



# UNITY PUBLIC SCHOOL

No.: 109, Lake View Road, Kottur, Chennai – 600 085

Phone: 044 -2445 1233 | Website: [www.unitypublicschool.com](http://www.unitypublicschool.com)

Circular No: P – 01/062018

Date: 22.06.18

Dear Parent, Assalamu Alaikum

Alhamdulillah! We welcome you to our unity family. Socializing a kid is a great art and we expect your good self to join hands with us in the three tier system to help your child so as to shape his personality in order to be successful in this world and hereafter. **"Excellence is a journey and discipline is the vehicle"**. Our school will focus more on fostering discipline at the primary level. We solicit your kind co-operation to stick on by the school rules and regulations for the betterment of your child.

➤ School timings: PREKG & LKG

7.45 a.m to 12.25 p.m (MON – THUR)

7.45 a.m to 11.55 a.m (FRIDAY)

➤ Monday to Friday: 7.45 a.m. to 3.25 p.m. for UKG

➤ All Saturdays are holidays

➤ Please fill in pg. no: 5 & 34 in the handbook

➤ All communications and correspondence shall be only through hand books, please ensure that you check and acknowledge the handbooks everyday without fail.

➤ When circulars are sent, acknowledge and remove it from the handbook and file it safely for future reference.

➤ Kindly handover all the books neatly covered and labeled, crayon, folder, vocabulary cards & cutouts to the class teacher.

➤ Please send 3 passport size photographs of your ward.

➤ Late arrivals to school will be marked as absent in the attendance.

➤ Students should come in full uniform. The uniform and socks has to be washed and ironed every day.

➤ Haircut (summer cut) has to be done for boys periodically according to the norms of the school.

➤ Nails are to be trimmed every Friday.

➤ Please send nutritious food and avoid sending junk foods.

➤ Send sufficient snacks, towel, handkerchief and a spare dress regularly.

➤ Wearing gold/silver ornament is prohibited.

➤ Do not send your child with electronic gadgets / toys


➤ Students taking leave for 1 or 2 days should produce a leave letter to the class teacher. If more than 3 days medical certificate should be attached with the leave letter. No email for leave should be sent.

- Children arriving more than three late will have to meet the principal.
- If there is any change of address or phone no. please send the requisition letter immediately to the office.
- Private Transport attendee authorization letter with photograph to be submitted to class teacher. Please do not change the Transport Attendee of your child without written intimation.
- The school will not send the child with any new attendee if informed orally.
- Do not nominate primary/junior school children as pickup guardian. If you nominate primary/junior school children the school shall not take any responsibility in case of issue.
- Do not send your child to school when they are sick / under medication causing drowsiness
- In case of any special attention required for your child due to some medical complications/ medication please give a written letter requisition with all the details to the coordinator.
- Kindly meet the class teacher once in a month and know the progress.

#### **Parenting Tips**

- Ensure that your child has a sound sleep (12 hrs) every day.
- Keep your children away from electronic gadgets and television.
- The child should be away from mobile or TV radiations at least 1 hour before sleep.
- Please talk to your child everyday to find out the lesson learnt in the school.
- Environment and companions determine the character of your child kindly make sure that the child is surrounded by good companions.
- Do not quarrel or argue or use foul language in front of children.
- Always talk positive things in front of the children and encourage them even for a small progress. Motivation is the key factor for success.
- Mistakes of children have to be corrected with love and sincerity.
- Teach and train your child not to go with strangers. Teach your kids to memorize your telephone numbers.
- Be a role model by demonstrating good qualities in day today life.

Jazakallahu khairan,

  
 Principal