

Ref.: SBPS/23-24/2196

Date: 14.03.2024

Points to remember:-

1. New session for classes VI-XII will start from **01.04.2024**.
Timing: Arrival: - **6:35 am** ; Departure: - **12:45 pm**.
2. Please cover all the books and copies properly and label them according to the book list.
3. Please see that your ward carries the school diary every day to school.
4. Please go through the school diary and complete it in all aspects. Kindly check and sign the school diary regularly.
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. Students will not be allowed to avail or withdraw the bus facility in the middle of the session.
7. 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.
8. Be regular in writing the absence note in the regularity record of the school diary.
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. Send the student in proper, neat and clean uniform. He/She should wear the ID card daily.
11. Always carry the parent ID card with you whenever you visit the school. 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/-.
12. Students are supposed to bring lunch box everyday having healthy and nutritious food. Please stress on green vegetables. Students will carry transparent water bottles. **Two napkins**, spoon/fork should also be given.
13. Students of Std. VI-X will be allowed to avail canteen facility once a week. The schedule for the same will be provided later.
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. 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.
16. Engage him/her in conversation. Chat about the things you see and do. Ask your child's opinion and share yours.
17. Set age-appropriate rules and expectations at home. Help your child learn and follow them. Foster independence and responsibility by giving your child appropriate tasks.
18. Periodic test schedule is mentioned in the school diary. Please follow the schedule and syllabus for the portion.
19. 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.
20. 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.
21. Virtual classes may be conducted if the school remains closed due to unavoidable reasons like bandh, extreme heat, cold etc.
22. Acknowledge your child's strengths, shower praise on him/her and gently guide to overcome his/her weaknesses.
23. 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.
24. Children should read the '**Book of the month**' as announced in the class and read newspaper and other good periodicals everyday. Encourage your ward to participate in the CBSE Reading Challenge which can be accessed from the official website of CBSE.

25. Students should take care of their belongings themselves. Expensive items should not be brought to the school.
26. Ensure that your child actively participates in Sports and Extra-curricular activities as this can improve the concentration of the child.
27. Students are not encouraged to stay in the school premises beyond the school hours until a notice is issued from the school.
28. 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.
29. Kindly ensure that your child is not bringing any electronic gadget in the school premises. If at all it is found in possession of any student, it will be confiscated and shall not be returned for the whole session.
30. Do not allow your child to bring any sharp object to school e.g.: Sharpener, blade, knife, scissors etc.
31. Kindly make sure that your ward is not carrying any sports equipment to school except on the day scheduled for academy/Art Education.
32. The students need to maintain discipline in school as well as in the bus. If any misconduct or indisciplined behaviour is observed, action as deemed fit will be taken by the school.
33. Please encourage your ward to refrain from over indulgence in any kind of social networking site.
34. 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.
35. 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.
36. 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 Tuesday (12:45 pm to 01:45 pm) to meet the concerned class teacher.
37. You can also put up your views by calling at the front office (**9507035717/9507035987**) during the school hours or mail us at info@sbpsranchi.com
38. 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.
39. SBPS Child App-'गवााक्ष' 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