Website: www.nhpspanvel.com

Grade: Jr.KG and Sr.KG



Date: 08.06.2023

Dear Parent,

Greetings from New Horizon Public School & Penguin Kids!

Please make note of the following dates & instructions for the **Academic session 2023-24**.

School Timings: Jr.KG & Sr.KG (A to E) I Shift - 08:30 a.m to 11:30 a.m

Jr.KG & Sr.KG (F to J) II Shift - 12:00 Noon to 03:00 p.m

General:

- Students shall report to school at **8.20 a.m sharp (I shift)** and **11.55 a.m sharp (II shift)**.
- **Dispersal time : 11: 20 a.m (I shift) & 2:50 p.m (II shift)**
- **Parents kindly adhere to the arrival and dispersal time.**
- **Temporary I card** to be worn until a **new I card** is issued by the school.
- **Almanac** should be brought to school daily. Please fill in the relevant pages in the school almanac (**Almanac will be given in the class**).
- Students can wear casual wear on their birthdays. Expensive gifts and treats are not permitted.
- **Saturdays will be an off day for the students.** Parents can meet the Grade Teacher on **1st and 3rd working Saturdays** with **prior appointment**.
- No request for delivery of tiffin boxes, water bottles, books etc will be entertained during school hours.
- Students should carry napkin every day along with tiffin box.
- Parents **shouldn't keep** their **personal belongings like mobile phones, house keys etc.** in their ward's school bag.
- If any message has to be conveyed to the teacher, tie a **red** satin ribbon on your ward's bag handle.
- Students with more than three late marks in a month will be sent back home.
- It is mandatory for the parents of walking students to hand over the **authority letter (handwritten or by E- mail) along with ID proof & proper passport size photo** to the Grade Teacher, in case any other person comes to pick up their ward during dispersal.
- All circulars, notifications, holiday list, events and celebrations, summary of the week and smart tiffin days will be shared through **1NH App** only.
- Parents are requested to check school website & 1NH App on regular basis.
- All Saturdays will be **off days** for students.

Uniform:

- Students shall come to school in neat and complete uniform. Shoes must be polished daily. **Activity uniform should be worn on every Monday (Sr. KG) & every Wednesday (Jr. KG).**
- Fancy chains, bracelets, expensive watches, earrings, nail enamel and mehendi are not allowed.
- Prior permission in written should be taken for the application of mehendi.
- During monsoon, students are permitted to wear plain black rainy foot wear.

- Students should carry raincoat during rainy season. **They shouldn't bring umbrellas.**
- Regular haircut and trimming of nails should be taken care of. Girls with long hair below shoulder level shall tie **two plain plaits** with **dark blue ribbons** and girls **with short hair** above shoulder level shall wear **dark blue cotton hair band**. **Turban**, if worn should be **white** in colour. Fancy hair dressing and fancy hair cut is strictly prohibited.
- Students should carry **one extra pair of decent dress** and **two undergarments** in their bag every day.

Food:

- Students shall bring nutritious **vegetarian food** in their tiffin along with **one table napkin and handkerchief daily**.
- Proper **hanging water bottles** should be sent.

Leave:

- In case of leave for a day or two, a leave note should be written in the school almanac.
- For **long leave (more than 2 days)** an application **addressed to the Principal** should be submitted to the **Grade Teacher / School Office**.
- If the child is **sick, do not send** the child to school.
- No early leave shall be granted to the students except in case of an emergency.

Academics:

- All the belongings (school bag, water bottle, tiffin box, etc.) should be labelled.
- Students must bring two pencils and eraser daily in proper compass box.
- Parents must keep a check on the **activity planner uploaded in 1NH app** every month and send the required materials accordingly.
- Practice work given should be completed by the child independently.
- Writing practice should be given at home.
- All the **course books and workbooks** should be **neatly covered with transparent plastic sheet**. Books & Notebooks should be labeled properly with **name, grade and division in capital letter with black colour permanent marker** before covering the books and notebooks.
- **Only Part A (First Term) books** should be submitted on **10.06.23 (Saturday)**. Time slot will be shared later.

Regards,

Principal
NHPS