

PODAR INTERNATIONAL SCHOOL, MYSORE - 1

Ref.No/PIS/CIR001/2019-20

25th May 2019

Dear Parents,

Greetings from Podar International School, Mysore!

We are delighted to welcome your ward back to school for the academic year 2019-20. The year will be filled with 'student centric learning activities'. Sincere efforts to give the best to the child will continue in the school throughout the year. Please find below some important information. Your support and co operation is expected in this regard.

School Re opening: The school reopening date for the academic session 2019-20 is given below:

Grade	School Re opening Date
Grade 2 to 5	Monday, 27 th May 2019
Grade 1	Wednesday, 29 th May 2019
Nursery	Monday, 27 th May 2019
Jr and Sr KG	Wednesday, 29 th May 2019

The **school timings** are given below for your notice:

Grade	Timings
PJK (Morning Shift)	Monday to Friday – 8.45 a.m to 12.00 noon
Grade 1 to 5	Monday to Friday – 8.45 a.m to 3.30 p.m
	Saturday – 8.45 a.m to 12.30 p.m (Second Saturday of the month will be holiday for all students)

Note: Parents to drop the children at the school gate between 8.35 a.m and 8.45 a.m. School gate will not be kept open before 8.35 a.m. Hence parents are requested **not to drop the children before 8.35 a.m** . School gate will be closed at 8.50a.m.

School Uniform and text books: Parents may order online at www.shopforschool.in for books and uniform. If the ordered goods are not delivered to you, please write to admin.mysore2@podar.org, A.O can help you in this regard. You can also buy them from the local vendor – Krishpre Apparels, uniforms, books & stationeries (10216, 2nd Block, 4th Stage, Vijayanagara, Mysore – 98, Landmark: Near Marimallappa College Compound, Contact No.: 9513958433).

With regard to your order for uniform and text books at www.shopforschool.in please note that if they have to be returned (in case of wrong delivery) or exchanged, you may please bring them to the school. The date will be intimated soon.

School diary, II Lang. Kannada books and III Lang. Kannada/Hindi/Sanskrit books will be supplied in the school against payment of the required amount. Separate circular will be sent.

Regularity of Students to School: We expect the students to be regular and punctual to school. A hard copy of attendance pledge has already been given to you along with the report card(at the time of admission for new admission students). Kindly fill it and send it with your ward on the first day.

We expect a minimum of 75% attendance in a term for every student. A minimum of 75% of total attendance during an academic session would be necessary to appear for the Annual Examination. Shortage upto 10% may be considered for condonation in case of genuine illness, if supported by a 'Medical Certificate' from a qualified doctor. In this regard parents are requested to send their wards to the school regularly without any absence.

Long Absenteeism: A pupil who has been absent to school for a month or more, is liable to have his/her name struck off without advance notice. If re admitted he or she will be considered as a case of fresh admission. Parents' co-operation in this regard is solicited.

Safety and Security of children in the school:

1. Safety of children is our top priority. Please **do not send any of your relatives/friends to school** to meet your ward in the school. We shall not entertain this request.
2. Parents/Guardians will not be permitted to meet or take their wards during the school hours. No application shall be entertained in this regard.
3. Parents are not allowed to take children home in the middle on any working day except on emergencies. No half day will be granted to students.
4. All those parents who send their ward to school by personal/private transport are requested to **drop/pick up** their ward **to/from** the main gate. We will not allow the parent/guardian to come inside the school gate at the time of **drop/pick up**. This arrangement is only to ensure utmost safety to your child and avoid overcrowding. Parents of PJK students are allowed to drop the children till the class rooms.
5. Parents are requested to carry the ID card given by the school at all times. Please ask for the same at the school office against payment of Rs. 10/-

Class divisions: The class division of your ward will be intimated to you through the parent portal. No request for change of division will be entertained. The decision of the Principal will be final.

'Betweenus' - Parent Portal: Web Portal is for **Parent – Teacher interaction**. The parents are requested to log on to the portal to communicate with the teachers. We value your feedback. This tool will also help in clarifying your doubts on homework, academic progress, details of your ward and also will save your time. All communication to parents will be made through the web portal betweenus.in

Parents may meet the teacher and interact with them to know the academic performance as well as any behavioural problem of their ward during '**Open House**'.

Student Documents: All those parents who have not submitted the certificates (T.C, Marks card, Photo, Medical certificate, Birth certificate etc) of their ward are requested to submit the same on or before **15th June 2019**.

Change of Address: Please inform the school office promptly of any change of address, telephone numbers, email address etc for updating our records.

School Canteen Facility: School Canteen facility has been contracted to a professionally managed hospitality company to ensure quality and hygiene. You may avail this facility. Please contact school office for further details

Visitors Timings: Parents are requested to adhere to the time given below for visiting the school

Designation	Timings
Teachers of Grade 1 & 2	On every Tuesday between 2.00 p.m and 4.30 p.m
Teachers of Grade 3 to 5	On every Wednesday between 2.00 p.m and 4.30p.m
Coordinator	On every Tuesday between 3.40 p.m and 4.30 p.m
Vice Principal	On every Monday, Wednesday, Friday and Saturday between 2.00 p.m and 4.30 p.m
Admin Officer	9.00 to 10.00 a.m on all working days (Parents can meet any other time with prior appointment)
Principal	2.30 p.m to 4.00 p.m (By prior appointment only) Tuesday and Thursday

Office Hours: Monday to Saturday 8.30 a.m to 1.00 p.m and 1.30 p.m to 4.30 p.m

Hair Style: Parents cooperation in helping their wards with the hairstyle is expected. Boys – Regular hair cut and no style allowed. For Girls – 2 plaits with black rubber band along with light blue hair band. No other style allowed.

Honouring the Students: If a student wins any prize in competitions conducted outside the school, it may be sent to the school the next day so that the student is appreciated and honoured during the assembly.

We expect your unstinting support and cooperation.
Regards,

Krishna Bangera
Principal