



NEW HORIZON PUBLIC SCHOOL & PENGUIN KIDS

CBSE Affiliation No. 1130164
Sector – 13, Khanda Colony, Panvel (W)
Website: www.nhpsanvel.com



Circular No.: PK/2022-2023/ 02

Grade: Nursery

Date: 25.05.2022

For New Admissions

Dear Parent

Greetings from New Horizon Public School & Penguin Kids!

We thank you for choosing New Horizon Public School & Penguin Kids for your child's education.

Please make note of the following dates & instructions for the **Academic session 2022-23**.

Physical Parents Orientation Programme:

Sr. No	Date	Event	Grade	Shift	Timing
1.	04.06.22 (Saturday)	Offline Orientation Programme	Nursery	I shift	09.00 a. m sharp
				II Shift	11.30 a. m sharp

- As our school is a center for CBSE Board X and XII Term 2 Examination, **Online /Offline Classes** will be as per the schedule given below:

Sr. No	Date	Day	Grade	Shift	School Timings		Mode of teaching
					From	To	
1.	08.06.22	Wednesday	Nursery	I Shift	08.30 a. m	11.30 a. m	Offline
				II shift	12.00 Noon	03.00 p. m	
2.	10.06.22 & 13.06.22	Friday & Monday		I & II shift	10.00 a. m	11.50 a. m	Online

Note: Regular Physical classes will begin from 14th June, 2022 (Tuesday) for Nursery

**Offline School Timings: Nursery (A to E) I Shift ~ 08:30 a. m to 11:30 a. m
Nursery (F to J) II Shift ~ 12:00 Noon to 03:00 p. m**

General :

- Students shall report to school at **8.25 a. m sharp (I shift)** and **11.55 a. m sharp (II shift)**.
- 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**.
- Delivery of tiffin boxes, water bottles, books etc will not be entertained during school hours.
- It is mandatory to carry Parent Pass while visiting the school.
- 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.

Uniform:

- Students shall come to school in neat and complete uniform. Shoes must be polished daily.
- 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.

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 a proper compass box.
- Parents must keep a check on the activity planner in the almanac and send the required materials accordingly.
- Home assignments should be completed by the child independently.
- Writing practice should be given at home.
- All the books should be neatly covered with cellophane paper and labelled properly.

Regards

Principal
NHPS & Penguin Kids
Panvel