



WISDOM PUBLIC SCHOOL

A unit of LORD PARSHWANATH GYAN FOUNDATION

Kokjhar, (Near NATCO Pharma), P.O: - Mirza, P. S: - Palashbari, Kamrup(R), Assam, Pin – 781125

Phone No.: - 03623-291110, Website: - <https://wisdompublicschools.com>

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CBSE Affiliation Number: 230320

CIRCULAR

Date: 27-04-2024

Circular No: WPS/CIR-24/01

Dear Parents/Guardians,

Important Notices and Reminders:

School Reporting Time:

- PG to KG-II: 8:00 am to 12:30 pm
- Class I to X: 8:00 am to 2:15 pm

Communication Protocol:

We kindly request parents to refrain from contacting teachers during school hours to ensure minimal disruption to classroom activities. Please communicate any important information regarding your child to the class teacher in advance or at the beginning of the day.

Student Pick-Up Procedures:

If your child will not be taking the school bus and you plan to pick them up, we kindly request that you notify us at least one day in advance by sending an email to the principal, with a copy to the class teacher. In case of emergencies, please contact the school office directly for immediate assistance.

Extended Absences:

For students requiring leave of two days or more, please notify the principal via school email, including the reason for the absence. Kindly give a copy to the class teacher to keep them informed.

Additionally, students who need to leave during school hours are asked to depart after half-day. Any such leave should be communicated to the respective class teacher in advance. We strongly discourage students from leaving school before or after the half-day mark.

Punctuality and Discipline:

Students are reminded to be punctual as it reflects discipline and respect for school rules. Tardiness not only disrupts classroom activities but also impacts the school assembly.

- Students arriving after 8:00 am but before 8:10 am will be allowed entry with a note in their diary indicating tardiness. If this occurs three times, parents will be requested to meet with school authorities.
- Students arriving after 8:10 am, after the assembly has commenced, will not be permitted entry until the assembly concludes. Should this happen thrice, on the fourth occurrence, entry to the school premises will be denied.

School Diaries:

Parents are reminded to ensure that their children bring their school diaries daily. These diaries facilitate effective communication between teachers and parents, aiding in your child's academic progress and well-being.

Uniform and Personal Grooming:

It has been noted that some students arrive at school with untidy uniforms, unkempt hair, and untrimmed nails. We urge parents to ensure that their children adhere to the school's uniform and grooming standards to maintain a neat and presentable appearance conducive to a positive learning environment.

Hygiene Essentials:

Please encourage your child to bring a handkerchief to school daily to promote cleanliness and hygiene throughout the day.

Financial Obligations:

Parents are kindly requested to clear any outstanding dues promptly. Timely payment ensures smooth operations and facilitates the provision of quality education and services to our students.

Additional Note:

Please ensure that your child brings all necessary school materials, including textbooks, notebooks, and stationery, to facilitate uninterrupted learning.

Your cooperation in adhering to these guidelines is invaluable as we strive to provide the best educational experience for our students.

Thank you for your continued support and attention to these matters.

Best regards,



Chief Administrator
(Dr. Preeti Parakh)

WISDOM PUBLIC SCHOOL

PRINCIPAL

Principal
(Dr. Anuradha Das Ghose)