



VELACHERY/ PALLIKARANAI/ KAMAKOTI NAGAR/ TAMBARAM

Dear Parents

Greetings!

Welcome back! We are sure you are having a great break. It's now time to look forward to a year that will make wonderful memories. On behalf of San Academy School, we feel extremely elated and happy to welcome our children to the academic year 2023-2024. The classes will commence on **7th June 2023**.

We are delighted that you are part of our amazing learning community. We look forward to working with you and your children through an incredible and productive school year. Our skilled and devoted staff has already planned and prepared to welcome the children.

We are indeed a joyous and caring family with the common goals of nurturing responsible, caring students and promoting high-level learning.

We would like to keep you updated on a few things.

Kindly note the following information:

Reporting timing to school for Jr KG and Sr KG from 7th of June:	8.30 am (Children availing of school transport will be picked up and dropped at usual timings)
Dispersal timing for Jr KG :	Van dispersal: 12.30 PM Parent dispersal: 12.35 PM
Dispersal timing for Sr KG :	Van dispersal: 2.05 PM Parent dispersal: 2.10 PM

Parents are requested to communicate to school through email/Parent App. **Information through drivers, attenders and support staff will not be considered.**

Working Days: Students have a five-day week (Monday to Friday)

The office will work on all Saturdays except for the first Saturday

School Transport: School transport will be available from 07//06/2023 (Wednesday)

If you wish to avail school transport, kindly contact the school transport coordinator. At the time of dispersal, children who avail the school bus facility will not be handed over to the parents either from the bus queue or once the child has boarded the bus. If you wish to pick up your ward (in case of an emergency) you must contact the School Reception desk at least one hour before the dispersal time

Parent are requested to kindly adhere to the following from June 7th 2023 :

1. Plastic free school:

- ✓ Stainless steel food containers
- ✓ Stainless steel water bottle
- ✓ Stainless steel /wooden spoon/fork
- ✓ Plastic free child friendly school & lunch bags
- ✓ Minimize use of diapers

2.Uniform and ID : Child to report to school in proper uniform. Red bubble gummer shoes to be worn with school socks daily to school. Students who have not collected their uniforms can wear t-shirts and shorts till they receive the uniform sets.

Kindly ensure that your child wears the duplicate ID card every day to school till he/she receives the original student ID card.

Parents should produce the duplicate escort card while picking up their child from respective classroom.

3 School Handbook:

- Please read the school Handbook carefully and abide by all the rules and regulations of the school.
- You are required to fill in all the bio data pages (white, pink and blue)
- Parents who wish to send any message to the Teacher/Coordinator, are required to use the pages provided in the Handbook for Parent's message
- Monthly show and tell topic will be sent in the Handbook.
- Appreciation note of your child will be sent by the class teacher in the pages provided in the handbook.

4. Home Practice:

- Learning At Home (LAH) – monthly calendar of KG schedule will be issued on the first day of every month for your reference .

5. Home link: Home link worksheet will be sent for Nursery through your child in a folder on every Friday, to be returned on the following Monday. Jr.KG children will receive home assignments only on Friday. Sr Kg children will receive home assignments weekly for three days (Monday, Wednesday and Friday). Kindly guide your child to work independently so that they grow up becoming self- dependent individuals.

6.Parent Teacher Meet:

- The Parent Teacher Meet schedule is given in the Handbook. Please be available to meet the Class Teacher / coordinator to know your child's progress.

7. Snacks:

- Children have to daily bring healthy snacks and Sr.KG children have to bring enough lunch that he/she can finish during the lunch break. Weekly healthy food menu will be shared with you shortly.

8.Spare dress:

- Parents are required to send a pair of dress every day to school. Kindly discontinue diapers only after an interaction with the class Teacher.

9.Safety and security measures:

- For safety and security of students, the school has surveillance camera in classrooms, corridors, entrance and at the reception
- First aid-In case of any injuries, illness during school hours the student will be given first aid by the school nurse and parents will be informed immediately.
- Fire extinguishers are placed at appropriate places and fire drills are conducted every year

10. Lost and Pending items:

For Id card new / lost or pending, textbook and notebook, new / request/lost or shortage, kindly contact the school office [+91 8939438446](tel:+918939438446) or KG coordinator

11.Curriculum:

San Kindergarten has designed a unique curriculum largely based on the theory of multiple intelligence developed by Howard Gardner, a psychologist at Howard school of Education. His theory states that a child has 8 intelligences and our curriculum is Integrated across these 8 intelligences in the monthly thematic teaching-learning activities. The sum of this curriculum is that every child is uniquely intelligent.

12.Assessment Card: Assessment card will be given at the end of each term during open house.

Gentle Reminder

- ❖ Parents are expected to buy Red bubble gummer shoes.
- ❖ Write your child's name inside both shoes for easy identification
- ❖ Uniform material and stitching of shorts/capris approach Arya Tailors, Contact no: 9944618404
- ❖ Label the backpack and the belongings of your child for easy identification.
- ❖ Kindly inform the class teacher if the child is not toilet trained and using diaper,
- ❖ Send a spare dress daily in a labeled cover with healthy snacks, a hand towel and enough water. Children of Sr Kg to bring lunch from the first day.
- ❖ Children are expected to come in complete school uniform from 07.06.2023 (Wednesday) onwards
- ❖ Children should not wear gold ornaments to school. The school will not take responsibility for loss of any jewelry.
- ❖ Kindly fill up the Bio data (white, blue, yellow and pink) of your ward in the student's handbook and submit the same to the class teacher on 07.06.2023.
- ❖ Parents should send 3 numbers of child's passport size photo to class teacher on the first day (Ignore if already sent)
- ❖ Only parent/guardian are allowed to meet the class teacher to collect their child by showing the escort card during the dispersal.
- ❖ Parents are requested to communicate to school through email/Parent App.

Information through drivers, attenders and support staff will not to be considered.

- ❖ You are not requested to send your ward to school if she/he is unwell.
- ❖ 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: **+91 8939438446**, School transport no: **+91 9962601111, 9962641111**
- ❖ Mail id: sanpal@sanacademy.edu.in

We are looking forward to working with you and your child, as we guide them to reach for the stars.

With warm regards
San Academy group of schools