

ST. FRANCIS SCHOOL (CISCE) PRE-PRIMARY
ONLY FOR LKG
(NOTICE NO.1)

Date: 20.03.2023

Dear Parents and students,

Welcome to the new **Academic year 2023-24**. As we usher in the year, kindly note the following:

1. Students should be on time for school **(at 8.20 am)**. Gate no.4 will close at **8.30 am sharp**. Pick up time for **walking students is 11.20 am**.
2. **Check the handbook, school website and official Whatsapp group for notices and circulars, daily. Please read the rules in the handbook. Telephone no. of Pre-Primary section is 08692963144.** In case this number is not available, kindly contact **on 8422953364** and you will be connected.
3. Page nos. **1, 17, 19, 20, 21** of the handbook to be filled in correctly, completely and signed by both parents. Stick recent photograph in regular school uniform on page nos. **17 and 19** and send to school on **Monday, 27th March, 2023**.
4. All communication with the class teacher to be made in **writing**, through the **handbook on Pg. 56 (A Note from the Parent)**. Please train your child to show the note, written in the handbook, to the teacher. Please put a bright coloured book mark for the child to remember easily.
5. Parents are not permitted to interact with the teachers during school hours. In case of an urgency or emergency, kindly contact **08692963144/ 8422953364** for an appointment.
6. **Attendance should be regular (refer to page 22 of the handbook).**
7. **Prior permission** for leave to be taken, in writing, whenever necessary. Leave taken up to **two** days should be entered in the handbook on **pg. no. 58**. If a student remains absent for **more than two days**, then an application should be submitted as per the format given on **pg. 70** of the handbook **(on A4 size blank paper). Leave note on any other paper will not be accepted.**
8. Parents to strictly refrain from sending their sick child to school. A child found sick will be sent home. In such cases, parents will be asked to come and pick their child from school and the child will not be allowed to return to school without a fitness certificate. Inform the teacher regarding any allergies or sickness, in writing.
9. Regarding **birthday** celebration, kindly **refer pg. 23** of the handbook.
10. Please file all **notices** and **worksheets** sent by the school.
11. Children must be encouraged to participate in various competitions and activities for their overall development.
12. Kindly refrain from addressing the teachers just by their first names. Please address them respectfully as 'Teacher XYZ', since the children learn by observation.
13. Send your child neatly dressed to school. Girls having shoulder length hair should tie **two pony tails / plaits**. Boys should cut their hair **short**. No fringe. Kindly trim **nails** every weekend.
14. If you **change or shift** your residence, it should be intimated with **written application** to the class teacher and the office (both separately).
15. **Please send a napkin, mask and an extra set of clothes and undergarments, daily in the school bag. It should be sent in a transparent zip pouch, neatly labelled (Compulsory). Please check the zip pouch daily for replacements.**
16. **Label the masks, bags, tiffin boxes, water bottles, crayons, uniforms, books, shoes, floaters, raincoats, etc.**
17. Red cardigans (sweaters) with school logo to be worn in winter. Any other sweaters will not be allowed. Black floaters to be worn during the monsoon.
18. **Identity card must be worn daily.**
19. Teacher must be well informed in writing, in case of a change in pick-up and drop (for bus children). Similarly, if there is a change in the pickup person (in case of walking children or bus children) an authority letter duly signed by the parent must be produced along with the escort card and the identity proof of the person picking up the child.

20. Please DO NOT switch off your mobile phones during school hours. To ensure that you receive all SMSes from the school, kindly deactivate the DND (Do not disturb) service from your mobile operator.
21. **P.T uniform** must be worn to school only **after further intimation**.
22. Send the books as per the time table given. Please do not write/colour or complete any pages in the books and notebooks until the teacher instructs to do so. **Whenever homework is sent home, kindly ensure that it is completed and returned the very next day (even if that period is not mentioned in the time table).**
23. **Kindly label and cover the handbook, all text books, workbooks and notebook with plain plastic.**
24. **Syllabus for each month will be sent in the monthly notice.**

22.03.2023 Wednesday: Holiday on account of Gudi Padwa

29.03.2023 Wednesday: ACTIVITY- My Favourite Colour Day

- Students to dress up in their favourite coloured clothes, carry an article of their favourite colour and speak two to three sentences about their favourite colour.
- School as usual.

30.03.2023 Thursday: Holiday on account of Ram Navami

Books for LKG Section for Academic Year 2023-2024

English written	My Workbook of English Part 1 My Workbook of English Part 2
Recitation	Grafalco Rhymes & Songs (B)
Phonics	Phonofun Pre-Primer Stepping Stones
GK and Conversation	Jumpinn First Picture Book
Math Written	My Workbook of Maths Part 1 My Workbook of Maths Part 2
Art	Grafalco Drawing (C)

Please note the syllabus for March 2023: -

SYLLABUS FOR THE MONTH OF MARCH 2023

ENGLISH

ORAL: Recap of sounds of letters A to J

WRITTEN: Aa and Bb (Print form)

RECITATION: 1) Ten Little Fingers 2) Colours

GENERAL KNOWLEDGE: 1) Colours

CONVERSATION: 1) Birthday Party

MATH

ORAL: Number Sequence 0 to 20

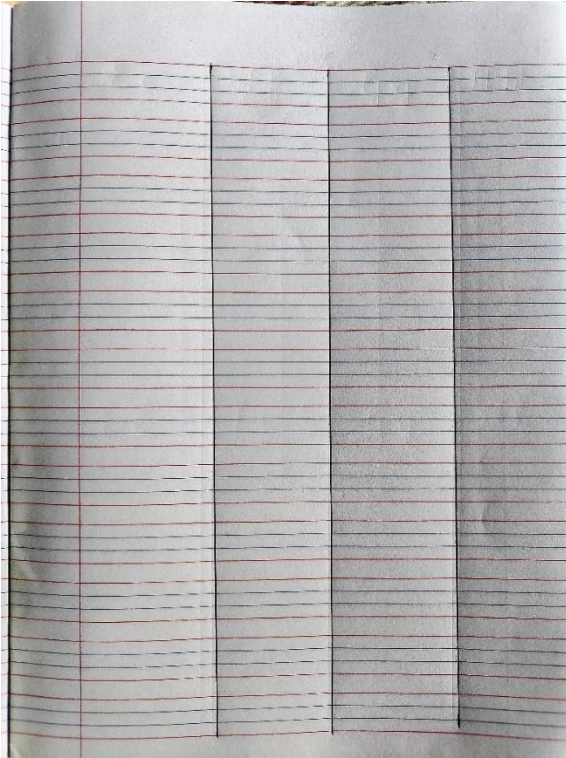
WRITTEN: Numbers 0 and 1

ART: Pages 2 and 3

- **The following to be submitted to the class teacher on Thursday, 23rd March, 2023:**
 - My Workbook of English Part-2
 - My workbook of Math Part-2
 - Grafalco Drawing C
 - Box of clay

• **The following to be submitted to the class teacher on Monday, 27th March, 2023:**

- Handbook (Page nos. 1, 17,19, 20, 21) to be duly filled in correctly, completely and signed by both parents. **Recent photograph in regular school uniform** to be stuck on **page nos. 17 and 19**.
- **5 passport size photographs** in regular school uniform to be sent in an envelope with the name of the child written on the reverse of each photograph (use marker pen).
- In the **combined book**, draw 3 equidistant vertical lines with black ball point pen, on all the pages of only the **red and blue line section**. (sample page attached below)



Combined notebook page

• **Articles to be carried every day to class:**

- Handbook
- Spare set of clothes, mask, napkin, tiffin, water bottle
- A **simple** pencil box with 4 sharpened pencils and an eraser. **Do not** send a sharpener. **(All duly labelled)**

Kindly send books as per the below mentioned Time-Table:

<u>MONDAY</u>	<u>TUESDAY</u>	<u>WEDNESDAY</u>	<u>THURSDAY</u>	<u>FRIDAY</u>
Phonics (Phonofun Pre-Primer Stepping Stones)	Math Written (My workbook of Math- Part 1)	English written (My Workbook of English- Part 1)	Math Written (My workbook of Math-Part 1)	Art/ Clay Send Crayon box
English Written (My Workbook of English-Part 1)	Recitation (Grafalco Rhymes & Songs B)	Story	Recitation (Grafalco Rhymes & Songs B)	G.K. (Jumpinn First picture book)
Conversation (Jumpinn First picture book)	Singing (Grafalco Rhymes & Songs B)	G.K. (Jumpinn First picture book)	Conversation (Jumpinn First picture book)	Dance/ P.T
Playtime	A.V.	Playtime	Phonics (Phonofun Pre-Primer Stepping Stones)	Math oral

Principal
