

Date: 02-06-2022

Dear Parents,

Greetings from Excel Public School!

I am sure our students are eagerly waiting to return to their school, to commence the new academic year. As already informed, regular classes would commence for classes 1 and 2 from Monday, 6th June 2022. Let's hope and wish that our students have a normal academic year, after two years of uncertainty and fear. As a School, we are geared up to offer our students an eventful and exciting learning journey with a lot more activities, programmes, added facilities and new initiatives.

In connection with the commencement of the Academic Year 2022-23, I request you to make a note of the below points;

1. Please go through the 'Hand Book 2022-23', issued along with the text/note books and uniform and note the additions/changes, including the parents' visit to school, calendar of events etc. The details of the special events will be shared from time to time. Kindly fill in the student details in the handbook (page numbers 7 and 9).
2. It is **COMPULSORY** that all students report to school on the **FIRST DAY** of school reopening itself.
3. With the fear of Covid-19 infection not fully ruled out, students are **highly recommended** to wear face masks while in the school and in the school bus. They may also carry a bottle of hand-sanitizer for personal use. However, temperature scanning and sanitization at the school entrance and in the school buses will be suspended until further orders.
4. However, if any student exhibits flu symptoms (fever, feeling feverish/chills, sore throat, runny nose or stuffy nose, headaches, fatigue etc.) or sick or COVID-19 symptoms (fever, dry cough, tiredness, body pain, headache, loss of smell, loss of taste, skin rashes etc.), such student **SHALL NOT** be sent to school.
5. I hope those who are planning to avail the School Transport Facility and Lunch Facility have done the registration and payment of the prescribed fees. Please note that both the above facilities will be offered **ONLY** to students who have completed the required formalities.
6. Those students yet to collect the text/note books and uniform are requested to collect the same before noon, 4th June. Please note that the distribution counters **WILL NOT BE OPEN** on 6th June for any transaction.

7. A temporary student ID card has been provided during the books distribution. Parents are requested to fill in their child's details and stick a passport sized photo of the child at the backside of the ID card. Please pin this ID card to your child's uniform/dress on the first day.
8. All the textbooks must be wrapped. Students need not carry all the text/notebooks on the first day of the school. We will be informing the students when to carry them.
9. Students will be required to bring their own water bottle, snacks/food from home. (Snacks: preferably fruits/ salads/ cookies/biscuits/sprouts. Please AVOID unhealthy food)
10. Students will be required to carry napkin/ spare dress /extra mask/ stationery items (pencil, eraser and crayons) and a rough note book in the school bag.
11. Please make sure that the child carries only the "school bag" with all other belongings inside it. Please label your child's school bag/lunch bag/ books /mask/water bottle, and any other items sent to school with her/his name.
12. Students are required to wear any comfortable shoes (black/sports) with velcro straps along with the socks that has been provided by the school.
13. The school timing for all classes would be 9:00 am to 3:00 pm. All students are expected to reach the campus latest by 8:45 am. Please note that late comers shall be denied entry to the campus.
14. The details of the list of students travelling by the school bus and their bus pick-up/drop timings will be made available by 3rd June. Please note that only those students whose names appear in the list will be allowed access to the school transport facility.
15. Those students who are coming to school by private transport arrangements or dropped by the parents shall enter the campus only between 8:30 and 8:55 am.
16. Student pick up timings:
School buses would leave the campus at 3:00 pm.
Parents pickup would be from the Main Gate at 2.45 pm.
Private transport arrangements pick up would be from the Main Gate after 3:00 pm, after the school buses leave the campus.

17. Parents can communicate with the Class Teachers using the space for communication in the Hand Book and with the Headmaster/Headmistress/Vice-Principal/Principal/Office, either through e-mail or over phone (e-mail id's and phone numbers are mentioned in the Hand Book).

The below checklist may help you to ensure that you follow the above guidelines

Action Items	
• Label	- School bag Lunch bag Books Masks Water bottle
• Pack	- Napkin Spare dress (if required) Spare masks (comfortable) Snacks Sanitiser
• Stationery-	Pencils Eraser Crayons
• Rough notebook	

I look forward to your continued support and patronage.

Yours,



Mathew K G
(Principal)

