



NIRMALA MEMORIAL FOUNDATION'S

NORTH STAR INTERNATIONAL ACADEMY

Discovering Direction with Determination



CIRCULAR 01 PRESCHOOL

NSIA Cir- 02/ '24 - 2025

08.04.2024

Dear Parents,

The new academic year '24- 2025 will begin on Monday, June 03,'24.

1) School timings are as follows:

Monday to Friday and 1st/3rd / 5th Saturday):

Nursery: 8:30 a.m. to 12:00 noon

Jr.KG: 8:30 a.m. to 12:00 noon

Sr.KG 8:30 a.m. to 12:00 noon

(Subject to change as per GR notification from the Education department. Refer to the attached document)

- Students of Jr.KG and Sr.KG must report to school in complete school uniform daily at 8:20 a.m.
- Students of Nursery class must report to school in complete school uniform daily at 11:50 a.m.
- 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 08:30 a.m. for Jr.KG & Sr.KG students & 12.00 noon for the Nursery students.

2) On the first day of school:

- Parents are requested to leave their wards in their respective classrooms on the first day of school.
- Teachers will be present to welcome the learners in the classrooms.
- Students will be dispersed from the stilt area on the ground floor at 12:00 noon (Jr.KG and Sr.KG) and at 3:00 p.m. (Nursery). Refrain from engaging teachers in any conversation at this time.
- Kindly ensure that your child carries a filled water-bottle. (Snacks will be provided by the school between 10:30 a.m. and 11:00 a.m. (Jr. KG & Sr. KG) and 1:30 p.m. and 2:30 p.m. (Nursery)).
- Every student must carry with him/ her a small hand napkin.
- A raincoat/ wind cheater must be carried during the monsoon. Students can wear all-weather black shoes with Velcro fasteners. No floaters / sandals are permitted.

3) Textbooks / Customized Sheets / Uniform / Shoes:

- The list of textbooks/notebooks for Jr. KG & Sr.KG will be sent via email/ on Edusprint App on 20th May, '24.
- The customized red and blue lined and square lined loose sheets, notebooks and A4 plain sheets, Activity Box for the Nursery, Jr., and Sr. KG students will be delivered upon payment to the vendors in the school premises on 27th May, '24. (Refer Circular 03).
- Students of Nursery, Jr. KG and Sr.KG must submit the following to the Class Teacher according to the schedule mentioned below:

Monday, June 03, '24: All packets of loose sheets (Red & blue lined, square lined and A4 plain) and the Activity Box

Tuesday, June 04, '24: Phonics/Letters- Textbooks and Workbooks (3 books)



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Wednesday, June 05, '24: Numbers- Textbook and Workbook (2 books)
 Thursday, June 06, '24: Colours/EVS- Textbook and Workbook (2 books)
 Friday, June 07, '24: Learn to create L/ U (Orange Craft)

4) Identity Cards and School diary:

- ID cards with lanyards will be given to the parents on 27th May '24.(ID Cards will be made available for only those parents who have submitted the ID forms within the stipulated time frame).
- Wearing your ID card is mandatory for entry in the school premises.
- A school diary shall be provided to every student on 03.06.'24.

5) Lunch and Snacks arrangement:

- A nutritious snack will be provided on all working days to the students of the preschool section. The menu shall be emailed to you.

6) School Uniform Details:

Nursery, Jr.KG, Sr.KG

Track pants and half-sleeved tee-shirt, school-white socks (mid- calf length)- 2 pairs, black school shoes (Velcro fastening). Boys must wear a white vest and girls must wear a camisole compulsorily.

School Jacket

All students of the Preschool who wish to wear a sweater or jacket to keep themselves warm must wear the recommended ones only.

- Only the school authorized vendor is permitted to supply uniforms 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 Nursery, Jr.KG and Sr.KG may attend school in formal party clothes on their birthdays or as per instructions sent for any celebration in the school.

Art Apron

To be worn by students of the Preschoolers during the Art class.

7) School Fee:

The school fee must be paid online (process of payment will be notified). The schedule for payment of the fee for the entire year is put up on the school website and mentioned in the school diary. The fee paid after the due date will be subject to a delayed payment charge of Rs. 250/- per month or part thereof

The bifurcation of the fee payable is given below for your information:

The fee is payable on a quarterly, half-yearly or yearly basis.

Payment mode	First Quarter	Second Quarter	Third Quarter	Fourth Quarter
Time	Paid at the time of admission (for new students)	1 st - 5 th July, '24	1 st -5 th Oct, '24	1 st – 5 th Jan, 2025

**8) Transport:**

- The 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. This facility will be made available only to those students whose enrollment forms have been submitted to the school by 30th April '24.
- 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 30th April, '24 or else the student 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.

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 respective 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.
- Parents must be present 5 minutes prior to the dispersal time at the main gate. Kindly do not block the gate entry/ exit. Vehicles must not block the main gate of the school or neighbouring buildings). 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 gate.

10 a): Grievance Redressal Matrix:

- **Step 1:** Parents can raise the concern informally with the class teacher.
- **Step 2:** Further to this, if required parents can raise the concern formally with a grievance letter addressed to the Principal/ Vice Principal/Preschool Coordinator via email.
- **Step 3:** Grievance investigation will take place within three working days or earlier depending on the urgency of attention to the concern.
- **Step4:** A grievance hearing will be conducted by the Principal/ Vice Principal/Preschool Coordinator, if required to review the evidence and a decision to be made.
- **Step 5:** Direction and guidelines from the Principal/ Vice Principal/Preschool Coordinator 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.
- Ailing students will be sent home, if unwell.
- The infirmary is meant for providing first-aid only and not treating routine illness, for which student should consult the family physician.
- Students are not allowed to administer medication of any kind on their own without consulting or informing the class teacher.
- It is mandatory to report medical history, if any, in writing to the school.

12 Evaluation System

- Students of Nursery to Sr.KG will be assessed periodically.

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, leave letter could be sent the next day.

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 be put in silent mode on school premises.
- Value Education is an integral part of the school curriculum, you are requested to transfer and practice the same at home.
- The services of any NSIA teacher for private tuition at home must not be hired.
- During the summer vacation, the Principal's Office will be open for visitors (by prior appointment only)
- The Account's Office will be open for parents on working days (Monday to Friday ; 1st and 3rd Saturdays) from 9:00 a.m. to 11:00 a.m. (by prior appointment only)

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

Regards,

Sd/-

Jiji James

Vice Principal