

Circular No: SM001

Date: 14.06.2016

Dear Parent,

Our hearty greetings to all of you as we step into our new academic year 2016 - 17.

You have been informed that there is a change in school timings. This year on, the school would function from 8:20 am to 3:30 pm as compared to last year. The change in school timings enables us to work with **nine teaching periods** from PPII to Class IV as compared to eight teaching periods that had been there in the timetable previously. We also made an effort to assign **twenty five minutes** for breakfast and **twenty five minutes** for lunch for all classes so that all students can avail of freshly made hot food. We thank the teachers and the office staff for bearing with the timings uncomplainingly by coming in twenty minutes early and leaving twenty minutes late.

The service in the kitchen is only twice for two main meals - breakfast and lunch so that all the checks that we have in place for hygiene in the kitchen, dining area and cleaning of kitchen utensils and crockery used by the students is much more thorough and any gap can be addressed by the supervisors and the administrative staff while all the helpers or ayyas are present in the school. Snacks are not supplied from the school kitchen this year on, as that would need an additional fifteen minutes by which the school should be extended or less time for breakfast and lunch - either option are deemed completely inadvisable. We would like to assure you that the present Food Fee is planned only in accordance with breakfast

and lunch, without the inclusion of snack.

We would like the parents to pack a healthy dry snack in a small box or give a fruit to their ward that can be eaten in the bus while returning. The teachers would actively discourage unhealthy food such as chips, processed foods, aerated drinks etc. It would be good to explore protein rich options such as dry fruits or nuts which require less volume.

More letters would follow as regards school management system, posting of homework, teachers welcome to parents etc.

We also would like to bring to your notice that , the air conditioners as promised would be installed in the classrooms as soon as the new meter is granted. Efforts are on to expedite the matter.