



SAN ACADEMY GROUP OF SCHOOLS
VELACHERY/PALLIKARANAI/KAMAKOTINAGAR/TAMBARAM

**Welcome
to school!**

Dear Parents

Warm Greetings from San Academy Kindergarten team!

Welcome back to school! We are happy to inform you that the physical classes for your child begins for the new academic year 2022-23! Your child is embarking on a journey that will lead them to many roads of discovery and learning. Wish you a happy school year with San Academy!!!

We are very thrilled to have the students back to school and we are looking forward to a year of fun, wonder and adventure. Our main goal is to instill a love for learning that will carry throughout their lives. We believe open communication between parents, teachers, students and management are the key to promote an environment conducive to learning. We recognize that in order to be successful in school. Our children need support both from home and school. We know that a strong partnership with you will make a great difference in your child's education. As partners, we share the responsibility for our children's success and want you to know that we will do our very best to carry out our responsibilities. As informed earlier, the new academic year will commence for Jr.KG and Sr.KG begins from Wednesday **23.03.2022**.

Parents are requested to carefully note the following: -

MONTH	DATE	DAY	ACTIVITY/EVENT	VENUE
MARCH	02.03.2022 to 15.03.2022	WEDNESDAY to TUESDAY	First Term fee payment for the academic year 2022-23	School office
	18.03.2022	FRIDAY	Book distribution for Jr.KG, Sr.KG	School premises
	23.03.2022	WEDNESDAY	School reopens for academic year 2022-23 for classes Jr. KG and Sr. KG	Offline classes for Jr.KG & Sr. KG SCHOOL TIMINGS: 8.30am to 12.25pm Van dispersal: 12.30pm Parent dispersal: 12.35pm
APRIL	08.04.2022	FRIDAY	Last working day for classes Jr.KG and Sr. KG (2022-23)	
JUNE	02.06.2022	THURSDAY	School reopens after Summer break for Jr. kg and Sr. kg	Offline
	06.06.2022	MONDAY	School begins for Nursery and book issue (2022-23)	Offline

Note:

- Parents who remit the fees as per scheduled dates may collect the textbooks and notebooks from the School premises.
- Expecting parents to adhere to the time and date specified to collect the same.
- Parent copy checklist can be kept safe for further updates if anything is due.
- Fee paid receipt to be shown in the book collection counter for quick reference.

Offline class details: -

For offline classes, children of Jr KG and Sr KG will report to school at 8.30 am. Children can carry books and notebooks according to their time table. Please check the e-content in the parent app for the classwork schedule, homework details, and the referral video links that will be sent to you which will include the topics and activities planned for each day in the schedule. Parent dispersal will be done at 11.45 am for all the classes. Those children availing school transport for drop will be done at 12.00 pm. For further reference, the offline class time table is being shared below-

Jr. KG

DAY	8.30- 8.45	8.45- 9.10	9.10- 9.50	9.50- 10.20	10.20- 11.00	11.00- 11.30	11.30- 11.45	11.45- 12.00
MONDAY	Center time	CT(L)	TC	B	A&C	CT(M)	Reinforce ment	Dispersal
TUESDAY	Center time	CT(L)	TC	R	OD/Special event	CT(M)	Reinforce ment	Dispersal
WEDNESDAY	Center time	CT(L)	TC	E	Story time	CT(Theme)	Reinforce ment	Dispersal
THURSDAY	Center time	CT(L)	TC	A	SD/	CT(M)	Reinforce ment	Dispersal
FRIDAY	Center time	CT(L)	TC	K	Rhyme time/ A&C	CT (Theme)/ CT(M)	Reinforce ment	Dispersal

Sr. KG

DAY	8.30-9.10	9.10-9.50	9.50-10.10	10.10-10.50	10.50-11.30	11.30-11.45	11.45-12.00
MONDAY	CT(L)	TC	B	OG	CT(Theme)	Reinforcement	Dispersal
TUESDAY	CT(L)	TC	R	Rhyme time/Storytime	CT(Theme)	Reinforcement	Dispersal
WEDNESDAY	CT(L)	TC	E	A&C / Special event	CT(Theme)	Reinforcement	Dispersal
THURSDAY	CT(L)	H/T	A	SD /Story time	CT(M)	Reinforcement	Dispersal
FRIDAY	CT(L)	H/T	K	Rhyme time	CT(M)	Reinforcement	Dispersal

The school will reopen after the summer holidays on Thursday 2nd June for classes Jr KG and Sr KG. The reopening day for Nursery is Monday 6th June 2022. Books and uniforms will be issued for Nursery on the same day.

We will strictly adhere to the guidelines issued by Ministry of Home affairs and Ministry of Health & Welfare. Following SOP/Guidelines for Health and Safety protocols for reopening schools with physical/social distancing, the school will further function for the academic year 2022-23.

Note the important information given below:

Regular School Timing from June onwards:

GRADES	SCHOOL TIMINGS	VAN DISPERSAL	PARENT DISPERSAL
NURSERY	9.30 AM TO 12.25 PM	12.30 PM	12.35 PM
JR.KG	8.30 AM TO 12.25 PM	12.30 PM	12.35 PM
SR.KG	8.30 AM TO 2.00 PM	2.05 PM	2.10 PM

- Parents are requested to drop the children 5 minutes before school timings to inculcate the value of punctuality. Habitual late coming is not encouraged.
- As per the choice of the second language and to maintain balance in the class strength students are allocated sections.
- School transport facility is available for all classes. We request parents to be available at the pickup spot at least 5 minutes before the scheduled pick-up time so that the School van reaches school on time. Parents are requested to be prepared for possible delays in the initial days for the pickup which

will be regularized. Please ensure that the authorized person to pick up the child is present at the drop point, on time. In case of non-availability of the person, the child will be brought back to school for safety reasons.

- **It is mandatory for all students to come in full school uniform with their ID cards every day.** We request parents to make arrangements for new school uniforms and new pair of shoes every year as the colour of the uniform and shoes gets faded by the end of the academic year due to frequent washing and wear and tear. 2 Red T-Shirt, pairs of socks will be provided by the school. Shorts (boys) /Capris (girls) have to be stitched outside.
- Shoes: Nursery, Jr.KG and Sr.KG: Red bubble gummer shoes with white socks and blue sole
- Existing Students will be issued ID cards during the time of book issue and the same to be used every day to school. Duplicate ID will be issued for the new students.
- Snacks and Lunch: Parents are expected to send two healthy snacks and sufficient water in a labeled basket/bag along with a set of spare dresses.
- Parents are requested to give time for the child and teacher to familiarize themselves and settle to the school routine.
- Parents can meet the class teachers during PTM or with prior appointments. The Coordinators will be available on all working days. Kindly confirm your appointments with the front desk through emails, calls or in person to meet the Coordinators.
- Parents are requested to communicate to school through diary/email/Parent App. **Instructions through drivers, attenders and support staff will not to be considered.**
- Children should not wear gold ornaments to school. The school will not take responsibility for loss of any jewelry.
- If you do not receive any communication through the San Academy App, kindly update your phone number or email-ids with the school without any delay.
 - School contact No-044-48559601, Mobile No-+91-9962361111
 - Admission contact no.9962301111
 - School transport – 9884601111
 - Mail id: sankam@sanacademy.edu.in
 - Office timings: Monday to Friday: 8.30 am to 4 pm. Saturday: 9.00am to 1.00pm.
(Office will not function on all first Saturdays of the month)

All the San staff feel privileged to be a part of this school family and are excited to welcome you into the family. We thank you for your support and look forward to meeting you.

With warm regards
San Academy Kamakoti Nagar