The Maurya School, Palam Vihar, Gurgaon

Ref. No.: TMS/17/P/51 (Circular for Pre Primary Classes) Date: 5th April, 2017

Class Teacher ___________________________ Contact no. ___________________________

Dear Parent

Welcome to The Maurya School! This is the year for our tiny tots to shine brightly in our classrooms. It will be a year of magical wonder and amazing growth for your little star.

We look forward to a healthy working relationship with you and your child as we assist them to reach for the stars.

We believe that communication is the key to your child’s success and to a great parent - facilitator relationship. So please prepare your child for the school keeping the following in mind:

- Kindly label your child’s belongings including bag, bottle, shoes etc. with Name, Class and Section clearly.
- Requests for picking up your child during the school hours will not be entertained. Kindly plan any appointments, outings accordingly.
- Please do not send your child to school if he/she is unwell.
- In case you want to collect your child personally and do not want to avail the school transport facility on any particular day, prior information must be given to the School Office, the Class Teacher as well as to the Transport In-charge in writing (No such requests will be entertained received 2 hours before the dispersal time)
- In case of planned holidays, kindly send the Leave Application Form well in advance by attaching the same in the Almanac. Leave Application for illness must be sent on the day your child resumes the school.
- Distribution of gifts on birthdays is not permitted. Only two toffees or a small chocolate is permitted. This is applicable from Pre-Nursery onwards.
- Kindly send the Almanac with the first 2 pages duly filled. Any information related to the child is to be conveyed through the Almanac.
- Kindly send 5 recent passport size photographs of your child dressed in proper school uniform in the Almanac.
- Kindly make your child wear the Old/Temporary ID- Card till he/she gets the new one issued.
- Kindly acknowledge any note or circular received in the Almanac on a regular basis.
- Kindly inform the Class Teacher in advance if the child has any allergy.
- An application addressed to the Principal should be sent in case of any change in Address/Phone Number/Mode of Transport or Leave to be availed. The application for change of address must be supported with a copy of the required document.
- The Class/ Subject teacher may be contacted on the given phone no between _______ and _______ for urgent communication, if any. Kindly text the message in case the teacher is not able to take the call.
- The parents of walkers and routers should carry the Parent’s copy of ID-Card while picking up their ward from the school/route.
- Kindly send fruit, in a small tiffin box for a fruit break.
- Kindly send an extra outfit for your ward in the bag everyday.

Looking forward to your kind co-operation.....

Kind Regards

Shalini Bajaj
Head of the School