

Scottish High International School

A READY RECKONER FOR THE PARENTS OF THE INITIAL CHAPTER

2019-20

Dear Parents, A warm welcome to all of you at the beginning of the new academic session at Scottish High. At the onset, we would like to put your mind at ease that once the children are in our care, they will be our responsibility and would receive only the best in all spheres. We shall strive to work hand in hand with you, to ensure the overall development of the child.

- ❖ The Home Room Tutor (HRT) of your child for this session has been introduced to you. In case of any query feel free to contact them through their telephone numbers mentioned in the E.R.I.C. between **1:30 pm to 2:30 pm** or call the front desk through the School board line numbers between 8:00 am to 1:00 pm.

- ❖ The Home Room Tutors accompany the child for all activity periods, where the Single Subject Teachers (activity teachers) work with the children. A dedicated nanny is in class to assist the children.

To ensure that the children settle down smoothly into the school routine a few points for your perusal:

1. Kindly **label** each item of your child's belongings e.g. bag, bottle, uniform, shoes, apron.
2. RO water is available on each floor, at every water point for refill. **Water bottles with straps** to be carried as the children can handle them easily.
3. ID-card should be worn by the child daily. A clean handkerchief/ small hand napkin is to be pinned onto the child's uniform. Parents of children in Pre-Nursery, Nursery and Kindergarten are required to deposit a **spare set of clothes and underwear** in a labelled bag with the Home Room Tutor(s) within the first 2 days of school. These will be returned at the end of the session.
4. Girls with long hair to tie them in ponytails or plaits (for hair longer than shoulders using black bands and those with short hair to wear black clips/ black nylon hair bands). For Sikh boys-grey patkas are to be worn in summers and maroon in winters.
5. **Gate no. 3** to be used by the parents and children of the Initial Wing for arrival and dispersal.
6. **For the first few days, parents can drop the child into the class room.** Thereafter, children will enter the building on their own and teachers will be around to guide them.

7. **Dispersal for walkers will take place from the class itself for the month of April and May**, once the bus route children have been dispersed. Parents to come in by 12:50 pm and enter from the Initial's reception to go to the class of their child and disperse from the side door entrance.
8. The child has to be in school by **7:50 am**. Kindly ensure timely arrival of your ward at school. As a routine safety check, we send a SMS to the concerned parents if the students are not in the school by **8:00 am unless informed to the teacher beforehand**. The SMS will not be sent to the parents who have duly informed the teachers.
9. Teachers will be present at the earmarked locations/ classrooms to receive and see off children during the arrival and dispersal timings.
10. **Authorization card is mandatory** in order to collect the students. The person coming to pick up the child must carry the authorization card. In case the person is not carrying the card, he/she would be directed to the Initial School Reception to get an authorization slip. Such queries will be addressed only after dispersal i.e. 1:00 pm onwards.
11. The E.R.I.C. is the main mode of communication between the school and the parent. Kindly check it daily and acknowledge the Home Room Tutors' notes and all the circulars sent by signing in the E.R.I.C. on pages 111-112.
12. Please fill up pages 5, 6, 7, 8 and 29 to 33 of the E.R.I.C. and send a duly completed E.R.I.C. **by 3rd April'19**, if not already done so.
13. We shall be sending you the yearly curriculum within the first week of the new session. Kindly refer to it for a detailed breakup of the syllabus.
14. The daily SMS (**mandatory for Early Years**) will keep you informed about that day's activity. Please submit the telephone number through which you wish to avail the SMS facility at the front desk, if not done so already.
15. To enhance the bonding between the school and home, our teachers will be coming over to your homes at the onset of the academic year. We look forward to your welcoming them preferably within the first two months.
16. Our first Parent Teacher Meeting will be on **04th May'19**. The time schedule for the same will be sent to you.

Looking forward to a great academic year with you.

With warm regards,

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