



NEW HORIZON PUBLIC SCHOOL & PENGUIN KIDS

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



Circular No.: PK/2022-2023/ 03

Grade: Jr.KG and Sr.KG

Date: 27.05.2022

Dear Parent

Greetings from New Horizon Public School & Penguin Kids!

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

Online/Offline School Opening & School Timings:

Sr. No	Date	Day	Grade	Shift	School Timings		Mode of teaching
					From	To	
1.	07.06.22 to 13.06.22	Tuesday to Monday	Sr.KG	I & II Shift	10.00 a. m	11.30 a. m	Online
2.	09.06.22	Thursday	Jr. KG	I shift	8.30 a. m	11.30 a. m	Offline
				II shift	12.00 Noon	3.00 p. m	
3.	10.06.22 & 13.06.22	Friday & Monday	Jr.KG	I & II shift	10.00 a. m	11.50 a. m	Online

Note: Regular Physical classes will begin from 14th June, 2022 (Tuesday) for Jr.KG and Sr.KG.

**Offline 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 **8.25 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