

**GUNDECHA EDUCATION ACADEMY**  
**ACADEMIC YEAR 2013 - 2014**

**ANSWERS TO SOME FREQUENTLY ASKED QUESTIONS**  
**(FOR STD I PARENTS)**

Dear Parents kindly note the following-

1. **BOOKS:**

- ❖ Text books and note books of the students will be kept at school. They will be periodically sent home. Books whenever sent home **MUST** be sent back to school the **very next working day** unless specific instructions have been received otherwise.
- ❖ Maths H.W. & revision worksheets must be completed and filed at home.
- ❖ All the text books, note books and files must be labelled before sending them to school. Please ensure that your label includes the name of the child, Std. & Div. and the subject as mentioned below.
- ❖ **Unlabelled books will not be accepted and if misplaced it is not the responsibility of the school.**

**Schedule of books to be sent to school:**

**Kindly send the books according to the given schedule only** in order to avoid the children carrying heavy bags to school. Please **do not** send the entire set as the child will have to carry the extra books back home.

<b><u>DATE</u></b>	<b><u>DAY</u></b>	<b><u>BOOKS TO CARRY</u></b>
2-Apr-13	TUE	1 Rough note book
8-Apr-13	MON	2 English 4 lines notebooks (1 Prose & 1 Grammar)
9-Apr-13	TUES	2 Maths note books, (1 Class work & 1 Home work),
12-Apr-13	FRI	2 <sup>nd</sup> language 5 lines(Hindi/Marathi) 1 note book. 1 Copy-writing book (for English & E.V.S. dictation), 1 EVS note book

<b><u>Distribution of note books for each subject:</u></b>	<b><u>Files to be sent to school:</u></b>	<b><u>Files to be maintained at home:</u></b>
English: 2 note books Red and Blue lines (1 Grammar and 1 Prose)	*1 spring file: for projects	1 box file: Maths H.W. & practice worksheets.
Maths: 3 note books Square line (1 C.W. and 2 H.W*)	1 spring file: SUPW	1 spring file: Circulars
Rough book: 2 note books Red and Blue lines		1 spring file: G.K.
E.V.S.: 2 note books <i>interleaved (1 side blank, one side ruled)</i>		1 spring file: for assessment papers & revision papers.
Hindi/Marathi: 2 note book (5 lines)		

\* The 2<sup>nd</sup> Maths H.W book, rough note book, EVS note book & S.U.P.W spring file may be kept at home and sent once the first one has been used up. The spring file for projects will be called for when project work commences.

8-Apr-13	MON	Treasure Chest book - 1, Hindi text book-- Jhankar Pathmala -1 / Marathi-Navjivan -1.
9-Apr-13	TUE	New trends in English Grammar & Composition-1, Treasure Chest workbook-1.
10-Apr-13	WED	Moral Science-Value for Life, Oxford first dictionary

**THINGS TO BE CARRIED TO SCHOOL DAILY:**

- ✓ School calendar
- ✓ 5 -sharpened pencils and eraser
- ✓ Glue stick (not fevicol or gum)
- ✓ Clean napkin for use during lunch breaks
- ✓ Plastic folder to carry Maths H.W. & practice worksheets home.
- ✓ Plastic ruler (15 cm transparent)
- ✓ Rough book

**Do not send unwanted stationery with the child. Fancy pencil boxes, fancy crayon kits etc. are not allowed and will be confiscated if found. Students are NOT permitted to carry sharpeners.**

2. **LATE COMING:**

The school timing for Std. I & II students is 8:30am to \*3:00pm and students are expected to be in school 5-minutes earlier.

The issue of students arriving late to school is an increasing problem. Punctuality is important because students who arrive late to school disrupt the general discipline of the school. Also instead of teaching, teachers are spending time marking the calendars of latecomers and correcting their attendance registers etc., resulting in loss of teaching time. The reasons given for late coming are: woke up late, traffic, unwell in the morning, missed the bus, this is the first time etc. These can be avoided.

**The security personnel will close the school gate 5-minutes after the school begins** i.e. 8:35 am and thereafter no student will be allowed to enter. *The school takes no responsibility for students sent late to school and left outside the closed gate and the parents / guardians walking / driving off.* **\*Dispersal of children who walk to school will begin at 2:40 pm and bus students dispersal will be at 3:00 pm.**

**HALF DAYS:** No half days will be granted under any circumstance. In case your child is unwell or if you have a scheduled doctor appointment, kindly do not send the child to school. Once the child is in school, he/she will be sent home only after regular school hours.

3. **RECESS:**

We have noticed that some students come to school having eaten no breakfast or drinking just a cup of milk. A healthy nutritious breakfast will help children concentrate better at school as it is the most important meal of the day.

Please write a note in the school calendar stating whether your child will be availing the canteen facility during lunch or if he/she will be carrying lunch from home.

**Kindly send 2 tiffin boxes (snacks and lunch) with the child as there will be two breaks (long and short break) everyday.**

Short break timings: 9:30 am to 9:45 am

Long break timings: 12:05 pm to 12:35 pm

**Delivery of tiffins to the school is not allowed** and tiffins must be carried by the student from home. Coupons will have to be purchased in advance from the school canteen between 3:15 pm and 3:45 pm or on 1<sup>st</sup> & 3<sup>rd</sup> Saturdays from 9 am to 12 noon and sent with the child, when needed. **Kindly DO NOT send money with the child for the same.**

Also please send only the amount of food that your child can actually eat must be packed in the tiffin. It has been noticed that some children carry too much to be consumed within the breaks and some others carry only biscuits and snacks for both the breaks. This makes children restless and cranky.

4. **ASSESSMENT:**

Assessments will be conducted twice a week i.e. Tuesdays and Thursdays. Corrected assessment sheets sent home should be filed in the assessment file. The same can be called for at any time by the teacher.

5. **MEETING TEACHERS:**

The open house dates have been mentioned in the almanac printed in the school calendar and all parents are expected to make time to attend these. As the class teachers of Std. I and II do not leave the classroom (even during recess), please do not call the school to speak to them or engage them in queries after school.

Instead, you may send the teacher a note in the calendar stating your query or request for an appointment and ask your child to show it to the teacher. You will receive an appointment slip with details mentioned on it. You will have to show the appointment slip and your parent I-card issued for the current academic year at the gate on the day of the appointment.

6. **CIRCULARS:**

**Please read the circulars and file them in the spring file.** Acknowledge receipt of the same by signing in the calendar. Circulars are also uploaded on the school website [www.gundechaedu.org](http://www.gundechaedu.org) regularly.

7. **SCHOOL CALENDAR:**

Kindly read the school calendar carefully as the rules, student almanac, vacations, holidays etc. have been mentioned.

Please inform the school office of any change of address or contact number promptly through the school calendar. Kindly fill in the appropriate details in the calendar and sign as required. Kindly ensure that the pages are filled within a week, as precious time is wasted in checking the calendars everyday and writing reminder notes and following up to complete the formalities.

If the school calendar is lost, a new school calendar will be made available against a payment of Rs.100/- at the school office.

8. **I-CARDS:**

The **Parent I-card** will be issued by the class teacher on the first day of the school along with the calendar. The parents can fill in the details and affix *a stamp sized photograph of both the parents and any other person who is likely to pick up the child from school* and return it to the class teacher on the day of the orientation i.e. on Saturday April 6<sup>th</sup>, 2013. Entry in the school premises will be allowed only if you come with your parent I-card issued for 2013-2014. In case of loss / replacement of Parent I-card, a new one will be made against a payment of Rs.50/- and the required photographs at the school office.

The school will issue a **Student I-card** at the beginning of the academic year which will be valid for the next 3 years. Once the new I-card is issued kindly **write the Std and Div. on the reverse side of the I-card** with permanent marker.

In case of loss of I-card, a new one will be issued on payment of Rs.50/- at the school office. **Kindly send your child with the old I-card and the old calendar until the new ones are issued. Also make the necessary changes in the old I-card for temporary use.**

9. **CLASS LIBRARY:**

Each student will bring either a storybook or an encyclopedia or a G.K. book with his/her name written on it on **10th-June-13**. These will remain in the class as a library. Children will be encouraged to take any book and read either during their free period or if and when they complete their class work. Other than this, the school library will continue circulating books, as has been the norm in the past.

10. **BUS FACILITY:**

**Kindly fill-up the details in the school calendar if the child is availing the bus facility and mention the bus number and the stop.**

Please be at the bus stop at least 10-minutes before the pick-up and drop timing given to you. The child will be brought back to school in case you are not at the drop point.

The bus will follow a fixed route and stops. Kindly do not stop the bus for any reason. Please do not discuss the bus route or stop with the bus driver, conductor or lady assistant. **Any queries regarding the same may be directed to the bus supervisor, Mr. Zeeshan on mob# 9220287115.**

If you decide to pick-up your child, who is a regular bus student, directly from the school on any particular day, kindly ensure that you are at the school gate 10-minutes before dismissal. You must inform the respective bus driver or conductor about the same. Also write a note in the calendar to the class teacher in advance about the same, without which the child will be sent by bus as usual. Kindly carry your Parent I-card.

**DURING MONSOONS:**

Kindly send one set of clothes and a pair of socks in a plastic bag (labelled) on **10-June-13**, which will be kept in the class during the monsoons. If the spare clothes have been used up at school, kindly replace them the next day. On days of heavy rain, parents must use their discretion and send their child to school accordingly. In case a half-day is declared due to heavy rains, the bag of the child will be kept back in school.

**11. UNIFORM:**

- Wearing a clean and well-ironed uniform along with the identity card is compulsory for all students.
- Nails must be clean and cut short.
- The black sport shoes (of the style prescribed by the school) must be worn as a part of the school and P.E. uniform.
- Slippers, rainy shoes, sandals or shoes other than the pattern recommended by the school will not be allowed. Sleeveless white cotton vest must be worn under the school shirt by girls and boys everyday.
- Girls **must** wear grey bloomers / tights over normal underwear.
- Girls should not apply nail polish or mehndi during the school session.
- Shoulder length and long hair should be braided with black ribbon / band in case of girls. Boys should maintain very short and simple hairstyle. Sikh boys must wear grey turbans.
- Students will wear the school uniform on all days until the new PE uniforms are made available. There is no P.A. uniform for the students. However, students may have to wear a white salwar kameez / kurta pyjama for any inter / intra school P.A. competitions.

**12. ILLNESS:**

Parents must send a letter for any absences or illness. Phone calls to the school will not be accepted as a substitute. Please keep your child home until he or she is symptom-free from fever, infection, vomiting, diarrhoea or rash for at least 24-hours. Please do so to help prevent the spread of infection to other students.

**13. CAN YOU LEND A HAND:**

If you would like to volunteer at the school, please let us know on the questionnaire in the school calendar. We will contact you when we require your help.

**14. ORIENTATION PROGRAMME FOR NEXT ACADEMIC YEAR:**

It is **mandatory** for any one-parent of every student to attend the orientation programme, due to the new approach adopted by the school. The orientation sessions & PTA elections will be conducted as follows in the school assembly area:

<u>Orientation for</u>	<u>Date</u>	<u>Day</u>	<u>Time</u>
Std. I parent	<b>6-Apr-13</b>	Saturday	8:30 am

On the orientation programme day, please take note of the following:

- Due to lack of seating, only **one parent** is allowed per student.
- Regular full day school for students.

Thank you,

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Head Mistress - PrePrimary Section