

Cir/002 /18-19

Date: 05-06-2018

Dear parents,

*Greetings to you!*

Please note that:

- ◆ All textbooks must be labeled and covered with brown paper
- ◆ All note books and the file must carry the child's name written on the cover page and the first page and sent back to school on or before the 06-06-2018 without fail.
- ◆ Your child must carry an ordinary pencil box daily which must contain
  - pencils--- sharpened
  - red pencil\_\_\_ sharpened
  - eraser
  - plastic scale \_\_ 6 inches
- ◆ Please note that no fancy stationery will be allowed
- ◆ The following details must be written on the first page of the HW diary
  - Child's full name
  - Father's name
  - Residential address
  - Phone numbers
  - Child's mode of conveyance.
- ◆ The Parent information sheet completed in all aspects must be handed over to the teacher
- ◆ The HW diary must be read and signed by the parent daily and sent to school with the child.
- ◆ Circulars will be stapled on the respective page for Pre Primary children. You are requested to remove them once you have read. (unless they are expected to be returned)
- ◆ Leave letters / notes to the class teacher should be written on separate notes
- ◆ All children are required to wear their identity badge daily.
- ◆ Any change of address/phone numbers ought to be registered with the School office immediately

**For Manipal School**



**Mrs. Anuradha Shivaram**  
**Principal**