



Date: 01/04/2022

LTIS/ Primary, Middle School/Cr. no/02

Dear Parents

Greetings!

Kindly note Students of class I-X need to follow the instructions given below from. **4th April 2022.**

- **SCHOOL TIMING : Monday – Friday : 8:20 a.m. to 3:00 p.m.**
- Any one Saturday will be working for classes III- X. All students need to enter from **Gate no. 1 or 3**. Dispersal for the following classes i.e **III & IV, VI –XII** will take place from **Gate no. 1**.
- For classes **I, II & V** it will take place from **Gate no. 3**.
- Gates will be closed after 8:35am. Students will not be allowed to enter after this time.
- The photograph of the child should be in school uniform for all School purposes.
- Parents need to inform in advance by a written note if their child is not going to use the transport facility (van or bus) on a particular day.
- **Transportation** – Contact School office and Bus Incharge

(**NIURUTI DHAVLE – 8169902023**)

Do's for students:

- **School Uniform** : Wearing ID card & school uniform on all working days is mandatory. Black school shoes to be worn compulsory.
- **Yoga & P.E classes** – P.E uniform compulsory.
- Bloomers should be worn by girls every day.
- **During Monsoon:** Only raincoats are allowed and not umbrellas. Black floaters are allowed during monsoon.
- **Tiffin:** Short break & Long break tiffin separately + Clean Napkin should be carried every day.
- Students should carry School almanac daily + Books according to the timetable only.

Do's for Parents :

- Almanac should be seen by the parents regularly and to be signed, in case any note is given by the teacher.
- **Dispersal:** Parents are supposed to carry escort card provided by the school.
- **On Birthdays:** Decent Birthday dress is allowed. (**Avoid Sleeveless**)

- Distribution of chocolate is not allowed but if the child wants to distribute only one stationary materials like Pen, Pencil, Eraser, or Dry Fruits can be done. (**As per the wish and not compulsory**)
- **Private Transportation** - In case child is opting for private van or coming alone by cycle or by walk a written Application with details should be submitted to the class Teacher.

Dont's :

- **Tiffin:** Junk food and Non- veg is strictly prohibited in the school.
- Students till class VI are not allowed to bring valuables like watches, jewellery, etc. to school.
- Mobiles are not allowed at all.

For LTIS

**Principal
Ms Ritu Kapur**