



GUNDECHA EDUCATION ACADEMY
ACADEMIC YEAR 2015- 2016

ANSWERS TO SOME FREQUENTLY ASKED QUESTIONS
(FOR STD I PARENTS)

1. **BOOKS:**

Dear Parents kindly note the following-

- ❖ Text books and note books of the students will be kept at school. They will be periodically sent home. Books whenever sent home **MUST** be sent back to school the **very next working day** unless specific instructions have been received otherwise.
- ❖ Maths H.W. & revision worksheets must be completed and filed at home.
- ❖ All the text books, note books and files must be labelled before sending them to school. Please ensure that label includes the name of the child, Std. & Div. and the subject as mentioned below.
- ❖ **Unlabelled books will not be accepted and if misplaced it is not the responsibility of the school.**
- ❖ The Schedule to send the text books is as follows:

Date	Day	Name of the Books
7-Apr-15	TUE	Great Fun with Grammar, Expressions,
8-Apr-15	WED	Nine Hats Reader, Little Hands, Sneha (Hindi)
9-Apr-15	THURS	New Trends in GK, Grafico (1&2) Marathi

Things to be carried to school daily :

- ✓ School calendar
- ✓ 6 -sharpened pencils and an eraser
- ✓ Glue stick (not fevicol or gum)
- ✓ Clean napkin for use during lunch breaks
- ✓ Plastic folder to carry Maths H.W. & practice worksheets home.
- ✓ Plastic ruler (15 cm transparent)
- ✓ Red and Blue 4 lined rough book
- ✓ **Do not send unwanted stationery with the child. Fancy pencil boxes, fancy crayon kits, scale etc. are not allowed and will be confiscated if found. Students are NOT permitted to carry sharpeners too.**

2. **LATE COMING:**

The school timing for Std. I & II students is 8:30am to *3:00pm and students are expected to be in school 5-minutes earlier.



The issue of students arriving late to school is an increasing problem. Punctuality is important because students who arrive late to school disrupt the general discipline of the school. Also instead of teaching, teachers are spending time marking the calendars of latecomers and correcting their attendance registers etc., resulting in loss of teaching time. The reasons given for late coming are: woke up late, traffic, unwell in the morning, missed the bus, this is the first time etc. These can be avoided.

The security personnel will close the school gate 5-minutes after the school begins i.e. 8:35 am and thereafter the student will be given a late remark. On the fourth late remark student will not be allowed to enter. The school takes no responsibility for students sent late to school and left outside the closed gate and the parents/guardians walking/driving off. *Dispersal of children who walk to school will begin at 2:50 pm and bus students dispersal will be at 3:00 pm.

HALF DAYS: No half days will be granted under any circumstance. In case your child is unwell or if you have a scheduled doctor appointment, kindly do not send the child to school. Once the child is in school, he/she will be sent home only after regular school hours.

3. **RECESS:**

We have noticed that some students come to school having eaten no breakfast or drinking just a cup of milk. A healthy nutritious breakfast will help children concentrate better at

Please write a note in the school calendar stating whether your child will be availing the canteen facility during lunch or if he/she will be carrying lunch from home.

Kindly send 2 tiffin boxes (snacks and lunch) with the child as there will be two breaks (long and short break) everyday.

Short break timings: 9:45 am to 10:00 am

Long break timings: 12:30 pm to 1:00 pm



Delivery of tiffins to the school is not allowed and tiffins must be carried by the student from home. Coupons will have to be purchased in advance from the school canteen between 3:15 pm and 3:45 pm or on 1st & 3rd Saturdays from 9 am to 12 noon and sent with the child, when needed. **Kindly DO NOT send money with the child for the same.** Also, please send only the amount of food that your child can actually eat. It has been noticed that some children carry too much to be consumed within the breaks and some others carry only biscuits and snacks for both the breaks. This makes children restless and cranky.

4. **ASSESSMENT:**

Assessments will be conducted twice a week i.e. Tuesdays and Thursdays. Corrected assessment sheets sent home should be filed in the assessment file. The same can be called for at any time by the teacher.

5. **MEETING TEACHERS:**

The open house dates have been mentioned in the almanac printed in the school calendar and all parents are expected to make time to attend these. As the class teachers of Std. I and II do not leave the classroom (even during recess), please do not call the school to speak to them or engage them in queries after school. Instead, you may send the teacher a note in the calendar stating your query or request for an appointment and ask your child to show it to the teacher. You will receive an appointment slip with details mentioned on it. You will have to show the appointment slip and your parent I-card issued for the current academic year at the gate on the day of the appointment.



6. **CIRCULARS:**

Please read the circulars and file them in the spring file. Acknowledge receipt of the same by signing in the calendar. Circulars are also uploaded on the school website www.gundechaedu.org regularly.



7. **SCHOOL CALENDAR:**

Kindly read the school calendar carefully as the rules, student almanac, vacations, holidays etc. have been mentioned.

Please inform the school office of any change of address or contact number promptly through the school calendar. Kindly fill in the appropriate details in the calendar and sign as required. Kindly ensure that the pages are filled within a week, as precious time is wasted in checking the calendars everyday and writing reminder notes and following up to complete the formalities.

If the school calendar is lost, a new school calendar will be made available against a payment of Rs.100/- at the school office.

8. **I-CARDS:**

The **Parent I-card** will be issued by the class teacher on the first day of the school along with the calendar. The parents can fill in the details and affix *a stamp sized photograph of both the parents and any other person who is likely to pick up the child from school* and return it to the class teacher on the day of the **orientation i.e. on Wednesday April 8th, 2015.** Entry in the school premises will be allowed only if you come with your parent I-card issued for **2015-16**. In case of loss/ replacement of Parent I-card, a new one will be made against a payment of Rs.50/- and the required photographs at the school office.

The school will issue **a new permanent Student I-card** in the beginning of the academic year, which will be used by the student for at least three years and in case of loss of I-card, a new one will be issued on payment of Rs.50/- at the school office. It is mandatory

for students to wear I-card everyday, failing which the student needs to buy temporary I-card.

In case of loss of I-card, a new one will be issued on payment of Rs.50/- at the school office.

9. **PTA REPRESENTATIVE:**

As per the RTE rule, the PTA representative is not divisionwise anymore but will now represent a standard. This will be with effect from this academic year. Parents are requested to fill in the nomination slip below for any of the following posts:

- 1) Standard Representative (1-post per standard)
- 2) Joint Secretary (1-post)
- 3) Vice President (1-post)

The last date for sending these nominations by email to info@gundechaedu.org / hard copy to your child's class teacher is **Friday, 15th April 2015**. These nominations will be uploaded on the school website under parent login for online PTA elections beginning on Wednesday, 22nd April 2015.

10. **CLASS LIBRARY:**

Each student will bring either a storybook or an encyclopedia or a G.K. book with his/her name written on it on **8th June, 2015**. These will remain in the class as a library. Children will be encouraged to take any book and read either during their free period or if and when they complete their class work. Other than this, the school library will continue circulating books, as has been the norm in the past.



11. **BUS FACILITY:**

Kindly fill-up the details in the school calendar if the child is availing the bus facility and mention the bus number and the stop. The child needs to carry the bus card given to him every day in the month of April & June.



Please be at the bus stop at least 10-minutes before the pick-up and drop timing given to you. The child will be brought back to school in case you are not at the drop point.

The bus will follow a fixed route and stops. Kindly do not stop the bus for any reason. Please do not discuss the bus route or stop with the bus driver, conductor or lady assistant. **Any queries regarding the same may be directed to the bus supervisor, Mr. Zeeshan on mob# 9220287115.**

If you decide to pick-up your child, who is a regular bus student, directly from the school on any particular day, kindly ensure that you are at the school gate 10-minutes before dismissal. You must inform the respective bus driver or conductor about the same. Also write a note in the calendar to the class teacher in advance about the same, without which the child will be sent by bus as usual. Kindly carry your Parent I-card.

DURING MONSOONS:

Kindly send one set of clothes and a pair of socks in a plastic bag (labelled) on **8-June-15**, which will be kept in the class during the monsoons. If the spare clothes have been used up at school, kindly replace them the next day. On days of heavy rain, parents must use their discretion and send their child to school accordingly. In case a half-day is declared due to heavy rains, the bag of the child will be kept back in school.



12. **UNIFORM:**

Please read the relevant page regarding uniform.

We encourage children to make choices at an early age to boost their confidence. So, they are allowed to wear uniform of any colour on any day other than the days allotted for P.E uniform.

- Wearing a clean and well-ironed uniform along with the identity card is compulsory for all students

- Encouraging children to make choices at an early age boosts their self esteem and confidence. In order to give them a choice, children are allowed to wear any colour uniform prescribed by the school on the days other than the day allotted for PE Uniform.
- Nails must be clean and cut short.
- The black sport shoes (of the style prescribed by the school) must be worn as a part of the school and P.E. uniform.
- Slippers, rainy shoes, sandals or shoes other than the pattern recommended by the school will not be allowed. Sleeveless white cotton vest must be worn under the school shirt by girls and boys everyday.
- Girls **must** wear bloomers / tights over normal underwear.
- Girls should not apply nail polish or mehendi during the school session.
- Shoulder length and long hair should be braided with black ribbon/band in case of girls. Boys should maintain very short and simple hairstyle. Sikh boys must wear grey turbans.

13. **ILLNESS:**



Parents must send a letter for any absence or illness. Phone calls to the school will not be accepted as a substitute. Please keep your child home until he or she is symptom-free from fever, infection, vomiting, diarrhea or rash for at least 24-hours. Please do so to help prevent the spread of infection to other students.

14. **CAN YOU LEND A HAND:**

If you would like to volunteer at the school, please let us know on the questionnaire in the school calendar. We will contact you when we require your help.



15. **ORIENTATION PROGRAMME FOR NEXT ACADEMIC YEAR:**

It is **mandatory** for any one-parent of every student to attend the orientation programme, due to the new approach adopted by the school. The orientation session will be conducted in the school assembly area:

<u>Orientation for</u>	<u>Date</u>	<u>Day</u>	<u>Time</u>
Std. I parent	8th-Apr-15	Wednesday	8:30 am

On the orientation programme day, please take note of the following:

- Due to lack of seating, only **one parent** is allowed per student.
- Regular full day school for students.
- Kindly carry a sum of **Rs.145/- (in change)** towards the PTA, table mat lamination & Karmachari diwas contributions.

Thank you,

Head Mistress
Pre-Primary Section

PTA NOMINATION FORM AY 15-16

To,
The Principal,
Gundecha Education Academy,
Mumbai

I wish to nominate myself as GEA PTA representative for the Academic Year 2015 -2016 and I have filled the nomination form below accordingly.

Post for which I nominate myself:

- Standard representative of Std. _____ (*please mention you child's standard*)
- Joint Secretary
- Vice President

Name: Mr/Ms _____ **Profession:** _____

Brief Introduction: _____

Contact information: Residence# _____ **Mobile #** _____

Office# _____ **Email:** _____

Name of the Student _____ **Std.** _____ **Div.** _____

Signature _____