



EMERALD INTERNATIONAL SCHOOL, SEC-31 FARIDABAD

Dear Parent

Greetings from Emerald International !

“Tell me and I forget, teach me and I may remember ,involve me and I learn.”- Benjamin Franklin.

With this beautiful thought we welcome our students to school. The new Academic session brings in renewed energy and strengthening of our resolve to fulfill all that has been planned for the students. Various facilities and the especially designed curriculum helps to maintain an equilibrium between Scholastic and co-scholastic activities through exploration leading to the holistic growth of the child.

We feel that a sense of discipline is very necessary to achieve success and recognition in life. It is also imperative in the interest of our students to support the policies of the school.

Kindly refer to the school almanac and ERP App to keep yourself updated with all important guidelines and instructions.

1. Please adhere to the summer school timings as give below. Students must reach school five minutes prior to the same. No student shall be allowed to enter school after the bell rings.

Sparsh Segment	Mon. to Fri.	8:45 am to 1:00 pm
Class I	Mon. to Fri.	7:30 am to 1:00 pm
Class II	Mon. to Sat.	7:30 am to 1:00 pm
Classes III to XII	Mon. to Sat.	7:30 am to 2:15 pm

2. **Safety and Security-Existing parents will carry last year’s escort cards, till new are issued, during their visit to school, particularly to pick up your ward during school hours.**

- Since students are expected to carry tiffins and water bottles along with them , the same will not beaccepted later on, during school hours.
- Parents are not allowed to meet their wards during school hours. No child should be taken backhome during school hours unless there is an absolute emergency. It causes indiscipline and leads to loss of studies.

3. **Transport:** Keeping the safety of your ward, you are requested to pick and drop your ward personally or avail the school transport only. In case of any query, kindly contact school office.

4. **Scholastic and Co-Scholastic Activities** – Co scholastic activities are held every month for enhancing and building higher order thinking skills and abilities to help the students to solve complex problems. Monthly activity planner will be shared with parents in advance so as to prepare well for participation.

5. **Fee schedule: Kindly readthe instructions given in the almanac for rules. Fee is to be submitted on quarterly basis. Late payment charges will be applicable in case of nonpayment of dues within the stipulated time period. Kindly pay through online mode to avoid card transaction charges.**

6. **Discipline: Students are expected to follow discipline norms as mentioned in the almanac.**

General Guidelines-

- A student should carry his almanac to school every day with his photograph duly pasted and the identity information signed by the parents.
- Students should maintain personal hygiene and come neatly dressed in school uniform. Students must carry their ID card.
- Leave absence record is to be maintained in the almanac and leave application is to be submitted to the class teacher on the day of absence or by next day.
- All students must come to school in prescribed school uniform (for summer and winter season) as per school norms.
- Students upto class II can come in informal attire on their Birthday otherwise School Uniform only.
- The School would like parents to maintain a close rapport with the teachers teaching their wards in the school. Parent teacher meetings are organized for this reason every month with prior intimation.
- In case of any change of address/telephone number, kindly inform the school authorities on immediate basis.
- Please ensure that your ward has all books and prescribed school stationery articles.

We look forward for a healthy and fruitful session ahead. Your constructive suggestions are always welcome.

With warm wishes
(Principal)