



# NEW HORIZON PUBLIC SCHOOL & PENGUIN KIDS



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

Circular No.: PK/2020-21/02

Grade : Nursery

Date:29.05.2020

Dear Parents,

- Kindly note the following for the Academic Session 2020-21:

### School Timings:

	<u>Monday to Friday</u>
I Shift	8.30 a.m to 11.30 a.m
II Shift	12 Noon to 3.00 p.m

### Virtual Class Timing:

<u>Monday to Friday</u>
9.00 a.m to 12.20 p.m

### General:

- Pupils shall report to school sharp at 8.25 am (I shift) and 11.55 am (II shift). The school gate will close at 8.40 am (Morning shift) & 12.10 pm (Afternoon shift) after which late comers are liable to be sent back home at parent's own risk.
- Temporary I card should be worn until a new I card is issued by the school.
- Almanac should be brought to the school daily. Please fill in the relevant pages in the school almanac (Almanac will be given in the class).
- Pupils can wear casual clothes on their birthdays. Expensive gifts and treats are not permitted. Students can distribute chocolates to their friends.
- Saturdays will be an off day for the students. Parents can meet the Grade teacher on 1<sup>st</sup> and 3<sup>rd</sup> 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 for any purpose.**
- 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 and after that it has to be removed.
- Children with more than three late marks in a month will be sent back home.

### Uniform:

- Pupils 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, pupils are permitted to wear plain black rainy foot wear.
- Pupils should carry raincoat during rainy season. They shouldn't bring umbrellas.
- Parents should ensure that haircut and trimming of nails should be done regularly. 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.**
- Parents should send one extra pair of school uniform (Jr.KG &Sr.KG) one extra pair of decent dress (Nursery only) and two undergarments in their ward's bag every day & it is mandatory.
- It is mandatory for the girls to wear black bloomers under their skirt.
- Activity uniform and black school shoes should be worn on every Wednesday.
- Only Maroon colour sweater is allowed in Winter season.

### Food:

- Pupils 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 in an A4 size paper addressed to the Principal should be submitted to the Grade teacher/School office.
- If the child is sick, please do not send the child to the school. Child suffering from contagious disease/injured or fractured should be sent to school after complete recovery with proper medical report.
- No early leave shall be granted to the pupils except in case of an emergency.

### Academics:

- All the belongings (school bag, water bottle, tiffin box, raincoat etc.) should be labelled with a permanent black marker from the very first day of the school.
- Parents must keep a regular check on the activity planner mentioned in the almanac as well as uploaded on the school website 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 brown paper and labelled.

### Important Note:

Parents please download 1NH App from Google play store in your mobile or laptop for worksheet & other updates.

Visit the school website [www.nhspanvel.com](http://www.nhspanvel.com) on regular basis.

Online purchase of books: [www.schoolbooksdeal.com](http://www.schoolbooksdeal.com)

For any queries mail: [nhpsp@yahoo.co.in](mailto:nhpsp@yahoo.co.in)



Thanks &Regards

Principal

