

GUNDECHA EDUCATION ACADEMY

CIRCULAR#: GEA/IC-PRI/SEC-011/2010-2011

DATE: July 19, 2010

SUBJECT: TEACHING CHILDREN ETIQUETTE (for **Sr.KG. to Std. V**)

Dear Parents,

For children to be successful in life, they need to have social skills as well as academic skills. Social skills are important in all aspects of your child's life, from the playground to the classroom to the workplace. Social skills help others feel comfortable with us and help us make friends. Relationship-building skills help us resolve conflicts in a healthy way. And if you help young children learn polite and caring behavior, they will continue to use good etiquettes and manners and become more socially aware as they get older. When children are polite, kind and honest, they develop character. Politeness counts!

In fact, kids who don't have social graces are likely to have a more difficult time with friends, family and teachers. Social traditions, based on courtesy, kindness and graciousness have been bequeathed to us in the form of etiquette.

It's agreed: etiquettes need to be taught. It's easier to nurture good child behavior if you work as a family to set the rules for good manners in many different situations. Between the ages of 2 and 10, your child is most receptive to learning the rules of polite conduct. In other words, "When children are very young, they want to do anything you ask. Grab the opportunity to teach appropriate behavior."

We are pleased to announce the commencement of the Personality Development programme

Impressive Me

designed for the children in the age group of 5 yrs. to 12 yrs, in the school premises from **August 04, 2010 to February 09, 2011**. The details of the programme are as follows:

Venue: Gundecha Education Academy

Timing: 3:15pm – 4:15pm

Day: Wednesdays

Charges: Rs.2,500/-

Module 1: ***Mind your manners***

- ü Greeting people
- ü Entertaining guests
- ü Polite words
- ü How to conduct oneself in different situations (school, when visiting friends, public place, attending parties etc.)

Module 2: ***Habits die hard***

- ü Bottom-line
- ü Posture and poise
- ü Power of dressing
- ü Are you listening?
- ü Growing up - Learning to be responsible
- ü Tele-Watch
- ü Cleanliness counts

Module 3: ***Dining etiquettes***

- ü Table manners
- ü Fork or Spoon?

Module 4: ***Tele-talk***

Module 5: ***Continuum***

§ There will be totally 20-classes conducted on August 4th, 11th, 18th & 25th, September 1st, 8th, 15th & 29th, October 6th, 13th & 27th, November 24th, December 1st, 8th & 15th, January 5th, 12th & 19th, February 2nd & 9th.

§ In case of absence of your child on any of the specified day/s NO adjustment will be made by the teacher. However, if the teacher is absent he/she will inform you when the class will be conducted by her/him.

§ The class will NOT be conducted during vacations and on Public Holidays.

§ There will be no bus facility for the class.

§ The payment for the class is to be made in the school office in cash latest by **Saturday, July 31, 2010** between 9:00 a.m. to 12 noon. *No refund will be made once the student has registered.*

Thank you,

Principal