



SANGHAMITRA SCHOOL

Dear Parents,

Class: LKG & UKG

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: 13th June 2024. School Timings:

Details	Monday to Friday	All Saturdays are holidays.
School Gates open	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 2 p.m. only. Request parents' cooperation.
Teaching Time begins	9.30 a.m.	
Lunch Break	11.30 a.m to 12.15 p.m	
Teaching time closes	1.35 p.m	
Dispersal from the classroom.	2 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. 2nd Saturday and 4th Saturday 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 LKG 2024-2025.

S.NO.	SUBJECT	NAME OF THE TEACHER	QUALIFICATION	EXPERIENCE IN YEARS	PHONE NUMBER
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.	Primary Incharge	Ms.Jyothi .V .	M.A.,B.Ed.	34	9246167835
4.	Class Coordinator	Ms.M.S.N. Vanisri	B.A., B.Ed.	28	7842808055
5.	Ground Floor Coordinator	Ms. S. V. Sarala	M.Sc., B.Ed.	21	8919501524
6.	English, Science, Math	Ms. Sree Shanthi M	M.A.,B.Ed.	6	89048 52377
7.	English, Science, Math	Ms. R. Priyanka	M.A.,B.Ed	6	81063 69592
8.	Activity Teacher	Ms. C. Priyanka	M.A., M.BA., PGD	2	70600 01278
9.	English, Science, Math	Ms. Ch.Pavani	B.Tech.	New Joinee	8886089898
10.	English, Science, Math	Ms. S. Sreenagavalli	B.Tech., PGD in Early childhood education	New Joinee	9493409385

Know your teachers Class UKG 2024-2025.

S.NO.	SUBJECT	NAME OF THE TEACHER	QUALIFICATION	EXPERIENCE	PHONE NUMBER
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.	Primary Incharge	Ms.Jyothi .V .	M.A.,B.Ed.	34	9246167835
4.	Class Coordinator	Ms. M.S.N. Vanisri	B.A., B.Ed.	28	7842808055
5.	Floor Coordinator	Ms. S. V. Sarala	M.Sc., B.Ed.	21	8919501524
6.	English, Science, Math	Ms. Shalini Esther S	M.S., B.Ed.	5	88861 11084
7.	English, Science, Math	MS. Sneha S	B.Com., PP.TTC	14	78426 93218
8.	English, Science, Math	Ms. Y. Suneetha	B.A.,PP.TTC	20	98494 03400
9.	English, Science, Math	Ms. M. Jaya Lakshmi Pravallika	B.Pharmacy	1	74165 42453
10.	English, Science, Math	Ms. T. Sunitha	B.Com (PPTTC)	16	92906 87119
11.	English, Science, Math	Ms. Pinki Saha	M.A.,DITA., CAE. (Certified in Advanced English)	2	99891 25298
12.	Activity Teacher	Ms. C. Priyanka	M.A., M.BA., PGD	2	70600 01278