

ST. ANDREWS SCOTS SCHOOL

Adjacent Navniti Apartments, I.P.Extension, Patparganj, Delhi-110092

Class Nursery & Prep

St. Andrews Scots School welcomes you to its fold. As you know that both parents and teachers play an important role in the overall development of a child, we enlist a few simple things, which you could follow for a better co-ordination.

Orientation Programme:

- The parents are invited to the **Orientation programme on 31st March 2018 (Saturday) at 8:00 a.m.** Parents are requested to take their seats in time.
- Parents are requested to paste a photograph of the child and the person / persons who will escort the child home from the school or from the bus stop, on the child's **Escort pass, form & I-Card form** for security purpose. Please bring the Escort pass and duly filled form on the Orientation Day.

Pre Session

Parents of Nursery & Prep (New student only) are requested to drop & pick their children on 2nd April 2018 (Monday) in the main school. Timings – 9:00a.m to 11:00 a.m. Parents of the bus students should accompany their wards in the bus.

New Session:

- **The new session commences on 4th April 2018 (Wednesday).**

School Schedule:

- School timings for the bus students are 9:00 a.m. to 12.00 noon and for the On- footers 9:00 a.m. to 12:15 p.m.
- For any queries or problems parents can meet the teachers only on Saturdays between 9:00 a.m. and 10:00 a.m.
- No child will be allowed to leave during the school hours unless prior permission is taken.

Dress Code:

- The students should be sent to school in proper uniform.
- Students must wear shoes with velcro bands and not laces.
- Children can wear a casual dress on their birthday.
- Children must have an extra set of clothes in their bags with their names written on it.
- Apron and Napkin must be sent along with lunch box every day.
- It is compulsory to wear the I-card to school every day.

General Instructions:

- **Parents are requested to label books, notebooks, lunch box, water bottle, colours, clay box, apron, napkin, school bag and shoes.**
- No books and stationary should be sent without prior notice, given in the diary.
- The first page of the school diary should be filled properly and I-Card page should also be filled.
- Parents are requested not to send their children to school if they are suffering from any illness.
- Please send an application for leave. If your ward is absent for more than 3 days please send a medical certificate.
- Saturdays will be a holiday for students.
- For any queries regarding transport, contact Transport Incharge (9810957762, 9968948688) between 7:30 a.m. and 2:30p.m.
- Parents can take the concerned bus driver's phone number on the day of Orientation Programme.
- In case of any emergency after 2:30 p.m., contact Security Guard at Ph. 22233027
- This circular must be followed strictly.

PRINCIPAL