

**SOMERVILLE PREPARATORY SCHOOL, GREATER NOIDA**

SPSGN/418/1/St.Cir/23/01

13<sup>th</sup> March 2023

**IMPORTANT CIRCULAR FOR STUDENTS OF CLASS NURSERY & K.G**

**“Let them praise the Lord for His great love and for the wonderful things He has done for mankind.”**

**Psalm 107:8(Holy Bible)**

Dear Parents,

I take this opportunity to express my heartfelt gratitude to all of you for your co-operation and active participation in the Academic Session 2022 – 2023. I still need your constant support and prayers to carry on and take our institution to greater heights.

The Academic Session 2022-23 has been immensely gratifying, as the School was successful in aligning with its mission of cultivating the core values of wisdom, compassion and confidence for the overall development and well being of the students. The School's endeavor was to foster the capabilities, talents and skills of its students with innovative learning methodologies to impart knowledge.

I would like to outline a few instructions for the smooth functioning in the Academic Session 2023 – 2024.

**LAST WORKING DAY FOR THE STUDENTS – 16<sup>th</sup> MARCH 2023**

- **Distribution of Report Card / P.T.M for Nursery-A and Nursery-B on 18<sup>th</sup> March 2023.**
- **Distribution of Report Card / P.T.M & Fee payment:**

CLASS	DATE
K.G - A	18 <sup>th</sup> March 2023
K.G - B	18 <sup>th</sup> March 2023

Both the parents are requested to come with the following documents for **Class 1 Admission** on **Saturday 18<sup>th</sup> March 2023**.

**(Originals of all documents mentioned below must be brought for verification)**

- 1) 6 Passport size photographs of the child (**in NEW SCHOOL UNIFORM**)
- 2) 3 passport size photographs each of both the parents.
- 3) 1 photograph of student with mother and father jointly (Size 5cms. x 7cms.).
- 4) Self-attested photocopy of the Address Proof (Aadhaar Card/ Voter I-Card/ Rent-Lease Agreement/ Electricity Bill etc. – **ANY ONE**)

You are required to fill the Registration & Admission forms available with the Class Teacher and deposit the composite fee for the month of April on the above-mentioned date from 08:30 a.m. to 12:30 p.m.

**NOTE:** Books and stationery will be available on the day of the P.T.M in the school tuck shop.

**SCHOOL BEGINS FOR THE NEW ACADEMIC SESSION**

- FOR K.G – 3<sup>rd</sup> April 2023
- FOR NURSERY – 3<sup>rd</sup> April 2023
- Attendance is compulsory on the first day of new Academic Session.

**SCHOOL TIMING: 09:00 a.m to 01:00 p.m**

PARTICULARS	TIME
Students should not come to school before	8:30 a.m.
To be seated in their Classroom	8:50 a.m.
Assembly	9:00 a.m.
Gate Closed	9:00 a.m. (before the Assembly begins)
No entry will be permitted after	9:00 a.m.
Classes begin	9:10 a.m.
Classes end	1:00 p.m.
Dispersal Prayer	1:00 p.m.
Dispersal	1:00 p.m. – 1:15 p.m.



## ATTENDANCE

Parents to help their wards adhere to the timings mentioned above. Regular attendance of your ward must be checked at every Parent Teacher Meeting to help keep a check on truancy and regularity.

## UNIFORM AND CODE OF CONDUCT

Summer uniform: **3<sup>rd</sup> April 2023 onwards.**

Uniforms to be neat and clean every day as per the details provided in the School Diary.

Uniforms which are not identical to the prescribed school uniform pattern will not be acceptable in the school.

Kindly ensure that your ward is in the correct House Uniform on the prescribed days - **Wednesdays and Fridays.**

## FEE RULES

The school fees is collected in advance on monthly basis which is mandatory. The school fee can also be paid in advance on quarterly basis. For monthly payment of fee, the fees should be deposited by the 10<sup>th</sup> of every month. The new fee structure will be provided on the PTM day by the Class Teacher along with the Report Card.

Fee is to be paid through cheques/debit cards/credit cards at the school fee counter or through online payment. For online payment please visit the school Website: <http://www.somervillegreaternoida.com> and click on the **Online Fee Payment** on the home page. **No cash will be accepted.** Transaction charges as applicable will be deducted for the online fee payment. Cheques are to be drawn in favour of "**Somerville Prep School Greater NOIDA**". Parents are advised to ensure that the name, class, the admission number of their wards & the mobile number of the parent to be clearly written on the reverse side of the cheque.

## TRANSPORT ARRANGEMENTS

Bus fee is charged for 11 months in an academic year. At least one calendar months' notice should be given for discontinuation of the bus facility or one month's bus fees should be deposited in lieu thereof.

Should any private arrangements be made, the parents must give written information regarding these arrangements on the first day, **3<sup>rd</sup> April, 2023** via mail on [transport@somervillegreaternoida.in](mailto:transport@somervillegreaternoida.in) along with a passport size photograph and an ID Proof of the driver/guardian.

Parents must ensure that the children are collected from the school latest by 2:15 p.m.

## ENTRY GATES FOR WALKERS

w.e.f. **3<sup>rd</sup> April 2023**

CLASSES	GATE
Classes Nursery	Gate No. 3 (Small gate near Nursery)
Classes K.G	Gate No. 3 (Small gate near Nursery)

## EXIT GATES FOR WALKERS

w.e.f. **3<sup>rd</sup> April 2023**

CLASSES	GATE
Classes Nursery	Gate No. 3 (Small gate near Nursery)
Classes K.G	Gate No. 4 (Near the Nursery)

**Kindly carry the Parent ID Card whenever you come to school**

- To collect your ward
- To deposit the school fee
- To meet the teacher or for any other purpose.
- For appointments to be scheduled with the Teacher, Counsellor, Vice-Principal & Principal, kindly mail details to [somervillegn@gmail.com](mailto:somervillegn@gmail.com)

Kindly co-operate with our Security Guards/Staff. Be polite in your dealings as they try their level best to ensure security measures implemented for the safety of each child in the School.

## THE SCHOOL DIARY

We encourage you to read and follow all relevant instructions as outlined in the initial pages. Kindly fill in the details required and submit to the Class Teacher in the **second week of April 2023.**

In case of a change in address/phone number, kindly inform us in writing at [somervillegn@gmail.com](mailto:somervillegn@gmail.com) along with a self-attested residence proof for us to update the existing records. Every student must carry the School Diary every day. The calendar of events for the year is printed in the Diary. Kindly check the School Diary every day for notes/homework/messages from the teachers.

### **USE OF IDENTITY CARDS**

Students will be issued new Identity Cards in April 2023, after the submission of the form with updated information. It is mandatory to wear the Identity Cards to school on a daily basis for identification and ready information. Loss of the ID-card must be reported immediately, to initiate the process of issuing a new one for a charge of Rs.50/- (for Student ID) and Rs.100/- (for parent ID)

### **SAFETY AND SECURITY**

No books, papers, food, water, lunchbox etc. will be received at the school gate/reception. Kindly ensure that you help your ward pack her/his bag as per the time-table given, to avoid carrying extra weight in the school bag.

Kindly refrain from sending any medicines with your ward to school. Should your ward be unwell, kindly allow her/him to recuperate at home.

### **SCHOOL CIRCULARS/ NOTICES**

Parents are requested to read all school **Circulars/ S.M.S./ Notices on School Website, Broadcast messages on WhatsApp and Announcements made on Microsoft Teams** sent from time to time.

New Class Teams will be created on Microsoft Teams in the first week of April 2023 with the same IDs which are in use now.

Microsoft Teams will continue **ONLY** for uploading of Learning Materials, Announcements and Appointments.

Kindly continue using the Appointment Sheet for scheduling online appointments with teachers through video call on any working day between 2:30PM - 4:00PM.

Learning Materials will be uploaded in FILES>>CLASS MATERIAL>>MONTH>>WEEK

### **LIST OF HOLIDAYS IN THE MONTH OF APRIL 2023**

DATE	On Account of
04.04.2023	Mahavir Jayanti
06.04.2023	Maundy Thursday
07.04.2023	Good Friday
08.04.2023	Second Saturday
14.04.2023	Ambedkar Jayanti
22.04.2023	Eid-UI-Fitr

### **SUMMER VACATION**

The school will be closed for **summer vacation** from:

CLASS	DATES
Classes Nursery & K.G.	22 <sup>nd</sup> MAY 2023 TO 2 <sup>nd</sup> JULY 2023 (Both days inclusive).

Attendance is compulsory for all students on the last day before the summer holidays and the first day after the summer holidays.

**RE-OPENING AFTER SUMMER BREAK: Monday, 3<sup>rd</sup> July 2023 (ALL CLASSES)**



## CONTACT DETAILS

Please find below a table with the contact details of various departments. We request you to kindly ensure that **your queries are directed to the correct number/e-mail**, so that you may receive a timely and correct response for the same.

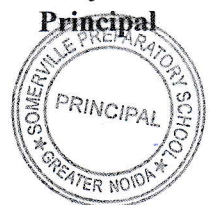
Main Reception	7042492964	contact@somervillegreaternoida.in	New Admission queries/submission of documents, Appointment with Principal, Vice-Principal & Teachers	7:30 a.m. - 4:00 p.m.
Main School	7042492963 7042492962 9315123949	somervillegn@gmail.com	Change of address and phone number/ Resumes	7:30 a.m. - 4:00 p.m.
Transport In charge	9818554732	transport@somervillegreaternoida.in	Route queries, picking/drop relevant documents	7:30 a.m. - 5:00 p.m.
Accounts	7042492960 7042492961 9267960669	feequeries.somervillegn@gmail.com	Fee related queries	7:30 a.m. - 4:00 p.m.

Should there be any further query, please feel free to contact us. Thanking you for cooperation and continued support in the new Academic Session 2023-24.

*Mary Thomas*

(Dr. Mary Thomas)

Principal



## ACKNOWLEDGEMENT

I have read and understood the Circular No. SPSGN/418/1/St.Cir/23/01 dated 13<sup>th</sup> March 2023 of Somerville Preparatory School, Greater Noida.

Name of the Student..... Section .....

Admission No ..... Parent's Name ..... Signature .....