

## NAVY CHILDREN SCHOOL, NSB. (VZG)

Dear Parents,  
Greetings of the day!

21 March 2024

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 2024-25: Go Green....Reduce, Reuse, Recycle

#### 4. SCHOOL TIMINGS:

(a) School will commence from 01 April 2024. 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 01 April 2024 to 12 April 2024, 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.

(c) From 15 Apr 2023 onwards, regular school timings will be followed - 0740 hrs to 1350 hrs.

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

#### 5. Class - I

(a) Parents to meet class teachers for Section Allocation on 26<sup>th</sup> March 2024 from 1200 hrs to 1400 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)

Kindly note for Wednesday Blue colour track pants instead of white coloured track pant.

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

Ser	Date	Day	Class	Venue	Timings
(a)	19 Mar 24	Tuesday	I	NSB K.G Wing gate	0900 Hrs – 1700 hrs  Lunch Break from 1300 hrs – 1415 hrs
(b)	20 Mar 24	Wednesday	X & XII	No.III & 104 Area	
(c)	21 Mar 24	Thursday	VI & LKG	NSB K.G Wing gate	
(d)	22 Mar 24	Friday	VII & UKG	No.III, Dolphin Hill & 104	
(e)	23 Mar 24	Saturday	IV	NSB K.G Wing gate	
(f)	25 Mar 24	Monday	V	No.III & 104 Area	
(g)	26 Mar 24	Tuesday	II		
(h)	27 Mar 24	Wednesday	III		
(i)	28 Mar 24	Thursday	VIII		
(j)	29 Mar 24	Friday	IX		
(k)	30 Mar 24	Saturday	Mismuster		

**Note:** Parents to carry their own carry bags (If required, carry bags will be issued on payment only)

(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)

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 01 April 2024.

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.

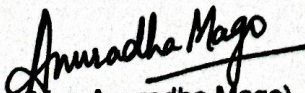


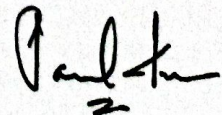
## 8. SUMMER VACATION & REOPENING DATES:-

S No.	Class	Vacation Date	Reopening Date
(a)	LKG to IX & XI	06-05-2024 (MON) TO 21-06-2024 (FRI)	24-06-2024 (MON)

## 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 ear rings. 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 a 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 collected from the Class Teacher by the parent, on the Orientation Special PTI Day is on 27.03.2024, for Classes I & II – 0930 -1030 hrs & Classes III to V From 1130-1230 hrs.
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 in the school diary only.
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 / Special PTI Day is on 27.03.2024, for Classes I & II – 0930 -1030 hrs & Classes III to V From 1130-1230 hrs.
16. **E-Almanac** will be shared with parents soon.
17. **ENTAB** User ID & Password of parents for logging into ENTAB will be provided by school for the new admissions. All communication will be done through ERP only. WhatsApp will be discontinued w.e.f 1<sup>st</sup> April 2024.
18. **SCHOOL FEE:** To be paid quarterly through School ERP only.

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

  
(Dr Parul Kumar)  
Principal  
Navy Children School  
Visakhapatnam