



## KENBRIDGE SCHOOL

INSPIRING TO LEARN

N.H-27, Ujjwal Vihar, Baran Road, Borkheda, Kota-324001

Tel: 9024464341 / 9024464342

Mail us at - [admin@kenbridgeschool.org](mailto:admin@kenbridgeschool.org)

Circular No: 114/2023-24

Date: 30.03.2024

Dear Parents,

“All children start their school careers with sparkling imaginations, fertile minds, and a willingness to learn and experience.” We at KenBridge recognise that and put in all efforts to make sure to provide our children the best opportunities for growth and learning. It is with great pleasure and enthusiasm that I extend a warm welcome to you for the upcoming academic year. We believe in fostering a nurturing and inclusive environment where every child can thrive academically, socially, and emotionally. Our dedicated team of educators is committed to provide a high-quality education that empowers students to reach their fullest potential and become lifelong learners. The initiatives and the schedules for the new academic session are given below. Kindly go through the points and contribute in your child’s educational journey.

1. **NEW SESSION – From 1<sup>st</sup> April 2024.** The summer school timings shall be followed.

**Kindergarten -Monday to Friday - 8:15 A.M. to 12:40 P.M.**

**Saturday off**

**Class I – XII - Monday to Friday -7:20 A.M. to 1:40 P.M.**

**Saturday -7:20 A.M. to 12:10 P.M.**

2. **SCHOOL INFORMATION AND CIRCULARS:** All the circulars and correspondence shall be done through the KenBridge Digital Diary only. Make sure you have updated it in your mobiles. Check it regularly for all the updates with regard to your child's performance, attendance, fees, participation, correspondence with teachers pictures etc. To be eco-friendly, all the circulars, timetable, monthly planners, assignments etc. will be provided in soft copy. The school Annual Planner 2024-25 will be available on the school website i.e. [www.kenbridgeschool.org](http://www.kenbridgeschool.org) and a hard copy of the same shall be given to the children. This will certainly assist the children to prepare for the activities and exams beforehand. However, the dates mentioned are subject to change due to unforeseen circumstances.
3. **I-CARD + DIARY:** The I-Card and the scholar’s diary will be distributed to the students in their class rooms in the month of April. Please fill in the personal information and the medical information page in the Almanac. Please ensure that the child’s blood group is mentioned. In case of any medical history, kindly mention it in the diary and update it at the school office. Please send four photographs of your ward in school uniform to the Class Teacher by 5<sup>th</sup> April. Class IX onwards students must check the photo of adhaar card. In case the photo is of the childhood stage then you are advised to renew it with a new recent photograph. Teacher’s remark in the diary should be checked.
4. **UNIFORM:** You are requested to make your ward attend the school in ‘Complete School Uniform’. Uniform details are available on the school website and shall be updated again on the class WhatsApp groups for your reference. No student will be allowed to enter the school premises without proper uniform. Kindly check the haircut, uniform and punctuality of your ward in the morning.  
**SHOES:** It has been observed that the students do not have uniformity in the pattern of school shoes. The school uniform plays an integral role in promoting a sense of discipline and belongingness towards the institution. After careful consideration we have selected a uniform pattern of shoes for the students. You are requested to adhere to the same. For any query you are requested to consult the Class In-charge.
5. **ATTENDANCE:** As per the school policy, every student should have mandatory 75% attendance during the session. In case, a student does not meet this requirement, he/she may be barred from appearing in the exams. Please note and be careful for the next session and onwards.

6. **APPOINTMENT:** If you wish to meet any teacher or any school authority, send your request for appointment or fix it on phone with the reception office or on email: [admin@kenbridgeschool.org](mailto:admin@kenbridgeschool.org)
7. **DISCIPLINE:** The school time table should be strictly followed and adhered to for packing the bags. The students should be punctual. The students should be regular in attending all the class tests, periodic tests and term exams. The student who is found indulging in any indisciplinary act shall be dealt with as per the school norms. Children learn through observation therefore please ensure that your child watches age-appropriate television programmes/movies and the language/behaviour of all family members is correct and appropriate for the child.
8. **FEE POLICY:** The School goes for revised fee structure every alternate year. Since in the last session the fee was revised, thus there shall be no increase in the fee for the upcoming session. The fee shall be revised in the session 2025-26. Kindly be informed that the fee shall be revised every alternate year. The fee for every class slot is different. Thus, when the child reaches the next class slot the fee of the next slot shall be applicable along with the fee revision.

You are requested to deposit the fee before 10<sup>th</sup> of each month without fail. Annual Fee and the First Quarter Fee for the academic session 2024-25 must be deposited before 10<sup>th</sup> April 2024 positively. Late fee @ Rs. 50/- per day will be charged for payment received after 10th of April'2024. In case of a dishonored cheque due to any reason, an additional fine of Rs. 500/- will be charged along with late fee fine.

- 9. **TRANSPORT FACILITY:** The school does not have the transport facility of its own. In order to facilitate the parents and students you may contact the transport contractor for the transport facility for your wards. The suggested transport contractor is Mr. Inayat Hussain (Private Transport Contractor: 9414862592).

**For the parents pick up:** Familiarize yourself with the school's specific pick-up procedures and adhere to them. This might include designated pick-up zones, parking rules and dispersal procedures. Be punctual when picking up your child to avoid delays and congestion in the pick-up area. Respect the school's rules regarding where parents should wait for their children. Avoid blocking traffic or parking in restricted areas. If someone other than the usual guardian is picking up the child, inform the school in advance and provide authorization if necessary. Be patient during busy pick-up times, as delays can occur. Follow any directions given by school staff to ensure a smooth process for everyone. Be courteous to other parents, staff, and students during pick-up times. Avoid engaging in disruptive behavior or parking inconsiderately. Keep up-to-date with any changes to pick-up procedures or policies communicated by the school.

10. **BOOKS:** The booklist for the session 2024-25 would be posted on the school website for your reference.
11. **MEDICAL AID:** - Please do not send your ward to school in case of illness. In case of an injury first aid is promptly given by a trained nurse and parents are duly informed. If your child has any kind of medical history then it is mandatory for the parents to mention it in the scholar's diary and inform at the admin office.
12. **BIRTHDAYS:** - Birthdays are happy occasions. If you wish to share the occasion with other children, please send toffees only to be distributed to the children. Expensive chocolates and gifts are not permitted in the school. The children are permitted to come in civil clothes but make sure fashionable dressing up is strictly not allowed. Even during occasions and PTMs, make sure that the child is following the guidelines for dress and hair styles. Girls are allowed two plaits and boys short simple haircut.
13. **EVALUATION:** - A system of continuous evaluations of your child's work is followed throughout the year. We will appreciate if you could make your child learn and practice the given tasks on a regular basis in a practice notebook. The session is divided in two terms. First term evaluation and assessment will be done in the month of September and second term in the month of March. A structured syllabus is followed; however, the teaching method is based on the different learning styles of the children and we ensure that the learning process remains fun filled and creative for the children.
14. **LUNCH BREAK:** Children are given one fruit break and one lunch break. Ensure that the children have proper breakfast in the morning before coming to school.
15. **VALUE SYSTEM:** The family background and value system play a very crucial role in the emotional and psychological wellbeing of a child. Hence, the role of a parent is once again being reinforced and it is suggested that both the parents (Mother and Father) attend the Parent Teacher Meetings scheduled in the diary.

- 16. SCHOOL CINEMA PROGRAMME:** In order to inculcate the right moral values in the students, the school has adopted the School Cinema Programme of Value Education for classes I to VIII which is another step towards inculcating the right values.
- 17. SKILL DEVELOPMENT PROGRAMME:** School has introduced Skill Development Programme in the school curriculum for Classes VI – VIII. Being a part of NEP, 2020, the Skill Development Programme is necessary for holistic education and to hone additional skills. A detailed circular in this regard will be issued to the parents in the month of April, 2024.
- 18. RUBIK'S CUBE CLUB:** Rubik's cube shall be operational for Classes I – V for developing problem solving skills and improving finger dexterity and agility. You are requested to procure a Rubik's cube for your child and send it to school on the assigned day.
- 19. REDUCTION IN WEIGHT OF SCHOOL BAG:** The primary and the middle school staff has been instructing students to restrict the number of text books and note books being brought to the school on a daily basis so as to reduce the load of the school bag thereby making 'Learning without Burden'. Despite repeated reminders, it has been observed that a good number of students carry excessive load other than the one prescribed in the School Time Table. The school would like to reiterate in unequivocal terms that not adhering to the Time Table for the day and carrying a load is detrimental to the health of the students. In view of the above, parents are requested to ensure that the children follow the time table.
- 20. AAS AUR PRAYAS :** Under the project "AAS AUR PYAYAS" we are promoting the Sustainable Development Goals and making positive impact . The students work on a project each month and contribute positively for ending poverty, protecting the planet and tackling inequalities. You are requested to follow the school academic calendar and motivate the children for good practices.
- 21. A PROMISE AND A COMMITMENT:** It is very sad that the society is not doing enough to reduce plastic consumption. A PLASTIC BAG takes 1000 years to degrade. Join our crusade by carrying cloth or jute bags for daily use and SAY NO TO POLY BAGS HENCEFORTH. Make sure that you are motivating the children not to use the single use plastic articles.
- 22. SHORT LEAVES AND HALF DAY LEAVES: Regularity** is of utmost importance. To support your child's academic progress, we encourage you to schedule appointments and other activities outside of school hours whenever possible. We understand that there may be unavoidable circumstances that require your child to be absent from school occasionally. However, we kindly request your cooperation in minimizing half-day leave requests unless absolutely necessary.
- 23. TIFFINS:** Effective immediately, we kindly request that no tiffin or any other food items be handed over at the school gates or front office. You are requested to ensure that your child's tiffin is packed securely in their school bags before they arrive at school. The school staff shall not receive the tiffins at the gate or at the front office.
- 24. IMPORTANT PHONE NUMBERS:** In order to communicate with the School authorities kindly contact the concerned person on the given numbers.

**Transport - Mr. Atul Kumar Harjai – 9251608104**

**Admin - Ms. Amita Tiwari - 9024464341**

**Front office -Ms. Richa Sharma -9024464342**

Numbers for Academic queries shall be shared through Scholar's Diary.

**We solicit your co-operation with the school in instilling discipline, regularity in your child and helping us to groom the child to be a good citizen of society. Let us make this year a promising one for all!**

**With best wishes.**

**Yours sincerely**

**Vandana Singh**

**Principal**