



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

30.5.2023

RE-OPENING DAY CIRCULAR
CLASSES VI TO X & XII

Education is our passport to the future for tomorrow belongs to the people

Who prepare for it today

Dear Parents,

Warm greetings from the San Academy group of schools!

We feel immensely fortunate and indebted to our parents who give moral support to us unconditionally. We appreciate our students and parents' positivity, flexibility, and resilience during the April session. Teaching learning inside the school campus reflects in the students' behaviour, growth, skillset, and collaboration. Being a 21st century learner, the responsibility lies in the hands of students to equip themselves as a better citizen of tomorrow.

At San Academy, we focus on the key elements of Holistic development in all spheres of learning. Language, Physical, Cognitive, and Social-Emotional wellbeing incorporated in pedagogy gives them the right direction to be self- resilient students. Effective governance, power packed resources, supportive stake holders & efficient student community is our strength to uphold the integrity of education in our esteemed institution. This year we hope to streamline the system to the next level with parental support. Parental guidance, regular monitoring, tracking the emotional behaviour, and providing conducive supportive system which is very much essential to face competitive, challenging & the dynamic changing system.

Your excellence is our commitment. The well-set team is geared up at the beginning of the academic year 2023 - 24 for the joyful teaching - learning. We hope the summer vacation has given the student a wide range of exposure in learning new skills, spending time with near and dear, exploring adventures and fascinating trips. The rejuvenated students will be nurtured in all possible ways to excel in scholastic and co- scholastic areas through experiential learning. We expect the parents to look into the options and opportunities provided by the school and encourage your ward to take up active participation.

INSTRUCTIONS:

It is mandatory for all the parents and students to read the details given in school diary and strictly adhere to the instructions therein.

School Re-opening Date: 01.06.23

1. General Instructions:

- The majority of students have completed and submitted the student bio-data sheets (Blue, Pink, and White sheets) in the school handbook. If anyone has not submitted then it is mandatory to fill & submit on the reopening day (1st June) without fail.
- Parents of newly admitted students are requested to give time for the child and the teacher to familiarise themselves and settle into the school routine.

- Wearing of gold jewellery, Big & eye catchy watches long ear-rings are strictly prohibited. School is not responsible for the lost costly items.

2. School Timing: 8.30 a.m. to 3.45 p.m.

Day	Particulars	Timing
Monday to Friday	Van Dispersal	3.45 p. m.
	Parent Pickup	3.50 p. m.
Saturday	Van Dispersal	12.30 p. m.
	Parent Pickup	12.40 p. m.

Note: The school timing will be extended for 15 minutes for classes VI to XII during the month of July, Mid of September to Mid of October and December 2023.

To avoid the last-minute rush and traffic, students should arrive before five-minutes.
Habitual late coming is not encouraged

3. School Transport:

- School transport will function for those opted.
- The transport team will be in touch with the parents who have opted for school transport regarding the pickup and drop timings.
- Student who have availed school transport should be present at the designated pickup spot at least 5 minutes before the alerted pickup time. Parents are requested to be prepared for possible delays in the initial few days for the pickup which will be soon regularised.
- Parents are requested to send the children by school bus from day one this will help the child to adjust to the school routine easily.
- All students will be escorted to the Bus by the staff and they will be assisted in boarding the appropriate buses
- Please make sure, the person who is authorised to take up the student is there at the drop-off location on time. Please be informed that in case of non-availability of the person the student will not be dropped and will be brought back to school for safety reasons.
- The van coordinators and facilitators will oversee the process of boarding the proper buses throughout the year.
Please take note of the Transport Hotline Number – 9962601111, 9962641111
- You may call the transport hotline for any clarification.

4. Parent Drop and Pick up:

- Students who have preferred self transport/commutation have to be in school latest by 8:20 a.m.
- Please do not park the vehicles in front of the school as it causes traffic congestion and disrupts the flow of vehicles.
- Dispersal will be done at the respective class rooms for Class VI – VIII and Students of class IX – XII from the ground floor.

5. Uniform:

- It is mandatory for all students to come in full school uniform every day. School has a uniform code and grooming policy that is detailed in the school diary & it should be strictly adhered.
- Sports uniform must be worn compulsorily on the prescribed day.
- For any celebration held at school, students should wear appropriate attire according to the intimation sent from the school.
- Children may wear appropriate coloured dresses on their birthday and Healthy chikkies & titbits are permitted to be distributed in the class. No form of gifts for children/Staff, cake cutting in school is allowed we request your cooperation and support in this regard.

6. Discipline:

“Discipline is the bridge between goals and accomplishments”

- Wearing ID card is mandatory. Students ID card and parents ID card have been already issued. If any student not received or lost should be updated in school office for further procedure.
- Students must keep their hair neat, tidy and well combed. Girls should plait their hair (Single plait) and must use only white rubber bands. They must not let their hair loose below the shoulders.
- Regular nail trimming is advised.
- Children should not wear gold ornaments to school & the school will not take responsibility for loss of any jewellery.
- Punctuality in reporting to school, on time submission of assignments, regularity to school, and obedience in following set rules are the mandatory discipline to be followed by all the students strictly. Handwritten leave letter with parent signature should be submitted to the class teacher for availed leave though intimated to the school.

7. Snacks and Lunch:

- Snacks, lunch and water to be sent for class VI to XII every day.
- Students should carry a spoon & a lunch towel along with their lunch boxes.
- Students should not bring any plastic items inside the school campus as we are strictly following ‘NO TO PLASTIC’ program. As alternative measure they can bring stainless steel, wooden and jute items to school.

8. Safety and First Aid:

“Safety is everyone’s responsibility”

- In case of any illness or injuries during the school hours, the child will be given basic first aid and the parent will be informed immediately regarding the same. In case of emergency the child will be taken to the tie up hospital after informing the parents
- Students should strictly follow the safety rules and instructions while in the classroom and moving from one place to other.
- The POSCO committee at the school will address any issues, such as harassment, that students may be experiencing. The committee orients the staff and students about verbal and

non-verbal safety measures and actions. Gender sensitivity, anti-bullying and anger management would be emphasized in Value education classes. These issues can be reported in the box that is available in school campus.

- CCTV cameras have been provided in each bus, classrooms, corridors, playground to ensure efficiency in terms of service and better monitoring for the safety of the children.
- Our campus tobacco free and drug free zone. At San Academy we give equal importance to the mental and emotional health of students.
- Trained counsellors and special educators to access students on a need basis and proper documentation in anecdotal records for further course of action if required.
- The school will dispense medication for students only with written instructions through diary. No oral instructions regarding this will be taken into account.

9. No Bag Day and Other Activities for the classes VI to X:

- At San Academy on “No Bag Day” students come to school only with their lunch bags and do not carry school bags. This day emphasizes learning by doing, like involving the students in skill-based learning, art & craft activities, role-play, storytelling, projects, games of both indoor and outdoor.
- Other activities like No to Plastic, English Everywhere, Personality development, Planet Nutrition, educate students on the numerous aspects of self-Development.
- Any materials needed for the activities prior information will be sent for the same.
- All the details regarding “No Bag Day” and Other Activities are mentioned in the diary for the reference.

10. Co-curricular activities:

- Students can opt any one activity from Karate / Aerobics / Silambam, Western Dance / Classical Dance / Carnatic vocal and Skating / Chess / Yoga.
Students are expected to carry their Karate dress/Skating kit as per the time table
- Grading for Karate and Silambam will happen at the end of the academic year.

11. Academic Instructions:

- As San Academy is affiliated to CBSE, we follow the NCERT syllabus suggested books. As per the CBSE curriculum, the mandatory Internal Assessment Activities are incorporated into the pedagogy, and time to time files are shared for effective implementation.
- Pen paper tests, Subject Enrichment Activity (SEA) for all subjects once in a term, art integrated (AI) Multiple Assessment [MA] - either in an art form, Written documents, quizzes and portfolio (individuals students strength and weakness reflecting record where continuous performance progress will be recorded individually by student)
- According to the time table, students must bring their books every day (the reopening day will be a full working day). Refer student homework book for the timetable.
- Following the reopening of the school, pending books and notebooks will be distributed. If any book or notebook is lost, it should be reported to the school office and getting a replacement requires following certain steps.
- Competitive exams like IEO, IMO, NSO, NCO, NASO, NSTSE and spell bee are conducted to obtain knowledge about various academic genres.

12. Examination:

- Portions and question paper patterns, examination guidelines for students will be shared with parents well in advance.
- Refer school handbook for the examination timetable and time duration,
- Slip tests will be conducted periodically to prepare the students to appear for the examination with ease.
- Error correction and weekend homework assignments should be completed with utmost sincerity.

13. Remedial Classes:

- Our commitment to academics is proving our excellence. We cater to the needs of the individual students. On the basis of performance analysis, remedial classes for the students will be conducted after school hours.

14. Club:

- The school has a wide range of clubs that promote learning by combining recreational and educational factors.
- To make the students a lifelong learners and cultivate sustainability in learning disciplines and practiced habits, club activities supplement academics and give practical training which they require in day to day life. Refer to the monthly club and intra circular and encourage your ward to take an active part in it.

15. Newspaper and Library:

- “Today a reader, tomorrow a leader”. Student edition newspaper English and Tamil will be issued to the students to promote reading habit.
- Class library is created where students can donate a book and get it circulated for maximum benefits to peers.
- To develop comprehension skills to crack competency-based papers, extensive reading practice is very much required.
- Your ward can contribute any number of articles and drawings to them get them published in student edition newspapers.

16. PTM and Open House:

- Parents and guardians of all the students should attend the PTM to note the progress of their wards.
- Open House will happen after every exam and report card will be given for the same.

17. Communication:

- Students who have opted private vehicle should submit the self-declaration letter, vehicle and drivers detail with contact numbers. Parents can meet the class teachers only during PTM/ Open House or with prior appointments. The coordinators and the school head will be available on all working days, with prior appointments. Kindly confirm your appointments with the front desk through mails, calls or in person with the front office administrators.
- Parents are requested to communicate with the school through diary, email, or parent alarm app.

- Homework messages and all information will be sent through parent alarm app.
- Parent alarm app link and credentials already sent through the primary contact numbers for each student. If not received contact front desk for clarification.
- Long absentees if any for March and April session, textbook, notebook or any other dues - related clarification please contact front office.

Please contact,

Front Desk: 8939438446

Transport: 9962601111, 9962641111

Mail id: sanpal@sanacademy.edu.in

Note: All your queries will be answered within 48 hours either through mail or the ERP portal.

WE WISH ALL OUR CHILDREN A WONDERFUL NEW ACADEMIC YEAR!

Regards and Best Wishes,
SAN ACADEMY Group of Schools.