

Dear Parents,

31<sup>st</sup> May 2024

### Greetings from Excel Foundation School!

We are excited to welcome our students to the new Academic Year. As previously informed, regular classes will start on Monday, June 3, 2024, for UKG and Classes 1 and 2. Classes for LKG will commence on Wednesday, June 5, and for Pre-KG on Thursday, June 6. Please note that it is **COMPULSORY** for students to report to school on the day of reopening.

Our school is fully prepared to provide a wonderful learning experience with many activities, programs, and fresh ideas. We are eager to offer another fantastic year of growth and learning to our students! We look forward to your support and cooperation to make this possible.

In connection with the commencement of the Academic Year 2024-25, please take note of the following points:

1. **Handbook 2024-25:** Please review the 'Handbook 2024-25' issued along with the textbooks, notebooks, and uniform. Fill in the student details on pages 9 and 11, and ensure it is brought to school on the day of reopening.
2. **School Transport and Lunch Facilities:** Ensure that those planning to use the School Transport and Lunch Facilities have completed the registration and payment. These facilities will be available ONLY to students who have completed the required formalities. Students who have opted for the school bus service should start using it from the first day. If a student is to be picked up by their parents after school hours, the same need to be notified in the handbook.
3. **Collection of Textbooks and Uniforms:** Students yet to collect textbooks, notebooks, and uniforms should do so before noon on June 1. Distribution counters will NOT be open on June 3.
4. **Temporary Student ID Cards:** Fill in all details on the temporary student ID card, including the section allotted to your child. Attach a stamp-sized photo of your child on the back of the ID card.
5. **Covering Textbooks:** Cover all textbooks (avoid plastic wraps), while notebooks do not require wrapping. Students need not bring all textbooks and notebooks on the first day. We will inform you when to send them.
6. **Snacks and Water:** Students should bring their water bottle and snacks/food from home. Preferred snacks include fruits, salads, cookies, biscuits, or sprouts. Please avoid unhealthy/junk food.
7. **Spare Dress:** Students from Pre-KG to Class 2 should carry a napkin and a set of spare clothes, labelled with the student's name in permanent ink. The spare dress will be kept at school for emergencies.

8. **Stationery Items:** Students in Pre-KG, LKG, and UKG will receive all stationery items from the school. Students in Classes 1 and 2 should bring their stationery in a simple pencil box. Please avoid sending any fancy items to school.
9. **School Bags:** Ensure the child carries only their school bag with all belongings inside it. Label the school bag, lunch bag, books, water bottle, sweater, and any other items with your child's name.
10. **Footwear:** Students must wear black shoes with velcro straps along with the socks provided by the school.
11. **School Timings:** The school timing for all classes is 9:00 am to 3:00 pm. All students should arrive by 8:45 am. Latecomers will be denied entry.
12. **School Bus Timings:** Details of bus routes and timings have been sent via the school mobile app. Only students listed will be allowed access to the school transport facility.
13. **Private Transport Arrangements:** Students using private transport should enter the campus between 8:30 am and 8:45 am.
14. **End of Day Pickup:** School buses leave the campus at 3:00 pm. Parents should pick up their children from the Main Gate at 2:45 pm. Private transport pickup is from the Main Gate after 3:00 pm, after the school buses leave the campus.
15. **Vehicle Parking and Movement:** Parents dropping off their children should follow the instructions of the school security staff and other staff on duty. A respectful and responsible attitude towards the school staff is appreciated.
16. **Communication:** Parents can communicate with Class Teachers using the space provided in the Handbook and with the Headmistress/Vice Principal/Principal/Office via email or phone (contact details are in the Handbook).

Please feel free to reach out to the School Office for any clarification on the points mentioned above.

Best Wishes,



(Principal)

