



# Gitanjali Public School

## SENIOR SECONDARY

(AFFILIATED TO CBSE, AFF.NO:2430167, SCHOOL NO: 15614)

SESSION: 2024-25

NO: GPS/GN/24-25/002

DATE: 03-04-2024

## General Instructions for New Academic Year 2024-25

Dear Students, Parents, and Guardians,

As we prepare to embark on a new academic year at Gitanjali Public School, we would like to share some important instructions to ensure a smooth and successful start:

### 1. School Timing:

- **Arrival:** 7:50 am (Nur-XII)
- **Departure:**
  - 11:45 am (Nur-II)
  - 1:35 am (III-XII)

All are requested to be punctual so that we do not get late in our day schedule.

### 2. Timetable:

Please familiarize yourselves with the class timetable for the new academic year. Timetables will be distributed today at the end of the day.

### 2. Uniform and Dress Code:

Adherence to the school uniform and dress code is mandatory. Please ensure that your attire meets the school's standards at all times.

**Please NOTE:** Due to Eid, tailors are busy. Hence, delivery will be late. On the other hand, considering the monetary load (Due clearance of the last academic year, readmission fees, collection of books) of the parents, the authority has extended the date up to 30<sup>th</sup> April. Parents and students are requested to get ready with new uniform by this time. Therefore, students must wear new dress if they are ready with it. Existing students must wear old school dress if they are unable to get it for any reason. New students can wear formal light-coloured dress (No Jeans and T-shirt) if they are unable to get it done. Please let them come.

**3. Stationery and Supplies:** Ensure that you are equipped with all necessary stationery and supplies for your classes. Keep things under individual custody. We suggest to buy one by one so that we do not see a wastage of material.

#### **4. Attendance:**

Regular attendance is crucial for academic success. Please make every effort to attend all classes punctually and regularly.

#### **5. School Rules and Regulations:**

Familiarize yourselves with the school's rules and regulations outlined in the student handbook. These guidelines are in place to maintain a conducive learning environment for all. A School Diary consisting details of the academic year like List of Holidays, CCA calendar, House Activities, Examination Schedule will be provided very soon. Parents are requested to go through to get a vibe of the year.

#### **6. Extracurricular Activities:**

Take advantage of the various extracurricular activities and clubs offered at the school. Participation in these activities fosters holistic development and enhances the overall learning experience.

**Please Note: Except Carnival, students cannot perform according to their own choice if it is not taught/monitored by teachers.**

#### **7. Communication:**

Open communication between students, parents, and teachers is essential. Please feel free to reach out to the school administration or your teachers for any academic or personal concerns. We receive phone calls but we request you to maintain a standard time. Please help us maintain a family life after some dedicated hectic hours at school. A call at an odd time is expected to be emergency.

**Office:** 7:30 a.m. – 8:00 p.m.

**Subject Teachers:** 7:30 a.m. – 8:00 a.m. (before school begins) and 12:30 p.m. – 1:30 p.m. (Play -II) & 1:30 p.m.-2:30 p.m. (III-XII)

**TIC and Principal:** 7:30 a.m. – 7:00 p.m.

**Please Note: For any communication to the managing body, you are requested to drop your suggestion/grievance/feedback at the suggestion box.**

#### **8. Parent Teacher Interaction:**

We believe any problem must be sorted out as quickly as possible. For this, scheduled PTM is not required. Therefore, parents are requested to meet Subject teachers in between 1:30 pm – 2:30 pm (Monday-Friday) and the principal 1:30 pm – 3:30 pm if anything goes wrong.

**Please DO NOT visit us or expect for a meeting during class hours.**

#### **8. Health and Safety:**

Prioritize your health and safety by following all health protocols and guidelines issued by the school. This includes maintaining proper hygiene and adhering to any medical protocols.

## **9. Academic Support:**

If you require any academic support or assistance, do not hesitate to seek help from your teachers or the academic support services provided by the school.

## **10. Support:**

We need constant support and an understanding between two parties. We deal with more than nine hundred (900+) students. However, it is not at all easy to control every situation. Please try to understand putting yourself in our situation. Similarly, any personal request like section change, class room change, teacher change, transport change etc will not be entertained unless we feel it realistic or logical.

## **11. SPEO (Speak English Only):**

We encourage students to inculcate this. We foster this to an extreme level. If children do not start speaking, SPEO will be a far cry. Therefore, we expect that you as parents encourage to maintain it inside and outside the class.

## **12. Transport:**

Please go through the Transport Rules (Already Shared). Get ready 5 minutes before the scheduled time.

Please Note: Personal and Private transport will not be allowed to enter the main gate.

## **13. Payment:**


On time payment is crucial for a smooth running of an institution. Frankly speaking, if salary of the staff members gets affected, everything might be affected. Please be guided as per the rules of the school.

## **14. Our Declaration:**

We as an institution will try our best to provide the best amongst us. We will be committed. But there are limitations, shortcomings, drawbacks and boundaries. Still, we will sustain our endeavour.

We look forward to a productive and enriching academic year ahead. Let us work together to make it a memorable and successful journey for everyone.

Warm regards,

  
*Principal*  
**Gitanjali Public School**  
Vill.-Daikota, P.O.-Deriaapur  
P S -Sainthia, Birbhum

[Joydeep Mukherjee]

Principal

[Gitanjali Public School]