



Dear Parents  
Greeting!!

Congratulations on your decision to accept the challenging and exciting task of admitting/continuing your ward in the school. It is with great pleasure and a wonderful sense of anticipation that I extend a warm welcome to you and your ward to the new academic session 2025-26. The new academic year brings in the renewed energy and resolve to fulfil all that has been planned for students. There are new goals to identify and dreams to be turned into reality.

We would also like to welcome our new students and their parents with a definite assurance that you will find the school welcoming and warm at heart with an energetic environment, conducive to learning and growth. Our expert instructors and administrators share a commitment to provide with the highest quality learning experience.

With a firm belief that our parents would extend co-operation and support as always to help us build holistic personality of our students, here are some important points and we request all our parents to adhere to them.

❖ **Commencement of new academic Session: 2<sup>nd</sup> April, 2025**

❖ **Uniform**

Children must come to school in proper, neat & clean ironed uniform and should not carry expensive Stationery/items to the school.

❖ **School Diary**

The diary is meant for correspondence between parents and teachers. It must be brought to school daily and should be regularly checked by parents and duly signed.

Please duly fill first two pages and sign in the specified area of the diary. This information is vital for the school records. The rules and regulations given in the school diary need to be read carefully.

- For list of holidays, kindly Check Page No.45
- For list of Schedule of activities, kindly check Page No. 47, 49, 50, and 51 in diary.
- For examination and PTM, kindly check Page No. 52, 53 and 48 in diary. Separate circulars will be issued regarding examination on timely basis.
- For discipline and Library rules, kindly check Page No. 22, 23, 24, and 25 in diary.

❖ **Punctuality & Regularity**

- For classes Nursery to KG II: 8.20 AM to 12.15 PM
- For classes I to Class X: 8.20 AM to 2.20 PM
- Morning Assembly : 8.30 am
- Please send your child to school 5-10 Minutes before the school starts and discourage him/her to take leave unless it is very urgent.

❖ **Attendance of Students:** As per CBSE norms, minimum attendance of 75% of the total working days in the academic session is required.

- The minimum attendance for student is **75% in a month**. If some students fails to attain 75% attendance in any month, school will send a letter to the said parent "shortfall of attendance".
- If a student remains absent for 3 consecutive days without any intimation to school, then the class teacher of the said class will make a call to the parent.
- Even if the said child remains absent for more days with any information , then the 1<sup>st</sup> letter regarding attendance will be issued as " Intimation of absence"
- If the said child continued to remain absent from school, then on 12 days of his absence the 2<sup>nd</sup> letter of absence will be issued as "Reminder of Absence".
- If he continues to absent without any information, then the last letter will be issued as "Name struck off."
- Late arrival / early departure from school will not be entitled to 100 % attendance.
- Students will be warned twice for late coming and will have to report to the Principal the third time. Stern action shall be taken if the late coming persists.

❖ **Birthdays**

Students are wished during the morning assembly. Only one or two toffees are permitted to be given to class mates (not compulsory). Gift packs or a cake for the students/staff is not permitted.

- Please ensure that your child carries Tiffin daily and brings only healthy food in it. Moreover, please send one fruit daily for break.

❖ **School Dues:**

- Keeping in mind the student's psychology, it's a request to all parents to clear all school dues on time. Non-payment of dues may causes lead to certain unwanted issues.

❖ **School counsellor:**

We look forward to form strong and lasting relationship with you as together we support your children on their life-journey at Indus Academy.

I wish your child Happy Schooling!

Principal

