

NAVY CHILDREN SCHOOL, VISAKHAPATNAM

|| Mar 2024

Dear Parents,
Greetings of the day!

1. School plays an important role in the overall development of a child and the formative years of a child's life are the most important. It is now that qualities of discipline, honesty, truthfulness are set for life.
2. It is our endeavour to work towards the holistic development of the child and make him /her a good citizen of tomorrow.
3. **School Timings**
 - (a) Classes will commence from **1st April 2024**. All students are to be present in school 5 minutes before the scheduled time. **The School gate will close after the second bell rings at 7:40 a.m.**
 - (b) From **1st Apr 2024 onwards**, regular school timings will be followed – **0740 to 1350 hrs.**
 - (c) **Break timings:** I Break 1000 – 1015 hrs and II Break 1210 – 1220 hrs.
 - (d) Bus route and number to be intimated to the class teacher.
 - (e) Parents are to ensure safe arrival and pickup of their respective ward, when using their own arrangement, for the same. (bike/auto/car/walk). Likewise auto driver's name and number to be intimated (**Mandatory**).
4. **School Uniform** : Students to restrict and adhere to the pattern of uniform stated by the School and it can be purchased from any of the uniform outlets like Hirawats, Vinis, etc. Details available on school website: www.ncsvizag.edu.in
5. **Books:-**
 - (a) List of Books for all classes has been uploaded in school website for Parents Reference.
 - (b) For Door delivery WhatsApp Gupta Brother (Mob No. 9346625493).
 - (c) For any other queries contact Ms. Aparna (Mob:9949390257) and Ms Begum (Mob: 9642713297).
 - (d) Parents are requested to note that all note books and text books are to be neatly labelled with a permanent marker pen mentioning – name, class, section and subject.
6. **General guidelines:-**
 - (a) Students to wear AY 2023-24 I Cards till new I cards are made.
 - (b) Fancy jewellery, wrist bands, wrist watches, toys, money, fancy pencil box etc. are not allowed.
 - (c) No heavy or big ear rings. Only small , light-weight studs are permitted.
 - (d) Nails should be regularly trimmed and nail polish, mehendi / henna are not permitted.
 - (e) School belt with loops compulsory.
 - (f) **Girls to wear navy blue / black tights under the skirt.**
 - (g) **Only Secondary Wing students are permitted to come to school riding bicycle with helmet.**
 - (h) **The school bus is not with school management. Any query related to school buses to be addressed to INS Satvahana.**
7. **DIARY:** Diary is the primary means of communication between the school and the parent. Diary should be brought to school every day.
 - (a) Students personal record pages in triplicate and the medical record pages in the diary should be duly filled with proper information as soon as the diary is issued.

- (b) The school would keep in touch with the parents through SMS alerts. Any change in address, telephone number should be immediately amended in the diary and the class teacher to be informed.
- (c) Verbal messages through children will not be entertained by the school. Any message to the teacher should be in written form.
8. **Meeting the teachers:** Parents desirous of meeting teachers may come on every working Wednesday (Timing: 1400 – 1500 h)
9. **Illness:** Please do not send a child to school, if unwell. If a child is suffering from any contagious disease the child will not be allowed to attend classes. Only on furnishing fitness certificate from a doctor will the child be allowed to attend classes.
10. **Parent Teacher Interaction (PTI):** Please attend all the PTIs to know the performance of your child. Parent's help and cooperation is required at all levels. Orientation programme will be held on 30th March 2024 in respective class rooms.
11. **E – Almanac** will be shared with parents soon.
12. **ENTAB** User ID & Password of parents for logging into ENTAB will be provided by school for the new admissions. All communication will be done through ERP only. Whats app will be discontinued w.e.f 1st April 2024.
13. **SCHOOL FEE:** To be paid quarterly through School ERP only.



(Dr Parul Kumar)
Principal