

Date: 20-03-2023

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

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 **11.30 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 on **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. Blackfloaters 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

24.03.2023 Friday: ACTIVITY - Introduction - Myself

- Students have to wear school uniform.
- Students have to say the below mentioned lines:
 1. My name is _____.
 2. I am a boy/girl.
 3. I like to _____ (sing, dance, draw etc.)
- School as usual.

30.03.2023 Thursday: Holiday on account of Ram Navami

Books for UKG Section for Academic Year 2023-2024

English Written	My Workbook of English Sr.Kg
Recitation	Periwinkle Nursery Rhymes Part 2
Phonics	Sam The Fat Cat
GK and Conversation	Grafalco Pre- School GK & Conversation
Math Written	My Workbook of Maths Sr.Kg Part 1 My Workbook of Maths Sr.Kg Part 2
Hindi	Navin Sankalp Praveshika Hindi Aksharmala Notebook
Art	Fun with colours -A

Please note the syllabus for the month of March 2023: -

<u>ENGLISH:</u>	
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ORAL	Recap of two letter words
RECITATION	We Willie Winkie Prayer
STORY	The Proud Rose
WRITTEN	Revision of letters Aa – Zz Cursive writing Aa - Dd
<u>G.K</u>	Rainy Season
<u>CONVERSATION</u>	_____
<u>HINDI WRITTEN</u>	अ, आ, इ
<u>ART</u>	Pg. no. 4,5,6
<u>MATH</u>	
ORAL	Numbers 0 - 80
WRITTEN	My Workbook of Math Part 1 Pg.no. 1 - 10

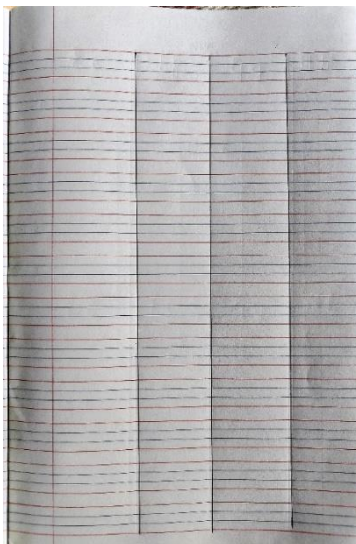
• **The following to be submitted to the class teacher on Tuesday, 21st March, 2023:**

- My Workbook of English
- My workbook of Math (Part 1 & Part-2)
- Fun with colours A

• **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 school uniform to be stuck on page nos. 17 and 19.
- **4 passport size photographs** in 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 **40** 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)**
- **Crayons to be carried on every Friday .**
- **Kindly send the combined book on every MONDAY after completing the homework.**

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>
Assembly	Assembly	Assembly	Assembly	Assembly
ENGLISH	MATH	ENGLISH	MATH	ENGLISH
HINDI	DANCE / PT	HINDI	PHONICS	ART
BREAK	BREAK	BREAK	BREAK	BREAK
RECITATION	STORY	G.K	PLAYTIME	HINDI
CONVERSATION	PHONICS	SINGING	MATH ORAL	CLAYTIME / A.V

Principal