



CIRCULAR FOR STUDENTS

Dear Parent/Guardian,

We feel happy to take your child on the School rolls and wish her/him a happy and educative schooling. We need your co-operation to give the best education and contribute to the personality development of your child.

School website & SMS alert facility: The school website 'www.gempublicschool.com' ensures that the parents have an easy access to their ward's Schooling, Daily Homework, Circulars, Monthly planners, Activity organizers/syllabus and class Activities which can be checked through the website. As a step towards better communication between the parents and the school, we provide SMS to the parents through schoolpad. This facility ensures that all important and urgent short messages/school circulars reach you instantly on you mobile phones through SMS. Therefore it becomes imperative for the parents to keep the school updated about their mobile numbers on which they would like to receive their alerts. Any changes in the number should be intimated immediately.

To make learning an enjoyable experience for students from Nursery to XII, '**SMART CLASS**' concept is being used in school since April 2010. Lessons are being taught with the help of Interactive Boards, Computer, Speakers, Projectors, Remote Control, and Animated Stories.

We are also introducing NCC, Youth Service club.

A General Information:-

1. All students will join school on 1 April, 2016 (Friday) in the summer uniform at 7:50 a.m. and Nur., L.KG. & U.KG., at 8:30 a.m.
2. On 1 and 2 April 2016 School will get over at 10:00 a.m. for Nursery, L.KG and U.KG and at 11.00 a.m for Classes I to X. School transport & day-boarding facilities will not be made available to new students on these two days.
3. Day-boarding unit functions till 5.15 p.m. from Monday to Friday throughout the year. For Saturdays, please meet the Principal. No Day-boarding will be available on public holidays, second Saturdays and Sundays. Day-boarding facilities will be extended to the new Day Boarders w.e.f. 4 April 2016.
4. School conveyance is available for all Phases of Mohali, Kharar & adjoining areas. Rickshaw pullers, van/bus drivers need 3 to 4 days to settle routes and time. Conveyance facility will be extended to new students w.e.f. 4 April 2016.
5. All new students will wear Nametags, issued at the time of admission, for the month of April, 2016. Without it, they will not be allowed to attend the classes.

6. **On no account will any student be sent home with a new person.** In case of emergency, please give an authority letter to the person concerned.

7. **Second Saturday of each month will be a holiday.**

Check school diary for the complete list of holidays.

School Timings w.e.f. 4 April 2016

Nursery, L.Kg & U.kg

(Monday to Friday)

8:30 a.m. to 12:30 p.m.

On working Saturdays

8:30 a.m. to 11:30 a.m.

Classes I to X

(Monday to Friday)

7:50 a.m. to 1.50 p.m.

On working Saturdays

7:50 a.m. to 12:20 p.m.

8. **90% attendance is compulsory for promotion to the next class. In case a child cannot attend school please fill in the leave Performa and send it to the school. This will ensure that your ward is not playing truant and is at home with your sanction.**

9. **Following streams are offered at +1 & + 2 level.**

Medical

Non-Medical

and

Commerce

10 For correct pattern of uniform: Contact Trendz, S.C.F. 67 (IInd floor), Opp. Cheema Hospital, Phase V, Mohali **Phone No. 9876660568. Boys are supposed to wear black leather shoes with laces and girls are to wear black shoes with buckles. (Standard Bata School Shoes are recommended).**

Please ensure that your child is dressed in correct pattern of School uniform with black shoes only.

11 It is important for all students and parents to follow school rules and regulations to maintain discipline and high standard of education. Inculcate good and clean habits in your child. Kindly go through the information furnished alongwith this notice.

B. Special Instructions for new students.

1. On 01 April (Friday), 2016 all new students of Nursery, L.KG & U.KG. classes will come to school with their parents for an introduction with the Class teacher anytime between 9.00 a.m. and 11.00 a.m. It will be a non-teaching day. Students will go back with their parents after meeting the teacher. (very important for Nursery Students)

2. From 4 April, 2016 Nursery, L.KG & U.KG students will go home at 12.30 p.m. and Classes I to X at 1. 50 p.m. Day-boarders will go home at 5.15 p.m. They must bring two well packed tiffins and one clean napkin.

3. This is the first separation from home for the Nursery students. We want the trauma and insecurity associated with it to be eliminated as quickly as possible. Most children would settle down easily but some children take time to adjust in a new environment, among new faces. Parents should not get worried if their child

cries at the beginning. We have an experienced and affectionate staff to look after them. In any case, a very disturbed child should not be left behind for longer hours to begin with.

4. Please prepare your child to come to school happily by telling him/her nice things about the school and teachers.
5. Parents are requested not to peep into the class room or be seen near the school compound. This can be disturbing for the children.
6. Make sure that your child wears a 'Nametag' for the month of April 2016. Teachers are bound to make mistakes without this.
7. Try your best to make adjustments with school conveyance. Keep your child ready and waiting 5 minutes before the given time. Vans and buses will not go door to door. Bring your child at the given stop in time. Occasional break downs are beyond our control.
8. An endeavour should be made at home to speak in English with the child.
9. Please put the name of your child with a permanent marker on all his/her belongings i.e bags, tiffin, bottle, napkin, tie, belt, books, note books etc.
10. All students must bring one plastic glass and a clean handkerchief to School everyday. Water bottle is not allowed in winter.
11. **Parents may buy Books directly from Modern Book Shop, Near Aroma Hotel, S.C.O 3-4, Sector 22-C, Chandigarh from 26.03.2016 onwards.**
12. **Attendance is compulsory on first day of the new session.**
13. **No student is allowed to bring mobile phone to school. Students of Classes +1 & +2 may bring & deposit the same in the school with the due permission of the Principal.**
14. **Parents to ensure that their ward does not come to school on two wheelers.**

Principal