

Circular No.31/2022-23

31st May 2022

Dear Parents,

Greetings from AVN Vida International School!

With a firm belief that our parents would extend co-operation and support as always to help us build holistic personality of our students, here are some important points and we request all our parents to adhere to them.

1. Uniform:

- Children must come to school in proper, neat & clean ironed uniform and should not carry expensive stationery/items to the school.
- Parent needs to buy white socks and black Velcro shoes for the kids. No other shoe patterns (colours) will be accepted.
- School belts will be provided at school.

2. School Diary:

- School diary need to be carried by the students on regular basis.
- Please fill the student's profile page and sign in the specified area of the diary. This information is vital for the school records.
- The rules and regulations given in the school diary need to be read carefully.
- Regular classwork and homework will be mentioned in the school diary. Kindly sign the school diary regularly.
- Use the leave record and parent communication record diary pages when required.
- Year planner and holiday list are given in the school diary for your reference.

3. Punctuality & Regularity:

- The school timing is 8.15am-3.20pm.
- Please send your child to school 5-10 Minutes before the school starts and discourage him/her to take leave unless it is very urgent.

4. Fee Structure:

- Parents are requested to pay the fee as per the given schedule. Kindly pay on or before the given date.
- We request the parents to collect their fee receipt for the fee immediately after the payment and keep it safe for future reference.

Installment	On or before the given date
1st Installment	Thursday,10th March 2022
2nd Installment	Friday, 10th June 2022
3rd Installment	Saturday,10th September 2022
4th Installment	Saturday 10th December 2022

- The fees can be paid physically at school between 10am-1pm (Monday- Saturday) or can be paid online to the below given account.
- The screen shot of the payment need to be send only to Mrs. Usha (Accounts Executive)- 9100003009.
- Please remember to mention your ward's name, class, section.

The Bank details are as follows:

Account Name	SRI SURYA EDUCATIONAL SOCIETY
Bank	HDFC BANK
Branch	INCOME TAX COLONY, TELEPHONE COLONY, RAMAKRISHNAPURAM.
Account Number	50200032166805
IFSC Code	HDFC0004338

5. Food and Transport:

- Transport and food fee need to be paid in two terms. It will not be calculated on Monthly/days basis; it will be calculated only on term basis.
- The given fee structure for food and transport mention here is calculated for the complete academic year.
- In case if the food and transport fee is not cleared before the given date, then transport and food service will not be applicable for your ward. For better service in providing food and transportation, we request you to do the needful on time.

Payment schedule for food and transport 2022-23	
Installment	On or before the given date
Term I (for food and transportation)	Thursday, 2 nd June 2022
Term II (for food and transportation)	Wednesday, 5th October 2022

FOOD FEE	
Grade	Fee
Grades Nursery-PPII	Rs. 30000
Grades I-X	Rs. 35000

Note: The above fee is applicable for the parents who didn't opt for school food in the previous academic years and those who have taken admission for the new session 2022-23.

TRANSPORT FEE	
Distance	Fee
0-5 Kilometers	Rs.30000
Above 5-10 Kilometers	Rs.35000
Above 10-15 Kilometers	Rs.40000

Note: The above fee is applicable for the parents who didn't opt for school transport in the previous academic years and those who have taken admission for the new session 2022-23.

- ✚ In case if the existing parent has opted only for transportation earlier & haven't opted for food and would like to take the food facility, then they need to go with the new fee structure mentioned above for the year 2022-23 and it goes vice versa.
- ✚ We request the parents to pay the first term food and transportation fee on or before Thursday, 2nd June 2022, this will help us to proceed with the further process. Hope you will understand and do the needful (Kindly ignore, if already paid).
- ✚ The joining date of the students will not have any impact on the term charges of food and transport. Its remains same in all the circumstances. Eg: students joining in the month of March/June/any month need to pay the complete term fee for food and transportation.

6. School Transport:

- ✚ School transport need to be availed both the ways. One way transports will not be provided.
- ✚ The list of stops is prepared keeping in view the convenience and safety of all the commuters. Therefore, buses will not stop according to individual convenience.
- ✚ Parents are required to pick up the child from the designated stop. In case the parent/guardian is not there to receive the child, the driver is instructed to bring back the child to the school.
- ✚ In case of a change of address, please inform the school transport authorities in writing to facilitate efficient planning. Please inform us in advance because drivers are not authorized or permitted to take these decisions.
- ✚ Please avoid calling drivers directly as the mobile phones given to them are for emergencies only and they are not permitted to use them while driving.
- ✚ Lady attendant will be accompanying the students in all the bus routes.
- ✚ GPS tracking services will be provided.
- ✚ Regular routing cannot be changed except emergencies. Please note that no request seeking permission to allow the child to go to friends/relatives houses shall be entertained.
- ✚ Refrain from calling the drivers during driving. For assistance contact the transport in charge.

7. Own Transport:

- ✚ The child should be dropped at school before 8.10am. Students will not be allowed inside the school campus after 8.20pm.
- ✚ To ease out the school dispersal at 3.30 pm the school has come up with the following guidelines
- ✚ Kindly pick your child before 3.45 pm
- ✚ The vehicles should not be parked in front of the gate. Kindly use the parking lot.
- ✚ Parent sending their ward by walk/cycle need to send out an email to the school stating that you will take the responsibility of the safety and security of the students.

8. Food:

- ✚ School food students will be provided with healthy breakfast, lunch and snacks.
- ✚ Home food students need to carry their own food, napkins, spoon, water bottle and other belongings.
- ✚ During unavoidable situations students can avail the school food by paying per day cost of Rs. 200 (breakfast, lunch & snacks).
- ✚ Teachers and care takers will help their students in having the food.
- ✚ School food menu will change on weekly basis.

9. Communication:

- ✚ The mode of communication by the school will be done only through School Almanac or MCB.

- ✚ Parents/guardians are requested to check the school almanac of their ward daily and note the instructions/remarks made in it. It should be seen and countersigned by parents daily as a proof that remarks have been read. Failure to do so may defeat the purpose of communication.
- ✚ Please address all communication to the Principal through the class teacher. Clearly mention your child's class and section in your communication.
- ✚ Please be sure to inform the school if there is any change in your address or telephone number by submitting an application to the admin officer.
- ✚ Check the MCB and website regularly. Keep yourself updated about school activities & other information.
- ✚ You can meet the Principal and teachers with prior appointment from the school admin. Please avoid contacting the Principal or teachers over the phone except emergencies. Kindly follow the hierarchy.
- ✚ In case of serious issues, parents can directly meet the principal without any prior appointment, but kindly check her availability with the admin.
- ✚ Parents can use school almanac as a best mode of communication to share their concerns/queries.
- ✚ Parents can convey their concerns regarding their wards to the class teacher. In case your concerns are 'not addressed' within 7 working days, then either a mail may be sent to the Principal / Coordinator or can take prior appointment to meet physically, depending upon the gravity of the matter.
- ✚ School believes in direct interaction with parents only, for matters related to Academic performance /behavioural issues & any other administrative requirements of child to prevent any misunderstanding.
- ✚ Kindly refrain from contacting the teachers after 4pm and the coordinator & admin after 5pm except any emergencies. A text message can be dropped to the teachers/admin/coordinator for normal concerns/queries.

10. Responsibility:

- ✚ Please mark all the belongings of your ward with his/her name, class and section
- ✚ Do spend quality time going through note books especially on weekends
- ✚ Taking leave during working days is strongly discouraged. Parents are responsible to make up for the loss of studies in case of leave taken. The school will expect these students to be at par with the class in every way and that will have to be ensured by the parents.
- ✚ Ensure that your child does not bring any valuable articles to school. In case of loss of valuables, the school will try its best to trace the item but will not be responsible for the loss.
- ✚ Gifts and Valuable articles like watches, gold/ diamond jewellery (chain & danglers), facial make up like eye makeup, nail art & mehendi decorating on arms & feet, body art (Tattoo) is strictly prohibited in the school.
- ✚ Parents to ensure that their wards attend school in neat and well ironed, proper uniform. Boys with short and decent hair cut (not in fashionable or military cut) and girls with plaits or pony as the case may be.

11. Examination:

- ✚ Missing out on Periodic Test/ Half Yearly / Annual Exam directly affect the academic growth of the students to the next class. Thus your ward's presence in all the Assessments places him / her on a safer pedestal and decides a better place in the class.
- ✚ Please take these Tests/Evaluations seriously and avoid absenteeism for the betterment of your ward.
- ✚ Re-exam will not be conducted except medical cases.

12. MCB (MY CLASSBOARD APP)

- ✚ My Class Board provides communication app for parents using which they can receive school announcements,
- ✚ Class assignments, Events, Progress Report Card, Pay Fee Online view school messages etc.,

- 📌 MCB Link: <https://corp11.myclassboard.com/>
- 📌 MCB App: My Class Board Parent Portal
- 📌 MCB Credentials are shared as a normal SMS to the parent's registered mobile number.
- 📌 In case if you have not received the credentials, kindly contact Mrs. Usha- 9100003009 for the same.
- 📌 For MCB operation details, kindly contact Mrs. Brittolina-9248011444.

13. OXFORD ADVANTAGE DIGITAL LEARNING (Grade PPI- V)

- 📌 Oxford Advantage, an online learning programme designed to cater to age and curriculum-specific learning requirements.
- 📌 Oxford Advantage is an easy-to-use programme that can benefit both teachers and students. Each chapter is divided into multiple concepts. Teachers can create notifications, assessments, learning links and assign those to students.
- 📌 Frequent revision of concepts, extensive and thorough practice, together with games and simulations, make the learning process engaging without being intimidating.
- 📌 Students can revise classroom lessons and solve questions at their own pace anytime, anywhere. The individualized performance analysis reports make it easy for students, their parents and teachers to track progress and assess learning.
- 📌 Teachers can use Oxford Advantage to assign homework to their students, check on their progress and share additional learning resources with them.
- 📌 Oxford Advantage Digital learning orientation will be conducted shortly.

14. General Information:

- 📌 All Saturday's will be a working day for Grades III-X except 2nd Saturday.
- 📌 No request for change of section is entertained. Students need to get adjusted with all the students.
- 📌 Parents are requested not to collect their wards during school hours. In case of emergency the parent should come in person or an authorized person whose photograph is pasted in the Almanac should come, along with the application and parents must also convey the message telephonically to the concerned In- charge.
- 📌 Motivate your child to maintain a proper code of conduct. Any misbehaviour / indiscipline and damage to school property may lead to serious consequence (disciplinary action).
- 📌 No sharp objects namely blade, knife, scissors, needle should be sent to school to ensure safety.
- 📌 Parents and guardians must not visit their wards or teachers in the class rooms.
- 📌 Electronic gadgets (mobiles, i-pod, play-stations, audio / video players, camera etc.) are not permitted inside the school premises.
- 📌 Parents must ensure that their wards join the school on the notified date at the beginning of the term or after each vacation.
- 📌 Parents to revise lessons done in class and check that child do the homework regularly. Parents should take active and helpful interest in the activities of the school.
- 📌 Parents should ensure submission of Assignments and Projects in time. This will make child secure marks.
- 📌 Almanac / Annual Planner / website will provide information about exam dates, holidays, PTM's, Fees and academic pattern of child. Please check it regularly and stay updated.
- 📌 Students should carry their own mask and sanitizer regularly.
- 📌 Child will not be sent from school with half day leave on pretext of any reason. In case of medical concerns, it's advisable to have proper care and rest at home. For other miscellaneous reasons (home functions, marriage, birthday etc.), kindly check the priority and take an appropriate decision.
- 📌 Under no circumstances the child will be sent back home once your ward attends the school. Any request or application in this regard will not be entertained.

- ✚ If a child is found unwell while at school or gets injured while playing, then school will inform parents immediately and will be allowed to collect their ward from school for further course of action. The school will take the responsibility of taking the students to the hospital for medical emergencies.
- ✚ You are requested to ensure that the birthday celebration of your ward in the school is confined to his/her classmates only and should be on a modest scale.
- ✚ Parents are requested to submit the pending documents e.g. Transfer Certificate, Report Card, Residence Proof or Birth Certificate etc., at the earliest.
- ✚ For any request like IT receipt or bonafide certificate, kindly send out an email to avnvidainternationalschool@yahoo.com. It will take minimum 7 working days for the concern department to process your request.

15. IMPORTANT CONTACT NUMBERS AND MAIL ID's

Name	Designation	Contact Number	Mail ID
Ms. Renu Chakraborty	Principal	9346892973	principal@avnvidainternationalschool.com
Ms. Brittolina	Coordinator	9248011444	coordinatoravnvis@gmail.com
Ms. Usha	Admin Officer	9100003009	avnvidainternationalschool@yahoo.com

We look forward to form strong and lasting relationship with you as together we support your children on their life-journey at AVN Vida International School.

I wish your child Happy Schooling!



Principal