

Ref.: SBPS/23-24/2171

Date: 20.03.2024

We would like to stress on some important points for the Session 2024-25:-

1. New session for classes Nursery, KG I & KG II will start from **01.04.2024**.  
School Timing: Arrival: - **08:55 am** ; Departure: - **02:45 pm**.
2. **New Students'** parents need to come to school on **27.03.2024** for the orientation session as already intimated.  
Timing: **11:00 am**
3. Please submit all the books, copies and an extra set of clothes in a packet with a proper label on **30.03.2024**.  
Timing: **09:00 am - 12:00 pm**. Your co-operation will be highly appreciated.
4. Each child is given two ID cards (one student ID card and one Parent ID card). He/She should wear the ID card daily. For your ward's safety please ensure that the person collecting the child from school/bus stop is carrying the parent ID card. Please do not give the Parent ID card to the child. Do not leave the card in the child's school bag. In case the ID card is misplaced, please inform the school office or the class teacher immediately. Another card will be provided against a deposit of ₹ 150/-.
5. At SBPS, our endeavour is to make your child independent. We request you to make sure your child's bag is comfortably put on his/her back so that he/she is able to walk and climb the stairs easily. The water bottle should preferably be transparent, small and light, preferably one with a strap, rather than a sipper.
6. Please ensure that your child's bag is arranged according to the time table. They should carry only the books specified by the teachers. Do not allow your child to bring any sharp objects to school e.g.: Sharpener, blade, knife, etc.
7. Meal time is seen as a valuable social learning experience and therefore it is given importance in school. Please stress on green vegetables. Please ensure that the tiffin box you send to school can be easily opened by your child. **Two napkins**, a spoon and fork should also be given. Please let us know if your child is allergic to a particular food. Please do not over stuff the lunch box with more than what the child can eat. Please follow the suggestive food chart given below.  
Long Break  
Monday- Dosa/Cheela/Idli/Dhokla  
Tuesday- Puri/Stuffed Paratha + Green Vegetable  
Wednesday- Sandwich + Cake/ Paratha + Green Vegetable  
Thursday- Vegetable /Paneer Roll +Nuts  
Friday- Pav Bhaji + Sweets  
Short Break- Any seasonal fruit, sprouts and dry fruits
8. Your child must not wear any expensive jewellery to school.
9. Please do not send attractive and expensive items. (Toys/expensive pencil box/lunch box etc.)
10. Every child of SBPS will participate in the school functions held during the academic year. This is an important part of the child's development and helps in confidence building.
11. Language foundation is laid at home. Teach your child the value of speech, the art of conversation and listening. School reading schemes need to be reinforced with cozy reading sessions at home that will develop a thirst for books. It will take a lot of effort to get your child become an avid reader but will be well worth the effort in the long run.
12. A holiday list is given in the diary. Please go through it carefully. The school may remain closed due to any 'Bandh' declared. You will be intimated through SMS or notice about the unforeseen circumstances.
13. Virtual classes may be conducted if the school remains closed due to unavoidable reasons like bandh, extreme heat, cold etc.
14. Your presence in the PTM (Parent Teacher Meet) is mandatory and will be appreciated as it will keep you abreast with your ward's progress in scholastic as well as co-scholastic areas. It is compulsory for your child to wear the school uniform on PTM day.
15. Please do not send your child to school if he/she is sick as there is a high risk of cross infection. If your child feels unwell in the school, you will be intimated. To be eligible for a given day's attendance, the child has to be in school till recess.
16. The syllabus is given to the child at the beginning of the session to keep you informed about the courses of studies to be covered during the session. This also helps you reinforce school work at home. Please keep this handy and check it everyday.
17. There will be six Periodic Tests as mentioned in the diary. Please follow the schedule and syllabus for the portion.

18. Please read the circulars sent to you from time to time. Notices are also sent through SMS, Google Classroom or E-mail. Please make sure your correct mobile number and mail ID are given to school and respond to the phone call promptly.

You are the greatest influence in your child's life. No one knows and cares for your child more than you do. The school is a natural extension of home. The teachers and parents play a complementary role, acting in partnership to support and develop the child.

### **WHAT WE EXPECT FROM YOU AT SCHOOL**

1. Please cover all the books and copies properly and label them according to the book list.
2. Please label all the belongings of your child neatly. (Bag, pencil-box, bottle etc.)
3. Please ensure that your ward carries the school diary to school every day. Please check and sign the diary regularly.
4. Please go through the school diary and complete it in all aspects.
5. Frequent changes in student's profile is not appreciated but if at all it is required then please follow the format provided in the school diary.
6. For leave and for change in bus no. or bus stoppage please follow the format provided in the school diary.
7. Students will not be allowed to avail or withdraw the bus facility in the middle of the session.
8. Be regular in writing the absence note in the regularity record of the school diary.
9. Send the student in proper, neat and clean uniform. He/She should wear the ID Card daily.
10. Reading/telling stories to your child is invaluable. Read with enthusiasm and delight. Talk about the pictures and the characters with your child. Talk about the great personalities. Narrate stories of Panchtantra and other moral stories.
11. Sharing is an important virtue which students develop at school. Let your child bring any story book (moral or motivational) book to school which he/she has already read and can share with his/her classmates.
12. Help the child to be austere. On his/her birthday, send toffees for each of his/her classmate and teacher or you may send a birthday sapling which will be planted in the school. Please do not send any gift for the teachers or classmates.
13. Be vigilant & careful when your child is using any electronic device. You should ensure that the child is using the device judiciously and within a given time frame. You are advised to make use of Parent Control Apps like 'Google Family Link' to keep a tab/ check on your wards' internet use.
14. Engage him/her in conversation. Chat about the things you see and do. Ask your child's opinion and share yours.
15. Any leave without prior information during exams is strictly prohibited. No retest will be conducted. In case of leave for medical reason, you will have to submit an application along with the doctor's prescription and pathological report.
16. Set the stage for success by speaking positively and confidently about school and teachers to your child. Do not criticize the teacher/staff/school system in front of your child.
17. Help your child learn self-help skills including using the washroom properly, washing hands, managing buttons and zippers, putting on sweaters, opening snack packets and recognizing his or her name in print.
18. Acknowledge your child's strengths, shower praise on him/her and gently help to overcome his/her weaknesses.
19. SBPS conducts PTM (Parent Teacher Meet) at regular intervals. Take advantage of that opportunity to show your child how sure you are that school is a wonderful place with kind people and lots of learning adventures in store.
20. Encourage your ward to be regular to school. 85% attendance is required to be maintained throughout the session and in each month. Students with 100% attendance will be rewarded.
21. Your views are important to us. Any matter related to the studies of your child should first be conveyed through the school diary. You may also come to school on Wednesdays (7:30 am to 8:30 am) to meet the concerned class teacher.
22. You can also put up your views by calling at the reception (**9507035717 / 9507035987**) during the school hours or mail us at [info@sbpsranchi.com](mailto:info@sbpsranchi.com).
23. You can easily track your ward's bus status through the GPS Tracking System. The details of the same is mentioned in the notice provided to you in the admission kit.
24. SBPS Child App - 'गवाआक्ष' is launched for each student. Through this App, you will be able to access your ward's Profile and Fee Payment details. Please visit the school's website [www.sbpsranchi.com](http://www.sbpsranchi.com) to download Gawaaksh App.