



HOLY CROSS INTERNATIONAL SCHOOL

Affiliated to CBSE, New Delhi, Upto+2 level
Lekha Nagar , Khagaul Road, Danapur, Patna, Pin-801105

CIRCULAR NO. HCIS- 01/23-24

Date 25.03.2023

NEW ACADEMIC SESSION: 3rd April 2023 (Monday)

“Education is the passport to the future for tomorrow belongs to those who prepare for it today.”

Dear Parents/Guardians,

By the grace of Almighty we have successfully completed the another Academic Session 2022-23. During the Session 2022-23 each and every one learnt the importance of digitalization which is the demand of present generation.

With the promise of keeping the spirit of learning let's start with New Academic Session 2023-24. We thank God for his mercy and blessing. Our student's Academic excellence this year was met with outstanding results.

There are certain things we would like to share with you for the smooth running of the New Academic Session 2023-24.

1. New Session will commence from 3rd April, 2023 (Monday).

School Timing – Nursery	- 9:30 am to 12: 30 pm.
KG-1 & KG-2	- 7:30 am to 11:30 am
Std - I to Std X	- 7:30 am to 1:30 pm.
Std XI & Std XII	- 7:30 am to 11:30 am.

Office Timing - 7:30 am to 2:00 pm.

2. Fees : In order to meet all our financial commitments there will be a marginal revision in the school fees and other charges for the New Session 2023-24.

From this academic session all the additional half yearly charges, monthly charges which was distributed in different month is merged together and distributed Quarterly in your Student Bill Book, this will help our parent to minimize their monthly burden to pay for their child.

School Fees must be paid within 10th of the month in cash and by 7th of the month through cheque otherwise Rs 50/-will be charged as late fine per week and Rs. 200/- will be charged per month as late fine.

3. Books and stationery will be available in the School Campus from 25.03.23 to 01.04.23 (Timing: 9:00 am to 1:00pm).

4. a). BOOKS /COPIES: All books and copies (as prescribed) should be neatly covered with the synthetic paper provided by the School.

b). Kindly note: The class teacher will not accept them IF :- (i) The entire and complete set of books and copies are not submitted at one time.

(ii) Books/Copies are not covered with synthetic paper along with name and class mentioned with black permanent marker on all.

(iii) All books , copies and diary should be brought to school on the first day of school.

5. Guidelines for the safety of your children:

It has been noticed that students coming by auto, rickshaws, private buses etc. do not report to school on time. Even after dismissal, vehicles do not reach on time to collect your ward. As a result students are found wandering about on the main road. Parents and Guardians are requested to take interest and care so that their children leave the school premises within half an hour after dismissal to avoid unwanted incidents and accidents. We have also noticed that many auto vehicles, rickshaws and pvt. buses are overloaded and do not comply with any safety norms. Due to lack of space they even hang on to the vehicles which may prove fatal. This is highly risky and in the interest and safety of your children, we request you to look into the matter seriously and take corrective action.

6. Students should come in neat, clean and proper school uniform-

For boys- Polished shoes, trimmed nail, short groomed hair, tie, belt & I-Card.

For girls- Two pony/two pleat with black rubber band, tie, belt & I-Card.

7. Parents can meet the Class Teacher/ Subject Teacher only on Saturday when school is close for students, between 10:00 am to 12:00 noon after getting appointment by school In-charge/Vice Principal.
8. Children should not bring any electronic items like camera, mobile phone, I-Pod, transistor, Pen drive and any fancy expensive item to the school. In case of doing so, the School Administration shall seize the items and the confiscated items shall not be returned.
9. You are requested to mark your (wards) books, copies, uniform, Tiffin, Water bottle, etc. with a permanent marker to get back easily, if misplaced.
10. I-Card & Diary and one rough copy must be brought to the school daily.
11. Parents/Guardian must fill up the Personal Records.(Pg/No.1 & 2) & Medical Card that is given in School Diary and must paste one photo of their ward in school uniform.
12. It is compulsory to attend **Parent-Teacher-Meeting** of your ward every time to discuss their progress and future prospects.
13. If the student remains absent for continuous 3 days without seeking prior permission from the Principal or for a Medical cause then the student has to take re-admission.
14. **As per the school policy, every student should have mandatory 85% attendance of the total school days during the session. In case, a student does not meet this requirement, he/she may be barred from appearing in the Final Examination.**
15. It is essential to bring the Gate Pass of your child in order to collect him/her from the school during departure or during class hours (Only in emergency).
16. Gift should not be given to any teacher, Staff or worker for any reason.
17. **Important** : The School management requires you to update your contact information i.e. Present Address and Mobile Number. If there has been any change in the existing records (i.e. given at the time of admission). Kindly inform the office of the changes to be made latest by 31st March 2023.
18. All the important notices of your ward/s (i.e Academic and Non-Academic) will be now updated on the school APP on the regular basis. So, parents are requested to be updated with the School APP for the latest News/ Notices.
19. **Discipline**: - Every student is directed to be punctual and is mandatory for them to give all the Class Test, Periodic Test and Term Exams.
 - It is compulsory to attend the morning assembly.
 - Entry Gate will be closed just after the warning bell for the morning assembly, so students must reach school 10 minutes before the Assembly timing.

As the school has completed its glorious 22 years in the field of education, we are happy to inform you that our school has launched its new school uniform for the students.

- Nur to KG-2 (New set of uniform).
- Std I to Std X (New shirt, tie and belt). (Note :- School Pant will remain same.)

My sincere gratitude to all the parents, guardians collaborators and well-wisher for your whole hearted support and co-operation in all the activities of the school.

**Management
HCIS**