



## SANGHAMITRA SCHOOL

Dear Parents,

Class: III to X

Date: 08-06-2024

A warm and heartfelt welcome to each one of you! As we begin let's work towards a year filled with opportunities, challenges, and achievements. Our dedicated teachers and staff have been working diligently to give you a rich and engaging learning experience and this will happen with the cooperation of all students and parents.

To make this happen we need you to cooperate on the following:

### School Reopens: 12<sup>th</sup> June 2024. School Timings:

Details	Monday to Friday	2 <sup>nd</sup> & 4 <sup>th</sup> Saturdays are holidays.
School Gates <b>open</b>	8 a.m.	Please send lunch along with the children.
Classroom opens	8.30 a.m.	
Assembly	8.45 a.m.	As students will be in the ground for the sports period, the gates will be opened at 3.30 p.m only. Request parents' cooperation.
Teaching Time begins	9.30 a.m.	
Lunch Break	1 p.m. to 1.30 p.m	
Teaching time closes	3.30 p.m	
Dispersal from the class room	3.45 p.m.	

**Almanac:** An important medium of communication between school and home. Students must carry the Almanac **daily**. Update yourself by reading and **signing the almanac** daily.

**Routines:** The secret of keeping children gainfully occupied is to **make a routine**. Learners are used to following a routine, so do make a timetable. Start with a fixed wake-up time, school work time, dedicated break time for play, reading, screen time, and most importantly, sleeping time. A good night's rest is essential to be **active** throughout the day.

**Attendance:** To comply with CBSE attendance policy every student must attend classes regularly. **Attendance and lateness are assessed** and this is an important criterion for promotion. Students must be present on the reopening day and any extended absenteeism will not be allowed.

**Punctuality:** An essential life skill that needs to be **cultivated early in life**. It fosters discipline and responsibility in children. Coming to school on time, completing assignments, and regular submission of school work all contribute to the **overall development** of children. Please ensure that students learn this life skill.

**School Uniform:** School uniforms create a **unified and inclusive environment**, improve focus and discipline, and overall educational experience. All the students must come in full school uniform.

**Transport:** School transport has been outsourced to Blue Bird Travels. There are 10 school buses and the routes are fixed. Parents who wish to **avail school transport** must register in the school office. School transport is **not mandatory**.

**Dropping of items;** If you need to drop off any item for your child after the start of school, please **label it with** your child's **name** and hand it over to the school office. Your child will be called to come and pick it up.

**Drop off and pick up children:** On the school grounds, there are designated areas for students based on the modes of transport. As vehicles enter the ground please slow down. If you need to meet someone in school please **park the vehicle in the parking lot**. Please be sure your child is wearing **the seat belt** and he or she exits the vehicle from the passenger side door.

**Office Timings:** The school office is open for telephone calls and visits from **9 a.m. to 3.30 p.m.** from Monday to Saturday. 2<sup>nd</sup> and 4<sup>th</sup> Saturdays are holidays.

**Communication:** All school-related information is shared through **Almanac, Class What's App groups, Circulars, App, and Website**. Please read and record the information shared.

**Reminders:**

- Students are **strictly prohibited** from carrying cell phones or electronic items to school. For any exceptional circumstances, permission has to be **taken from Ms Arundathi S & C**.
- All the student's **belongings**, lunch bag, water bottle, etc. must be neatly **labelled** with their name, class, and section.
- **Regular grooming** is a must and includes, trimming hair and nails, neat shoes and socks, belt and tie are compulsory. Girls are not allowed nail polish or gold jewellery.
- If parents cannot pick the student up and send any other person, that information must be shared with the class coordinator **before 3 p.m.**
- Children riding bicycles must **wear helmets**. Children are not allowed to drive 2/4 wheelers
- Please do not drop students **before 8 a.m.** For specific health concerns please share them with the class coordinator and teacher.
- Please send healthy snacks. **Chips, chewing gum, cakes, aerated drinks** and other junk food are **strictly not allowed**.
- Please share the **mode of transport** and the details in the Almanac. Any change please notify the class coordinator immediately.

**Guidance & Counselling:** Let us work towards helping the children gain confidence, use time effectively, and value the importance of learning. Any other concerns can be addressed by reaching out to the counsellor. **Ms Lakshmi Prasanna. M No: 8498919089 in school from Monday to Wednesday Timings: 9 a.m. to 2 p.m.**

**Complaints:** We place a huge value on relationships between all stakeholders (pupils, staff, parents, and management). Do not base your conclusions on somebody else's experience. You can share any observations or concerns with **Ms. Vijayasree Edara Academic Advisor. M: 8106873747**

Let us make this year memorable together with great learning.

*Thank you for your ongoing support and commitment.*

G.Arundathi  
Secretary & Correspondent.

**Know your teachers Class III 2024-2025.**

S.NO	SUBJECT	NAME OF THE TEACHER	QUALIFICATION	EXPERIENCE IN YEARS	PHONE NO.
1	Principal	Mr. D. Nageswara Rao	B.Sc., M. Ed	34	9949795383
2	Headmistress	Ms. Swarupa Rani K	M.A. Pub Adm M.A. Hindi, M.Ed.	35	9652192436
3	Class Coordinator	Ms. Manju Roy	M.A., H.Pt.	20	9849669878
4	First Floor Coordinator	Ms. D. Sheela	B.Com., M.Ed.	32	9949266652
5	English	Ms. G. Vijaya	B.Com., B.Ed.	1	9949750099
6	Hindi	Ms. S. Yasmeen	B.Sc., H.Pt.	14	9912732477
7	Math	Ms. Uma Devi	B.Sc., B.Ed.	12	8523887758
8	EVS	Ms. Praveena	B.Com., B.Ed.	21	9985148432
9	Art Education	Mr. Pavan Kumar	TTC	13	8464912670
10	Artificial Intelligence	Ms. V. Sreesha	B. Tech	02	9966235740
11	Physical Education	Mr. M. Srinivas Rao	B.A., UGD	16	7989452630
12	Life Skills	Ms. Durga Sravani	M.Sc., B.Ed.	11	9346675838
13	Library & GK	Ms. Mallika. G	M.Sc.	01	9600065945
14	Music	Mr. Md. Jaffar Miya	B.A. , PGDCA	02	9989083043

**Know your teachers Class IV 2024-2025.**

S.NO	SUBJECT	NAME OF THE TEACHER	QUALIFICATION	EXPERIENCE IN YEARS	PHONE NO.
1	Principal	Mr. D. Nageswara Rao	B.Sc., M. Ed	34	9949795383
2	Headmistress	Ms. Swarupa Rani K	M.A. Pub Adm M.A. Hindi, M.Ed.	35	9652192436
3	Class Coordinator	Ms. Manju Roy	M.A., H.Pt.	20	9849669878
4	First Floor Coordinator	Ms. D. Sheela	B.Com., M.Ed.	32	9949266652
5	English	Ms. Sonia S	BCA., B.Ed.	8	7337096461
6	Hindi	Ms. Jaya Kavita	M.A., H.Pt.	19	9618644916
7	Math	Ms. Jaya Sree	M.Sc., B.Ed.	2	9398273245
8	Science	Ms. Pream Tulasi	M.Sc., B.Ed.	01	9966551152
9	Social	Ms. Fazila	B.A., B.Ed.	24	9618524156
10	Art Education	Mr. Pavan Kumar	TTC	13	8464912670
11	Artificial Intelligence	Ms. L. Jaya Lakshmi	B.Sc., PGDCA	27	9849647277
12	Life Skills	Ms. Durga Sravani	M.Sc., B. Ed.	11	9346675838
13	Physical Education	Mr. M. Srinivas Rao	B.A., UGD	16	7989452630

**Know your teachers Class V 2024-2025.**

S.NO	SUBJECT	NAME OF THE TEACHER	QUALIFICATION	EXPERIENCE IN YEARS	PHONE NO.
1	Principal	Mr. D. Nageswara Rao	B.Sc., M. Ed	34	9949795383
2	Headmistress	Ms. Swarupa Rani K	M.A. Pub Adm M.A. Hindi, M.Ed.	35	9652192436
3	Coordinator	Ms.Ch.Sirisha	B.Sc.,B.Ed.	26	8297112131
4	First Floor coordinator	Ms.D.Sheela	B.Com., M.Ed.	32	9949266652
5	English	Ms.C.Varalakshmi	M.A., B.Ed.	10	9032194531
6	Hindi	Ms.Bujji	B.A., H.Pt.	25	9949287059
7	Math	Ms.S.Aparna	B.Sc., B.Ed.	10	7995935171
8	Science	Ms. Parul Kansara	M.Sc.,B.Ed.,PGDCA	13	9948436826
9	Social	Ms. K. Divya	M.A.,B.Ed.,MBA.	New Joinee	8897950777
10	Art Education	Ms.U.Sridevi	TTTC	18	7337567672
11	Artificial Intelligence	Ms.L.Jaya Lakshmi	B.Sc.,PGDCA.	27	9849647277
12	Physical Education	Mr.Sai Teja	D.P.Ed.,B.A.	5	8309371452
13	Life Skills	Ms.Sugatri	M.Sc.,B.Ed.	24	9010118679

**Know your teachers Class VI 2024-2025.**

S.NO	SUBJECT	NAME OF THE TEACHER	QUALIFICATION	EXPERIENCE IN YEARS	PHONE NO.
1	Principal	Mr. D. Nageswara Rao	B.Sc., M. Ed	34	9949795383
2	Headmistress	Ms. Swarupa Rani K	M.A. Pub Adm M.A. Hindi, M.Ed.	35	9652192436
3	Coordinator	Ms.Ch.Sirisha	B.Sc.,B.Ed.	26	8297112131
4	First Floor coordinator	Ms.D.Sheela	B.Com., M.Ed.	32	9949266652
5	English	Ms.S.Manjula	M.Com.,B.Ed.	19	9246339078
6	Hindi	Ms. Jai Shree	M.A.,H.P.T.	8	8096966883
7	Math	Ms. Santhi Sudha	M.Sc.,B.Ed.	10	9100099188
8	Science	Ms. Sarath Lakshmi	B.Sc.,B.Ed.	14	9441697560
9	Social	Ms. Radhika	B.Com.,B.Ed.	12	9966749955
10	Telugu	Ms. Lailaja	B.A.,B.Ed.	26	9966669968
11	Art Education	Ms.U.Sridevi	TTTC	19	7337567672
12	Artificial Intelligence	Ms.Sharada	B.Com.,D.S.C.A.	27	9393790600
13	Physical Education	Mr.Sai Teja	D.P.Ed.,B.A.	5	8309371452

**Know your teachers Class VII 2024-2025.**

<b>S.NO</b>	<b>SUBJECT</b>	<b>NAME OF THE TEACHER</b>	<b>QUALIFICATION</b>	<b>EXPERIENCE IN YEARS</b>	<b>PHONE NO.</b>
1.	Principal	Mr. D. Nageswara Rao	B.Sc., M. Ed	34	9949795383
2.	Headmistress	Ms. Swarupa Rani K	M.A. Pub Adm M.A. Hindi, M.Ed.	35	9652192436
3.	Class Coordinator	Ms. Sucheta. M	B.Sc., B.Ed.	27	9908214218
4.	First Floor Coordinator	Ms. D. Sheela	B.Com., M.Ed.	32	9949266652
5.	English	Ms. Sarita	B.A., B.Ed.	31	8186033570
6.	Hindi	Ms. S. Varalakshmi	M.A., B.Ed.	New Joinee	7396015905
7.	Math	Ms. D. B. Anuradha	B.Sc., M.Ed., MBA.	20	9010059874
8.	Science	Ms. S. Uma Prakash	B.Sc., B.Ed.	18	9494890579
9.	Social	Ms. K. Sai Latha	MA., B.Ed.	08	7093721210
10.	Telugu	Ms. Y. Lailaja	B.A., B.Ed.	26	9966669968
11.	Art Education	Ms. G. Lakshmi Sai Valli	M.A., B.Ed., TTCCC.	28	9703555998
12.	Artificial Intelligence	Ms. S. Sharada	B.Com., D.S.C.A.	28	9393790600
13.	Physical Education	Mr. M. Nethaji	B.Sc., M.P.Ed.	02	8500877398

**Know your teachers Class VIII 2024-2025.**

<b>S.NO</b>	<b>SUBJECT</b>	<b>NAME OF THE TEACHER</b>	<b>QUALIFICATION</b>	<b>EXPERIENCE IN YEARS</b>	<b>PHONE NO.</b>
1.	Principal	Mr. D. Nageswara Rao	B.Sc., M. Ed	34	9949795383
2.	Headmistress	Ms. Swarupa Rani K	M.A. Pub Adm M.A. Hindi, M.Ed.	35	9652192436
3.	Class Coordinator	Ms. Sucheta. M	B.Sc., B.Ed.,	27	9908214218
4.	First Floor Coordinator	Ms. D. Sheela	B.Com., M.Ed.	32	9949266652
5.	English	Ms. H.G. Padma	B.Com., B.Ed.	33	9959050185
6.	Hindi	Ms. B. Umarani	M.A., B.Ed., HPT.	12	7799420004
7.	Math	Ms. S. Sridevi	M.Sc., B.Ed.	09	8106043171
8.	Science	Ms. P. Lavanya	M.Sc., B.Ed.	10	9392494045
9.	Social	Ms. Najma Haq	M.A., B.Ed.	12	9573837305
10.	Telugu	Ms. Aruna Veni	B.A., B.Ed.	02	7095112277
11.	Art Education	Ms. G. Lakshmi Sai Valli	M.A., B.Ed. TTCCC	28	9703555998
12.	Artificial Intelligence	Ms. G. Swathi Reddy	B.Tech.	06	8897209653
13.	Physical Education	Mr. M. Nethaji	B.Sc., M.P.Ed.	02	8500877398

***Know your teachers Class IX 2024-2025:***

<b>S. No</b>	<b>SUBJECT</b>	<b>NAME OF THE TEACHER</b>	<b>QUALIFICATION</b>	<b>EXPERIENCE IN YEARS</b>	<b>PHONE NO.</b>
1	Principal	Mr. D. Nageswara Rao	B.Sc., M. Ed.	34	9949795383
2	Headmistress	Ms. Swarupa Rani K	M.A. Pub Adm. M.A. Hindi, M.Ed.	35	9652192436
3	Class Coordinator	Ms.K. Ratna Sree	M.Sc., B.Ed.	20	9989780451
4	Ground Floor Coordinator	Ms. S.V. Sarala	M.Sc., B.Ed.	21	8919501524
5	English	Ms. Khairunnisa	M.A., B.Ed.	22	9908225894
6	Hindi	Ms. N. Jayasree	M.A., H.Pt.	24	9392316748
7	Mathematics	Ms. P. Varalakshmi Devi	B.Sc., B.Ed.	29	9440744834
8	Science	Ms. Haseena Nargis PV	M.Sc., M.A., B.Ed.	14	9440404110
9	Social Science	Ms. K. Sai Prasanna	M.A., M.Ed.	29	9985215369
10	Artificial Intelligence	Ms. G. Swathi Reddy	B. Tech.	07	8897209653
11	Physical Education	Mr. Ramesh. K	B.Com., B.P.Ed.	28	7013651602
12	Telugu	Ms. D. Aruna Veni	B. A., B.Ed.	2	7095112277

***Know your teachers Class X 2024-2025:***

<b>S.No</b>	<b>SUBJECT</b>	<b>NAME OF THE TEACHER</b>	<b>QUALIFICATION</b>	<b>EXPERIENCE IN YEARS</b>	<b>PHONE NO.</b>
1.	Principal	Mr. D. Nageswara Rao	B.Sc., M.Ed.	34	9949795383
2.	Headmistress	Ms. Swarupa Rani K	M.A. Pub Adm. M.A. Hindi, M.Ed.	35	9652192436
3.	Class Coordinator	Ms. K. Ratna Sree	M.Sc., B.Ed.	20	9989780451
4.	Ground Floor Coordinator	Ms. S.V. Sarala	M.Sc., B.Ed.	21	8919501524
5.	English	Ms. P. Anitha	M.A., B.Ed.	18	9573669856
6.	Hindi	Ms. S Shenaaz Begum	B.A., B.Ed.	28	9866142761
7.	Mathematics	Ms. M V Bharathi	B.Sc., B.Ed., PGDCA	32	9908157811
8.	Science	Dr. R. Naveen Babu	BHMS	16	9912262999
9.	Science	Ms. K. Madhavi	M.A., B.Ed.	28	9885639163
10.	Social Science	Ms. Beena.NC	M.A., B.Ed.	30	8019273547
11.	Physical Education	Mr. B. Ganga Sagar	M.P.Ed.	06	6303587953