

NPS International Mysore
Academic Year 2017 -18
Classes I to V – First Day Circular

Dear Parents

1 June 2017

1. Kindly label the MR file and almanac given and send it on **Friday, 2 June**.
2. Kindly read all pages of the almanac thoroughly and sign the declaration (**Page No.: 23**).
3. Fill up the personal information pages in the almanac, both in original and in duplicate and affix stamp size photographs by **Monday, 5 June**.
4. The pencil pouch should contain 4 sharpened pencils, 1 eraser, 1 ruler and a tube of fevicol. A set of colour pencils to be carried in a separate pouch everyday to school.
5. All formal letters / leave letters (for more than 3 days) to be written on an A4 sheet and to be addressed to The Principal. Leave for less than 3 days to be recorded in the almanac in the **blue pages (Pages 48-59)**.
6. Every **circular / note has to be acknowledged** without fail.
7. Kindly file the stapled circulars at home for future reference.
8. The pasted circulars are to be retained in the almanac. Any **message from parents to school** has to be recorded only in the **blue pages of the almanac**.
9. Regularly check the **Teacher Observation pages** in the almanac (**Pages 33 – 47**).
10. Label all the belongings of your ward – sweatshirt, lunch bag, shoes, pencil pouch, etc.
11. Please send 2 recent passport size photos by **Monday, 5 June**.
12. Please send **25 plain white A4 size sheets** in a labelled folder for activities and Reading Programme by **Monday, 12 June**. Kindly draw borders and write the name of the child on every sheet.
13. The **House allotment** will be sent during **2nd week of June**. Kindly ensure he/she wears the correct colour house shirt, white skirt/shorts every **Friday**.
14. Kindly send one age appropriate book for reading by **Monday, 19 June**. Please label the book. This book will be maintained in the Class Library. It will be returned at the end of the academic year.
15. From **Friday, 2 June 2017**, school will function from **8:15am -3:10pm**.