



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

**TIS/ VV/ 2024-25/157**

**March 2025**

Dear Parents,

A new academic session brings with it fresh opportunities for learning and development. At our school, we strive to nurture and inspire students, encouraging intellectual curiosity and academic success. The 2025-26 session promises an exciting line up of events and activities, providing young learners with a platform to explore new talents, refine their skills, and create cherished memories.

Please note the following with regard to the academic session 2025-26

**1. Important dates:**

- New session:
  - Classes KG to XII from Wednesday, 02 April 2025.
  - Class Nursery will be called in a staggered manner from Thursday, 03 April 2025. The day your ward has to report to school will be informed to you by the class teacher shortly.
  - **Please hand over the admission slip to the class teacher on the first day of school.**
- Summer vacation
  - Classes Nursery to V - From Tuesday, 13 May 2025
  - Classes VI to VIII & XI - From Monday, 19 May 2025
  - Classes IX, X and XII - From Monday, 26 May 2025
- The school reopens for classes Nursery to XII on Wednesday, 02 July 2025.
- **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 after 8:05 a.m.
- Dispersal for Nursery and KG is at 11:45 a.m.
- Dispersal for Classes I to XII is at 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 in the afternoon 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 valid licenses, 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 students of Nursery and KG.
- Students of Classes I to XII should come to school in complete summer uniform from Wednesday, 02 April 2025.
- 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.

**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.

**7. Almanac**

- It is an important document and must be carried to school daily.
- Please check the school almanac of your ward every day 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'.

**8. 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.

## 9. Fee

- Fee bill will be uploaded on the parent portal on Tuesday, April 01, 2025.
- Fee payment can be done ONLINE through the CampusCare portal. Alternatively, it can be deposited at PUNJAB NATIONAL BANK situated in the school premises. NO FEES WILL BE ACCEPTED IN THE SCHOOL OFFICE.
- The April fee bill for Nursery and K.G. will include stationery charges along with tuition and bus fee.
- The Annual and Development charges will be charged on pro- rata basis every month for students of K.G. to XII.
- The fee can be paid either quarterly or monthly.
- If quarterly payment is opted for, then fee should be paid by the 10<sup>th</sup> day of April, July, October and January.
- If the monthly payment option is exercised, then the fee should be paid by the 10<sup>th</sup> day of every month.
- Payment after the due date will incur late fee charge of ₹20/- per day.
- If the fee is not paid by the end of the third month, the school will take action as per DSER.
- All fee dues have to be cleared before the collection of Progress Report in March.

## 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 a.m. and 10:00 a.m. 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. Nothing else will be allowed.
- 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 card. 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 during these times, the phone and SIM card shall be confiscated. Students will be responsible for the safety and security of their mobile phones.
- Our school is a "**No Poly-bag Zone**". Please help us by **not** sending anything in polythene bags.
- All students are expected to converse in English while in school. It is advised that you also converse in English with your child. This will help the child gain confidence in spoken English and increase her/ his vocabulary. Reading at home should be encouraged as a regular activity.

## 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.: 8287546552).
- Class I onwards, the books can be bought from the school premises on the dates mentioned below between 9:00 a.m. and 12:00 noon. They can also be bought from Naval Book Depot post Monday, 31 March 2025.

Day/ Date	Class	Timings
Saturday, 08 March, 2025	XII	From the shop - 9:00 a.m. to 12:00 noon
Sunday, 09 March, 2025	X	
Thursday, 27 March 2025	I & II	9:00 a.m. to 12:00 noon (school premises)
Friday, 28 March 2025	III & IV	
Saturday, 29 March 2025	V & VI	
Sunday, 30 March 2025	VII & VIII	
Monday, 31 March 2025	IX & Exchange of books	
		From the school - 9:00 a.m. to 12:00 noon

## 12. Parents' Orientation:

To familiarize you with the school system and introduce you to the teachers, an ORIENTATION program has been arranged for you as per the following schedule: -

Day/ Date	Class	Time
Saturday, 22 March 2025	<ul style="list-style-type: none"><li>• X</li><li>• XII</li></ul>	<ul style="list-style-type: none"><li>• 9:00 a.m.</li><li>• 11: 00 a.m.</li></ul>
Thursday, 27 March 2025	<ul style="list-style-type: none"><li>• Nursery(&amp; new parents of KG)</li><li>• I (&amp; new parents of II &amp; III)</li></ul>	<ul style="list-style-type: none"><li>• 9:00 a.m.</li><li>• 11: 00 a.m.</li></ul>
Friday, 28 March 2025	<ul style="list-style-type: none"><li>• IV (&amp; new parents of V)</li></ul>	<ul style="list-style-type: none"><li>• 9:00 a.m.</li></ul>
Saturday, 05 April 2025	<ul style="list-style-type: none"><li>• VI</li><li>• IX</li></ul>	<ul style="list-style-type: none"><li>• 9:00 a.m.</li><li>• 11: 00 a.m.</li></ul>
Saturday, 05 July 2025	<ul style="list-style-type: none"><li>• XI</li></ul>	<ul style="list-style-type: none"><li>• 9:00 a.m.</li></ul>

As we commence with the new session, we seek your cooperation as a constant source of motivation for us. Looking forward to a fruitful year ahead.

Ms. Jyotika Jakhar  
PRINCIPAL