



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

**CLASSES JR. KG TO V**

**Dear Parents,**

**01.06.2023**

**Greetings from SAN ACADEMY!**

We are pleased with the choice to admit or continue your ward at SAN ACADEMY. We extend a warm welcome to you and your ward for the academic year 2023–2024 with great pleasure and a delightful sense of anticipation.

With a lot of enthusiasm, we already completed March and April successfully.

Starting in June, we'll bring in fresh enthusiasm and resolution to complete all of the plans we've made for the students. There are fresh objectives to establish and dreams to materialize.

We also want to extend a happy welcome to all of our new children and their parents. We are confident that you will find the school to be warm and friendly, with a lively atmosphere that promotes learning and development.

With the firm belief that our parents will continue to give cooperation and support to assist us develop holistic personalities in our students, our teaching staff and administrators are committed to providing the greatest quality learning experiences.

All Parents are cordially asked to carefully read the instruction that follows as it contains some important information and will help you understand daily schedule at the school.

**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 Reopening Date: 05.06.23**

- “Self-discipline, punctuality and time management are very important - for life is short, and every resource you have must be well utilized so that you find enlightenment and liberation - your ultimate goal.”

— **Dada J.P. Vaswani**

**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 not submitted should fill and submit on the reopening day (5<sup>th</sup> June) without fail.
- Parents of newly admitted students are requested to give time for the child and teacher to familiarise themselves and settle into the school routine.

**2. School Timing:**

**Classes I to V :** 8.30 a.m. to 3.15 p.m.

**Jr.Kg :** 8.30 a.m to 12.25 p.m

**Sr.Kg :** 8.30 a.m to 2.00 p.m

<b>Day</b>	<b>Particulars</b>	<b>Timing</b>
<b>Monday to Friday (Jr.kg)</b>	<b>Van Dispersal</b>	<b>12.30 p.m</b>
	<b>Parent Pickup</b>	<b>12.35 p. m</b>
<b>Monday to Friday (Sr.kg)</b>	<b>Van Dispersal</b>	<b>2.05 p. m</b>
	<b>Parent Pickup</b>	<b>2.10 p. m</b>
<b>Monday to Friday (I to V)</b>	<b>Van Dispersal</b>	<b>3.45 p. m</b>
	<b>Parent Pickup</b>	<b>3.20 p. m.</b>
<b>Saturday(I to V)</b>	<b>Van Dispersal</b>	<b>12.40 p. m</b>
	<b>Parent Pickup</b>	<b>12.45 p. m.</b>

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

#### **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 availing 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 busbay by the staff and they will be assisted inboarding 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, 996241111**
- You may call the transport hotline for any clarification.

### 3. Parent Drop and Pick up:

- Students who have preferred self transport/commutation to be in at 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.

### 4. 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 and titbits are permitted to be distributed in the class. No form of gift for children/staff or cake cutting in school is allowed we request your cooperation and support in this regard.

### 5. 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.

### 6. Snacks and Lunch:

- **Sr.Kg to V** : Snacks, lunch and water to be sent every day in a labeled basket
- **Jr.Kg** : Children have to bring a hand towel, healthy snacks and sufficient water in a labeled basket
- Students should carry a spoon and 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.

## **7. 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 ensures 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.

## **8. No Bag Day and Other Activities:**

- At San Academy on “No Bag Day” students come to school only with their lunch bags and do not carry school bags. This day emphasis on 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, educates 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.

## **9. Co-curricular activities (Classes I to V):**

- 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.

## **10. Academic Instructions:**

- 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.
- Subject Enrichment Activities (SEA) and Art Integration activities were conducted to enhance the learning outcome of the students.
- Evaluation Tool Activities (EVT) will be conducted for all the subjects taught for each class will be graded and included in the report card.
- Competitive exams like IEO, IMO, NSO, NCO, NASO, NSTSE and spell bee are conducted to obtain knowledge about various academic genres.
- The school has a wide range of clubs that promote learning by combining recreational and educational factors.
- 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.

## **11. Examination:**

- For classes 1 and 2 we have Half yearly and Annual examination for Mathematics, English and for second Language.
- For classes 3 to 5 we have Midterm-I, Half yearly, Midterm-II and Annual examination for Mathematics, English, Environmental Science, Social Studies, Language II and III, Computer Science, Value Education and Aptitude.
- In the absence of formal assessment for the subject EVS, the students of class 1 & 2 will participate in EVS culminating activity for both the terms.  
Culminating activity provides the students with the opportunity to synthesize knowledge and experience gained throughout their learning process.
- 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.

## 12. 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.

## 13. 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.

## 14. Communication:

- 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 Desk : 8939438446**

**Transport : 9962601111, 9962641111**

**Mail id : sanpal@sanacademy.edu.in**

**Note:** All your queries will be answered with in 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.