



**TAGORE INTERNATIONAL SCHOOL**  
**VASANT VIHAR, NEW DELHI-57**

**CIRCULAR FOR CLASSES I TO X (NEW ADMISSION)**

TIS/ VV/ 2022-23/142

March 2023

Dear Parents,

Welcome to the Tagorean family!

The finest education unlocks new ways of viewing challenges and opens doors to a brand-new world of potential solutions and perceptions. At TIS, we provide a perfect amalgamation of Indian ethos and modern education, where students are trained not only to excel in academics and co- curricular activities but also to become good human beings, who contribute to making this world a better place.

Please note the following with regard to the academic session 2023-24

**1. Important dates:**

- New session:
  - Classes KG to X & XII from Monday, 03 April 2023.
  - Class Nursery will be called in a staggered manner from Wednesday, 05 April 2023. The day your ward has to report to school will be informed to you by the class teacher shortly.
- Summer vacation
  - Classes Nursery to V - Saturday, 13 May 2023
  - Classes VI to VIII & XI - Saturday, 20 May 2023
  - Classes IX, X and XII - Saturday, 27 May 2023
- The school reopens for classes Nursery to XII from Monday, 03 July 2023
- **No extended leave will be granted after the summer vacation for any reason.**

**2. School Timings:**

- School starts at 8:00 a.m. School gates will be closed at 8:05 a.m. **No student** will be allowed to enter school thereafter.
- Dispersal for Nursery and KG isat 11:45 a.m.
- Dispersal for classes I to XII isat 2:00 p.m.

**3. Transport:**

- Students using the school transport have to travel by the school bus every day. In case you have to pick up your ward personally, please ensure that an application in writing is submitted to the school latest by 8:00 a.m. on the day of the pickup.
- If your ward travels to and from school in a private van, please ensure that the van is registered with RTA, the driver and conductor have a valid license, possess police verification documents and the van is NOT running on LPG.
- It is very important that you immediately inform the class teacher and the school office about any change in the address / telephone number, so that we can contact you easily in case of an emergency.

**4. Attendance:**

- Application for leave of absence for up to three days has to be sent in the almanac through the 'Record of Non-Attendance' page.
- For leave of more than three days, permission from the Principal is **mandatory**. Absence from school for four or more days **without prior permission** will result in the student's name being struck off the school rolls.
- No student will be allowed to leave school after a weekly test, for any reason.
- If a student is unwell, she/he should not come to school that day and a medical certificate should be submitted for the absence.

## 5. Uniform:

- There is no uniform for KG students.
- Students of classes I to XII should come to school in complete summer uniform from Monday, 03 April 2023.
- The school uniform shop is open on all working days from 8:00 a.m. to 12:30 p.m.
- Please ensure that your ward comes to school neatly dressed.
- No student will be allowed to bring steel bottles to school for any reason. They can bring other insulated bottles.

## 6. Art Pursuit & Clubs

- For students of classes I to X there are many Art Pursuit and Physical Activity options to choose from. Option Forms for these activities will be given to your ward once the session commences in April.
- In class XI, we have many clubs for students to join voluntarily which will give them avenues to explore their interests.
- As per the recommendations of NEP 2020, we are introducing Artificial Intelligence as a Skill Subject in classes VI to IX from this session. A nominal fee will be charged for it and the same will be reflected in the monthly fee bill.

## 7. Fee

- Fee bill will be uploaded on the parent portal on April 01, 2023.
- Fee payment can be done **ONLINE** through the Campuscare portal. Alternatively, it can be deposited at PUNJAB NATIONAL BANK in the school premises.
- The fee can be paid either quarterly or monthly.
- The monthly Fee bill will include Tuition Fee and fee for bus, newspaper, skill subject etc. as per actuals.
- The Annual and Development charges will be charged on pro- rata basis every quarter and will be visible in the fee bill of April, July, October & January.
- If quarterly payment is opted for, then fee should be paid during the first 15 days of April, July, October and January
- If the monthly payment option is exercised, then the fee should be paid during the first 10 days of every month.
- Payment after the due date will incur late fee charge of Rs. 20/- per day.
- If the fee is not paid by the end of the third month, the school will take action as per the rules of DSEAR.
- All fee dues have to be cleared by the end of March of every year for the student to be promoted to the next class.

## 8. Almanac

- It is an important document and must be carried to school daily.
- You are requested to check the school almanac of your ward everyday for any important note sent by the teacher.
- Please fill the required information in duplicate, on the pages titled 'Particulars of the Student' and 'Medical Details'.

## 9. Year Planner

The Year Planner will be given to each student at the start of the new session. This will have information about all the activities, assessments, list of holidays and other schedules for the entire session. **Please go through it thoroughly and refer to it regularly.**

## 10. Kindly Note:

- Please check the school website [www.tagoreint.com](http://www.tagoreint.com) regularly for circulars, updates and news about school events.
- Parents can meet the Principal between 8:30 am and 10:00 am on any working day and the teachers on any working Saturday, with prior appointment.
- Students are allowed to get only two toffees per classmate for distribution on her /his birthday.
- All students till Class X are NOT allowed to bring mobile phones to school. If a student is found with a mobile phone, it will be confiscated along with the SIM. Both items will be returned to the student only after the academic session is over.
- Students of Classes XI and XII are allowed to bring their mobile phones to school. They must ensure that their mobile phones are switched off at all times while in school, including recess time and while travelling in the school bus. If a student is found with a mobile phone switched on, the phone and SIM shall be confiscated and will be returned only after the academic session is over.
- Students will be responsible for the safety and security of their mobile phones.

### 11. Books:

- The book set for the next session is available at Naval Book Depot, Shop No. 17, Sector VII, R.K.Puram, New Delhi. (Contact Nos.: 011-26175789/26102425).
- Class I onwards, the books can be bought from the **school premises** on the dates mentioned below between 10:00 a.m. and 2:00 p.m. They can also be bought from Naval Book Depot after Friday, 31 March 2023.

Day/ Date	Class	Timings
Saturday, 11 March	X & XII	From the shop- 11 a.m. onwards
Saturday, 25 March	I & II	10 a.m. to 2:00 p.m. (school)
Monday, 27 March	III, IV & V	
Wednesday, 29 March	VI & IX	
Friday, 31 March	VII & VIII	
Saturday, 01 April	Exchange of books	

### 12. Parents' Orientation:

To familiarize you with the new classes, system and the teachers and walk you through the school processes, orientation programs have been arranged for you as per the following schedule: -

Day/ Date	Class	Time
Saturday, 25 March	Nursery & New Admissions in KG	9:00 a.m.
	I, II	11:00 a.m.
Monday, 27 March	III	9:00 a.m.
	IV, V	11:00 a.m.
Wednesday, 29 March	VI	10:30 a.m.
	IX	12 noon
Friday, 31 March	VII - VIII	10:30 am
Saturday, 01 April	X	9:00 a.m.
	XII	11:00 a.m.
Saturday, 15 July	XI	9:00 a.m.

Looking forward to a fruitful year ahead.

Dr.Parul Tyagi  
PRINCIPAL