

Greeting of the day!

1 School plays an important role in the overall development of a child and the formative years of a child's life are the most important. It is now that qualities of discipline, honesty, truthfulness are set for life.

2 It is our endeavour to work towards the holistic development of the child and make him/her a citizen of tomorrow.

3 **Our Motto for AY 2023-24: Go Green...Reduce, Reuse, Recycle**

4. **SCHOOL TIMINGS:**

(a) School will commence from **01 April 2023**. All students are to be present in school 5 minutes before the scheduled time. **The School gate will close after the second bell rings at 7:40 a.m.**

(b) From **03 April 2023 to 15 April 2023**, Class I students will follow modified routine. Timings will be – **0740 hrs to 1100 hrs**. Parent to pickup and drop the child to their respective class room.

(c) From **17 Apr 2023 onwards**, regular school timings will be followed – **0740 to 1350 hrs**.

(d) **Break timings** : I Break – 1000 hrs – 1015 hrs and II Break – 1210 hrs – 1220 hrs

5. **Class -I**

(a) Parents to meet class teachers for **Section Allocation** on **31st March 2023** from **0830 hrs to 1030 hrs**.

(b) Bring admission slip on the day of section allocation and write personal details overleaf – Father's name & phone number, Mother's name & phone number, address, mode of transportation.

(c) Bus route and number to be intimated to the class teacher on the day of section allocation.

(d) Parents are to ensure safe arrival and pickup of their respective ward, when using their own arrangement, for the same. (bike/auto/car/walk) Likewise auto driver's name and number to be intimated **(Mandatory)**.

6. **SCHOOL UNIFORM :-**

Students to restrict and adhere to the pattern of uniform stated by the School and it can be purchased from any of the uniform outlets like Hirawats, Vinis, etc. Details available on school website: [www.ncsvizag.edu.in](http://www.ncsvizag.edu.in)

7. **BOOKS:-** Schedule for sale books for classes LKG to XII is tabulated below

Date	Class	Venue	Timings
22 March 23	LKG and UKG	(a) Dolphin Hill For KG	0900 Hrs – 1700 hrs
23 March 23	I & XII	(b) NSB and 104 area for all classes	Lunch Break  1300 hrs – 1415 hrs
24 March 23	II		
25 March 23	III		
27 March 23	IV		
28 March 23	V		
29 March 23	VI & VII		
30 March 23	VIII & IX		
31 March 23	X		
01 April 23	Mismuster		

**Note:**

- (a) List of Books for all classes has been uploaded in school website for Parents Reference.
- (b) For Door delivery WhatsApp Gupta Brother (Mob No. 9346625493).
- (c) For any other queries contact Ms. Aparna (Mob:9949390257) and Ms. Begum (Mob: 9642713297).
- (d) Parents are requested to note that all note books and text books are to be neatly labeled with a permanent marker pen mentioning – name, class, section and subject. All books to be submitted to class teacher on **03 April 2023**.
- (e) All personal items Eg pencils, erasers, water bottles, colour pencil box are to be labeled with black marker pen. **School is not liable for loss of any article.**

8. **SUMMER VACATION & REOPENING DATES:-**

S No.	Class	Vacation Date	Reopening Date
(a)	LKG to IX & XI	08 May 23 to 21 Jun 23	22 Jun 23

9. **GENERAL GUIDELINES:**

- Students to carry their Identity Card.
- As per NES regulations, students of **Class I** wear **Black Gola Shoes with Velcro**.
- The skirt of a girl's uniform should be knee length, too long a skirt would hinder the child's movements while she is playing and moving around. **(No divided skirt)**.
- Fancy jewellery, wrist bands, wrist watches, toys, money, fancy pencil box etc. are not allowed.
- No heavy or big earrings. Only small, light-weight studs are permitted.
- Nails should be regularly trimmed and nail polish, mehendi / henna are not permitted.
- School belt with loops compulsory.
- Girls to wear navy blue / black tights under the skirt.
- Primary Wing children are not permitted to come to school riding bicycle.
- The school bus is not with school management. Any query related to school buses to be addressed to INS Satvahana.

10. **TIME TABLE:** Class timetable to be taken from the Class Teacher by the parent, on the Special PTI Day-01.04.2023, during Orientation from 1000-1045 hrs in respective classrooms.

11. **DIARY:** Diary is the Primary means of communication between the school and the parent. Diary should be brought to school every day

- Students personal record pages in triplicate and the medical record pages in the diary should be duly filled with proper information as soon as the diary is issued.
- The school would keep in touch with the parents through SMS alerts. **Any change in address, telephone number should be immediately amended in the diary and the class teacher to be informed.**
- Verbal messages through children will not be entertained by the school. Any message to the teacher should be in written form.

12. **MEETING THE TEACHERS:**

**NOTE-** Parents desirous of meeting teachers should kindly come on the given days only :-

Days	Timing
Every Wednesday	1400 hrs to 1500 hrs
1 <sup>st</sup> & 5 <sup>th</sup> Saturday	0830 hrs to 1200 hrs

13. **SNACK TIME**

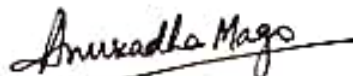
The children are required to bring two snack boxes to school as there are two breaks. Parents are requested to give healthy food in the snack box. Avoid giving junk food. Please send a napkin and adequate water also.

14. **ILLNESS:**

Please do not send a child to school, if unwell. **If a child is suffering from any contagious disease the child will not be allowed to attend classes.** Only on furnishing fitness certificate from a doctor will the child be allowed to attend classes.

15. **PARENT TEACHER INTERACTION (PTI):**

Please attend all the PTIs to know the performance of your child. Parent's help and cooperation is required at all levels. **Orientation programme and Special PTI will be held on 1st of April 2023 in respective class rooms at 1000 hrs.**



(Mrs. Anuradha Mago)  
Headmistress  
Navy Children School  
Primary Wing, NSB (Vzg)



(Dr Parul Kumar)  
Principal  
Navy Children School  
Visakhapatnam