



# CARMEL ACADEMY

BANNARGHATTA MAIN ROAD, GOTTIGERE P.O., BANGALORE 83

Dear Parent,

Greetings of the day!

A gentle reminder regarding reopening of the school. As we commence the new academic year 2023 -2024 for Grades 1- 8, on Monday, 22nd May, 2023. We request you to make a note of the following information.

- **School Timings** - 8.30 am to 3.30pm
- **Transportation** - The School Transport will be available and ply two ways (**Pick-up -Morning and Drop- Evening**) on **Monday 22nd May 2023 and thereafter**. Students who have opted for school transportation can make use of this facility.
- For **students** who have **not opted for School Transportation**, **parents** should drop their ward by 8.20am **and pick them at 3.30pm**.
- **Uniform** -  
**Grade 1 - Coloured clothes** until uniforms are issued.  
**Grade 2 - 8:** Should come in their **regular uniform** (except for newly admitted students) until they receive their new set of uniforms.
- Snacks and Lunch should be sent with the students from 22nd May 2023, onwards.

We request all the parents to go through the important guidelines attached herewith. Thank you for your kind cooperation and understanding.

Warm Regards  
Principal  
Carmel Academy.



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## I. General Instruction

1. The receipt and the 'list of the books 'should be retained for further reference and verification.
2. Parents are requested to buy the prescribed Velcro black and white shoes from a Bata or Shoe planet outlet, using the bata coupon or shoe planet coupon, provided with the book kit.

## II. Functioning of the school

1. School will reopen on Monday, 22nd May, 2023 and will function till 3:30pm on that day. Regular school timings of 8.30am to 3.30 pm will be followed thereafter.
2. Bus facility will be available two ways, for those who have opted for the school transportation from 22nd May 2023. Buses will leave the campus by 3:30 pm. Dispersal for parent pick up will start at 3.30pm only. However, parents can be in the campus at 3.25pm.
3. Attendance is compulsory on the first day.
4. Those who are not opting for the school bus facility need to bring their children before 8:20 am, before the school starts.
5. For safety reasons, parents are requested to fill in the prescribed parent/guardian ID card and get it authorized from the school before 22nd May, for the academic year 2023 - 2024. It is mandatory to show the parent/guardian card while you receive your ward.
6. If Parents are sending the relatives to take the child home, they should send the parent/guardian ID with them and should inform the office 2 hours beforehand.
7. The school will function on Saturdays (**except 1st and 3rd Saturdays**) of every month for Grades 5-12 and will be a holiday for Grades 1-4.



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### III. Recommended Practice :

1. Those who have opted for the school transportation service should wait at the bus stop 5/10 mins before the given scheduled time.
2. Child should not move around while the bus is moving and avoid putting his/her hand and head outside the window
3. To avoid motion sickness, kindly don't make your child drink milk/juice in the morning before boarding the bus for a few days.
4. School permits only vegetarian food, no packet or junk food is allowed.
5. They should bring a snack and lunch bag with 2 hand towels, spoon/fork as required and appropriate quantity of food.
6. Label the child's belongings like school bag, snack bag, snack box, hand towel, water bottle, sweater and shoes with a permanent marker for easy identification.
7. Kindly send your child neatly dressed.
8. Girls' hair should be neatly tied with a black head/hair band and clips. Bloomers should be worn while wearing Skirts. Boys no fancy hair cut/long hair.
9. Choosing 2 co-curricular activities provided by the school is mandatory.
10. In case of emergency if you need to take the child early, kindly inform the front office at least an hour prior to the bus departure.
11. Make use of the school diary as the medium of communication.
12. Mention in the school diary and also inform the teacher if your child is allergic to any medication or food.
13. Parents of the newly admitted students should pay the 1st instalment of the transportation fee beforehand.
14. Use of mobile phones by the students in the campus is strictly prohibited.
15. Contact no of primary block is 08041156029.