

**NEO CONVENT SR. SEC. SCHOOL**  
**CIRCULAR NO. 003/2024-25**  
**“Tiny Steps for Tiny TOTS”**



\_\_\_\_\_ OF CLASS – L.K.G. \_\_\_\_\_ IS GOING TO BE A PART  
OF NEO FAMILY.

## **“Let today be our first day on a new adventure”**

**The most important day of child’s education is the first day of the school and we ensure this vitality till they reach the path to Grade XII(2038-2039). On behalf of Neo Convent Sr. Sec. School, we are elated to welcome you to the 2024-2025 academic years. We are excited to meet your little ones and happy to guide them through this grade. We appreciate all the exuberance you bring along with you.**

### **OUR MOTTO IS THE BETTERMENT OF THE CHILD**

1. **REGULARITY:** Regularity of the child is must. Inform the school in the case of absenteeism.
2. **SCHOOL WORKING HOURS:** Working hours during summers, are from **8.00 a.m. to 12.30 p.m.** and during winter, timings are from **8.30 a.m. to 1.00 p.m.** Reach the school 5 minutes before the bell rings, as the school gate closes after the bell.
3. **MODE OF TRANSPORT:** All parents should inform their respective class teacher in written, details of the mode of transport of the child. The school authorities would refuse to recognize anyone else as an escort, other than parents/ guardians or the identified private vehicle driver.
4. **ID CARD :** Every student should **wear his/her ID card** daily to school . **Parent ID card should be shown at time of dispersal by the parent.**
5. **SCHOOL DIARY :**Parents are requested to check and sign if there is any note given in the school diary. Bio-data sheets in the diary should be duly filled and signed by both the parents.
- 6 **LABELLING :** Label all the belongings of the child such as name, class and section of the student.
- 7 **ATTENDANCE:** Ensure your ward’s regular attendance in school. Weightage is given to attendance during computation of results.
- 8 **NOTEBOOK COVERING:** Cover all the copies of your ward according to the colouring scheme provided to you.
- 9 **INCULCATING HABITS:** Inculcate habits in your ward’s routine such as reading, doing homework by themselves etc.
- 10 **ENGLISH CONVERSATION:** English conversation should also be a part of day-to-day life. So, conversing in English at home will be in your ward’s best interest as spoken English skills allow children to participate in academic discussions.

11 INTERCLASS AND INTER HOUSE ACTIVITIES: Inter-class activities and Inter-house activities are organized regularly. Kindly encourage your child to participate in all these activities.

12 RESIDENTIAL ADDRESS: Any change in Residential address and telephone no. should be intimated to the school immediately; else school will not be able to help you and your ward during an emergency.

13 NOTIFICATION: Download the app of the school from the app store for notifications.

**NOTE:** -

**PARENTS ARE ADVISED TO FILE ALL THE CIRCULARS AND ASSIGNMENTS GIVEN BY THE SCHOOL IN A LABELLED FOLDER FOR THE ENTIRE SESSION OF 2024-2025.**

5. **The best thing to give to your ward is sincere affection. Learn to say No to your child. Pampering is misunderstood as show of affection and should not be resorted to.**
6. **To inculcate healthy habits, We have a fruit day on every Thursday. Kindly do not send junk food to the school.**
7. **Spend quality time with your child.**

**# House uniform to be worn by students on all Fridays and all working days when they have PHYSICAL EDUCATION PERIOD.**

Bringing up a child is becoming a challenging task these days. Parents should maintain a balance between their work and quality time given to their child. This will definitely make you rise to the challenge and help in making your child a better person.

**LOOKING FOR A WHOLEHEARTED CO-OPERATION FROM YOU.....**

DATE: 23.03.24

CLASS TEACHER