



Dear Parents,

As your Children enter into new academic year with us. There are certain things we would like to share with you for the smooth running of the new academic session.

New session commences as follows:

1) **SCHOOL TIMINGS-**

- Nursery: 8.30 a.m. to -10.30 a.m. (only for 18th and 19<sup>th</sup> April, 2022)
- Nursery: 8.30a.m. -12.30 p.m. from 19th April Onwards
- LKG &UKG: 8.30a.m. -12.30 p.m. all days.
- (Note: All Saturdays are off for Kindergarten Students)
- Class I to Class V: 8.30 a.m. - 1.30 p.m.

Please follow the school timings strictly, school gate will get close at 8.35 am. No parent will enter the academic block of the school with their ward(s) or meet the teachers, if you have any query, feel free to discuss it in the office or the reception. Please go through the rules and regulations of the school as mentioned in the orientation brochure.

2) The Booklist/Uniform Pattern can be downloaded from the school website: [www.shivalik.org](http://www.shivalik.org)

3) For Class I to Class V Uniform Days are:

- White Uniform: Tuesday, Friday.
- Grey Uniform: Monday, Wednesday, Thursday and Saturday.

For kindergarten uniform is same for all days , except white shoes on Tuesday and Friday.

4) Parents who wish to use the transportation service for their children will be informed as soon as possible, as the school is still working on establishing the route and fee structure.

5) **SCHOOL COMMUNICATION** :We always strive for excellence, for the same we are setting some guidelines for communication with school.

- Please call between 1.45 pm to 2:15 pm in the afternoon to talk to the class teachers and if you want to meet the class teacher , please leave a message, a day before and teacher will give you a time slot.
- For meeting the Principal, please fix an appointment on call .If it is very important, you can mail her directly at [shivalik78mohali@gmail.com](mailto:shivalik78mohali@gmail.com)



No. SPS/78/2022/02



### General Rules-

- ✓ Birthdays are always special. We would want children to feel special without any show off.  
Please let your child distribute 2 toffees each to his/ her classmates.
- ✓ Please label your ward's uniform, books and belongings properly to avoid any confusion.
- ✓ Ensure that your ward wears temporary ID Card till the new ones are ready.
- ✓ Please follow the time table of the class to send books. The bag should not be heavy.
- ✓ 80% attendance of your ward is compulsory. Please ensure that your ward is regular to school.
- ✓ The assessment and evaluation would be as per new CBSE guidelines. Same would be communicated to you shortly.
- ✓ The Shivalik Public School-78 believes in communicating with you in a better way and, so seeks your support in making it a great institution.

Kindly support us in our endeavor.

Looking forward to your kind support.

Best wishes

Team Shivalik.

