

CIRCULAR 01
PRIMARY/MIDDLE SCHOOL/SECONDARY

NSIA/ Cir- 01/ 2026-2027

31.03.2026

Dear Parents,

The new Academic Year 2026- 2027 will commence on Wednesday, April 08, 2026.

1) School timings are as follows:

Monday to Friday.

Grades 1 to 9: 8:30 a.m. to 2:50 p.m.

- Students of Grades 1 to 9 must report to school in complete school uniform daily at 8:20 a.m.
- P. Ed. uniforms must be worn on P. Ed. days only.
- Students must be punctual as well as attend school regularly on all working days.
- Late- comers will be sent home with their parents.
- The school gate will be shut at 8:30 a.m. sharp.

2) On the first day of school:

- Parents are requested to leave their wards in the stilt area on the first day of school. They will be directed to their respective classrooms.
- Students will be dispersed from the stilt area on the ground floor at 2:50 p.m.
- Textbooks and notebooks must be brought to school as per the timetable shared on Edusprint/via email. The timetable will be uploaded by 7th April, 2026.
- Every student must carry with him/ her a small hand napkin, a serviette, and a cloth placemat.
- A raincoat/ wind cheater must be carried during the monsoon season. Students can wear all-weather black shoes with Velcro fasteners. No floaters/ sandals will be permitted.

3) Textbooks/ Customized Notebooks/ shoes:

- Customized textbooks, notebooks, and stationery for Grades 1 to 8 will be distributed on the school premises after parents complete the online payment through Edusprint, latest by 2nd April 2026.
- The books will be available for collection at the school on Saturday, 4th April 2026, subject to successful payment.

- The address of the authorized uniform vendor is as follows :

Satyanarayan Cloth Stores,

Balaji Heights Opp. Lifeline Hospital

Wagholi, Pune 412207.

Calls operational from 10.30am to 8.30pm.

+91 9595057799.(Dnyaneshwar Mauli, Relationship Manager).

- The address of the authorized shoe vendor is as follows:

Shop Name : Size 24

Address: Shop no 10, Size 24 Wagholi Outlet, BA hub, Baif Road, Wagholi, Pune,

Maharashtra 412207

Contact No : 9860624242

4) School Uniform Details:

Grades 1 to 4 BOYS- Shorts, half-sleeved school shirt, white vest, white socks (mid-calf length), black school shoes (Velcro fastening).

Grades 5 to 9 BOYS- Full length trousers, a simple black belt, half-sleeved school shirt, white vest, white socks (mid-calf length), black school shoes (Velcro fastening).

GIRLS- Skorts (knee length), half-sleeved school shirt, white inner wear (camisole), 2 pairs of school- white socks (mid-calf length), black school shoes (Velcro fastening) and bicycle shorts.

P.Ed. Uniform

Boys and Girls: Half-sleeved P.Ed. tee-shirt, track pants, recommended socks, (mid-calf length), black school shoes (Velcro fastening).

All students who wish to wear a jacket must wear the recommended ones only.

- Only the school authorized vendor is permitted to supply jackets to students of NSIA.
- Boys must have a short and neat haircut, girls must wear their hair in a neat plait (plain black scrunchies only), black clips may be used to keep their hair in place.
Students of Grades 1 to 9 may attend school in formal party clothes on their birthdays or as per instructions sent for any celebration in the school.

5) Identity Cards and School Diary:

- ID cards with lanyards will be given to the parents and students on Saturday, 4th April, 2026.
- Wearing your ID Card is mandatory (at all times) for entry in the school premises.
- A school diary shall be provided to every student on Friday, 10th April, 2026.

6) Lunch and Snacks:

- Kindly ensure that all students of Grades 1 to 9 carry a filled water-bottle, snacks for short recess and packed lunch. Refills of potable water will be made available on the school premises.

7) School Fee:

The school fee must be paid online. The schedule for payment of fees for the entire year is put up on the school website. The fee paid after the due date will be subject to a delayed payment charge of Rs. 1000/- per month.

8) Transport:

- School authorized bus vendor shall provide transportation services to students at our school. Details of payment of the bus fee to the authorized vendor as well as the route plan will be communicated by way of an email/ WhatsApp. This facility will be made available only to those students, whose enrollment forms have been submitted to the school office before 6th April, 2026.
- Parents must drop or fetch their child from the designated nodal point. In case a person besides the parent has been assigned the above task, information about the same, in writing must be sent to school by before 6th April, 2026 or else the students will not be handed over to an unauthorized person. The authorized person must carry his/ her Aadhar Card to school as proof of identity.
- Private vans are not authorized by school.
- Students staying close to school are advised to walk to school with their parents.

9) Entry/ Exit Plan:

- All students will enter and exit the school premises from the main gate of the school.
- Students who are not availing the authorized school bus service must be dropped by the parent at

the designated drop-off point in the school premises. Teachers/ Support staff will direct them to their classrooms.

- In case a person besides the parent is assigned to fetch the student from school, the approved authority letter must be shown whenever demanded. This person must also carry his/ her proof of identity.
- Parents must be present 5 minutes prior to the dispersal time in the stilt area. Kindly do not block the path of the dispersing students. Vehicles must not block any gate (school or neighbouring building/s). Refrain from causing any traffic snarl outside school. Traffic laws and parking regulations must be observed. Do not honk in or around the school.
- Request for any day-to-day change in pick up or drop arrangements for the student must be sent to school by way of an email to contact@nsiacademy.org
- Parents are advised not to park their vehicles in front of the school gates.

10 a): Grievance Redressal Matrix:

- **Step 1 :** Parents can raise the issue informally with the class teacher.
- **Step 2:** Further to this, if required parents can raise the concern formally with a grievance letter to the Principal/Vice Principal via email.
- **Step 3:** Grievance investigation will take place within three working days or earlier depending on the urgency of attention to the concern.
- **Step 4:** A Grievance hearing will be conducted by the Principal/Vice Principal if required to review the evidence and a decision to be made.
- **Step 5:** Direction and guidelines from the Principal/Vice Principal will be given to the concerned stakeholder.

10 b): Communication with the school

- In case of any change in address, contact number, kindly e-mail the details to contact@nsiacademy.org and submit the duly filled Form No. 6 (refer to the school diary) to the class teacher.
- A unique email ID will be created for each learner, which must be used for all communication with the school.
- All school circulars will be sent through 'Edusprint' app. Kindly check your messages for all information and updates regularly.
- All communication by the school will be made to the registered cellular numbers/ email IDs only.
- Parents desirous of meeting the teachers regarding the progress of their child/ children may do so only by prior appointment through the school office. An application for the same needs to be sent to the Class Teacher. (Form No. 4, format given in the school diary- to be photocopied)

11) Health Concerns:

- Kindly refrain from sending your child to school when ill and under medication. Ailing students will not be permitted to appear for any assessment and will be sent home.
- Please do not send your child to school without a Fitness Certificate from a certified doctor after absence of 3 or more days (working/ non-working days included) owing to illness. In the Fitness Certificate, the doctor should clearly mention the date on which the child can resume school.
- The infirmary will continue to screen learners with ailments.
- If unwell, ailing students will be sent home.
- The infirmary is meant for providing first-aid only and not treating routine illness for which a

student should consult the family physician.

- Students are not allowed to administer medication of any kind on their own without consulting or informing the school nurse.
- It is mandatory to report medical history, if any, in writing to the school.

12) Assessment System

Students will be assessed based on Continuous and Comprehensive Evaluation (CCE) – a combination of Formative and Summative Assessments-Mid-Term Exam/Annual Examination.

13) Leave of Absence

A student cannot remain absent without prior written permission. The Leave Letter - Form-1, (format in school diary- to be photocopied) must be submitted one week in advance. In case of an emergency, or leave for less than 3 days the leave note must compulsorily be sent in the school diary on the Leave Record page.

14) Recommendation to Parents

- Kindly avoid sending any unnecessary or expensive stationery with your child to school.
- You must always be attired in formal clothes whenever you visit the school.
- Mobile phones must always be put on silent mode in school premises.
- Value education is an integral part of our school curriculum, you are requested to transfer and practice the same at home.
- The services of any NSIA teacher for private tuition at home cannot be availed as per the school norms.
- During the summer vacation, the Principal's Office will be open for visitors (by prior appointments only)
- The Account's Office will be open for parents on working days from 9:00 a.m. to 11:00 a.m. (Monday to Friday; 1st and 3rd Saturday) by prior appointment only).

15) Kindly Note:

- Distribution of Textbook/Notebook in the school premises on Saturday, 4th April, 2026.
- New Academic Year begins on Wednesday, 8th April, 2026.
- Summer Vacation : Friday, 1st May, 2026 – Wednesday 3rd June, 2026.
- School reopens on Thursday, 4th June, 2026.

Hoping for your whole-hearted co-operation in nurturing your child, our student towards a brighter tomorrow.

Regards,

Sd/-
Jiji James
Principal