



(SARALA BIRLA GROUP OF SCHOOLS)

Sarala Birla Public School
Mahilong, Ranchi
PARENTS' ORIENTATION SHEET (2024-25)
STD. I to V



Ref.: SBPS/23-24/2172

Date: 20.03.2024

Points to remember:

1. New session for classes I to V will start from **01.04.2024**.
School Timing: Arrival: - **08:55 am**; Departure: - **02:45 pm**.
2. Please cover all the books and copies properly and label them according to the book list.
3. Please label all the belongings of your child neatly. (Bag, pencil-box, bottle etc.)
4. Please see that your ward carries the school diary to school every day.
5. Please go through the school diary and complete it in all aspects.
6. Please check and sign the school diary regularly.
7. 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.
8. For leave and for change in bus no. or bus stoppage please follow the format provided in the school diary. Students will not be allowed to avail or withdraw the bus facility in the middle of the session.
9. 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.
10. **Std. I & II-** Students will submit all the copies on the first day (01.04.2024) and all the books on the second day (02.04.2024) positively. Your co-operation will be highly solicited.
11. Please check all C.W copies regularly and acknowledge it.
12. Please guide your child to arrange his/her bag according to the class time table so that the school bag is not heavy. They should carry only the books specified by the teachers.
13. Be regular in writing the absence note in the regularity record of the school diary.
14. Send the student in proper, neat and clean uniform. He/She should wear the ID card daily.
15. Always carry the parent ID card with you whenever you visit the school.
16. In case the ID card is misplaced, please inform the school office or class teacher immediately. Another card will be provided against a deposit of ₹ 150/-.
17. 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. To be eligible for a given day's attendance, the child has to be in school till recess.
18. 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.
19. 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.
20. Do not over stuff the lunch box. Please stress on green vegetables. Students will carry transparent water bottles.
21. Minimum 2 slices of **seasonal fruits** and **sprouts** are compulsory in the lunch box every day. **Two napkins** and one spoon/fork should also be given.
22. 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.
23. Your presence in the PTM 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.
24. 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.
25. Children should read the '**Book of the month**' as announced in the class and read newspaper and other good periodicals everyday.

26. **Std. I & II** - 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.
27. 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.
28. Engage him/her in conversation. Chat about the things you see and do. Ask your child's opinion and share yours. Be involved in his/her day to day activities.
29. Periodic Test schedule is mentioned in the school diary. Please follow the schedule for the same.
30. 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 those unforeseen circumstances.
31. 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.
32. Virtual classes may be conducted if the school remains closed due to unavoidable reasons like bandh, extreme heat, cold etc.
33. Acknowledge your child's strengths, shower praise on him/her and gently guide to overcome his/her weaknesses.
34. Help the child to be austere. On his/her birthday send him/her with toffees for each of his/her classmate and teachers or you may send a birthday sapling which will be planted in the school. Please do not send any gift for the teachers or the classmates.
35. Set the stage for success by speaking positively and confidently about the school and teachers to your child. Do not criticize the teacher/staff/school system in front of your child.
36. Kindly ensure that your child does not bring any electronic gadget and expensive jewellery in the school premises.
37. Do not allow your child to bring any sharp object to school e.g.: Sharpener, blade, knife, etc.
38. **Std. III-V**: Kindly make sure that your ward is not carrying any sports equipment to school except on the day scheduled for academy.
39. 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.
40. 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.
41. You can easily track your ward's bus status through the GPS Tracking System. The details of the same are mentioned in the notice provided to you in the kit.
42. SBPS Child App-'गवाकश' 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 to download Gawaaksh App.

Principal