

CIRCULAR FOR PARENTS

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Date:11/12/2019

To: Parents (Class 1– Satellite, Class 1 to Class 6 Santej)

From: The Principal

Subject: Important Information for students related to the Read to Lead on 14th and 15th December 2019

Dear Parents,

This circular is in regard to students’ participation and certain rules and regulations related to the event ‘**Read to Lead- Young Readers’ Conclave**’ to be held on 14th & 15th December, 2019 at Redbricks School, Santej Campus. Please read this circular closely in order to ensure a smooth and safe participation of your child in this event. For any queries, you may please call the Santej counselor and clarify.

14TH DECEMBER 2019, SATURDAY

A) Details for all students (except inter-school participants and volunteers)

Attendance

- Attendance for all the students from Class 3 to Class 6 is compulsory on 14th December 2019. Parents do not need to accompany these students, but they are free to attend the inter-school events as an audience if they wish so.
- Agenda will be as follows:
 - Class 3 to Class 6 students will witness the Booker’s Quiz Nano Competition from 10:30 am to 11:30 am and explore the Bookstore, engage in Art activities, etc. during the rest of the time.
 - Class 6 students can stay back to attend Booker’s Quiz Mega Competition from 11:30 am to 12:30 pm with prior written parent consent in the attached confirmation slip.
 - Interested parents may also be present in the audience for both the quiz shows.
- Class 1 and Class 2 students are not expected to attend school on 14th December 2019. If the parents wish, they can bring along their child to attend the Quiz competitions in the audience. The parent **MUST** accompany the child if he/she is in Class 1 or Class 2.

Transport

- On this day, there will be no regular transport routes operating. The transport facility will only be provided between Satellite campus and Santej campus.
- Parents can drop and pick up their children from the Satellite campus as per the below schedule:

Student Groups	Drop at Satellite campus	Pick-up from Satellite campus
Class 3 to Class 5 Students	8:50 AM <i>(Route departs at 9:00 AM from Satellite for Santej campus)</i>	12:45 PM <i>(Route departs at 12:00 PM from Santej campus for Satellite)</i>
Class 6 students who are witnessing only Booker’s Nano Quiz Competition		12:45 PM <i>(Route departs at 12:00 PM from Santej campus for Satellite)</i>
Class 6 students who are witnessing both Booker’s Nano and Mega Quiz Competitions		1:45 PM <i>(Route departs at 1:00 PM from Santej campus for Satellite)</i>

- While return, buses may reach satellite 5-10 minutes earlier or later subject to traffic conditions.
- Parents can also use self-transport to drop and pick up their child at Santej campus.
- Please indicate the mode of travel in the attached confirmation slip.

B) For Participating Students and Volunteering Students

- Students who are participating in any of the inter-school competitions or workshops or who are assigned any volunteering duties will avail transport departing at 9:00 am from Satellite campus.
- Participating/Volunteering students may also choose to come and go directly with their parents. Parents can also choose to stay in the campus during the course of the event.
- Students should arrive and register atleast 30 minutes prior to the respective competition/workshop/duty time. They can leave after the end of their competition/workshop/duty time and after attending the respective Quiz Competition.
- If availing the school transport, please indicate the bus schedule that will be availed by the student in the attached confirmation slip for proper management at the school's end. Return routes are plying from Santej campus at 12:00 pm, 1:00 pm and 3:45 pm.

15TH DECEMBER 2019, SUNDAY

Attendance

- Participation in atleast one workshop is mandatory on **15th December 2019**, for all the students.
- Workshop registrations are to be done by the parent independently as per the details given before.
- Students can wear any coloured dress on this day (except student volunteers).
- It is a **MUST** for a parent/guardian to accompany the student on this day. The parent/guardian must be present at the school campus for the entire duration during which the student is present at the campus.
 - Please note that this day is open for the entire community with a lot of visitors and the entire school staff will be busy in conducting the event. The school can therefore not bear responsibility about the safety of students on this day. It is the parent's responsibility to ensure their ward's safety in the school campus on this day.
- During their volunteering time, the teacher coordinators will take care of the volunteering students. But apart from those time slots, the safety of the student is the parent/guardian's responsibility.

Transport

- In case, students and parents want to avail the school transport between the Satellite and Santej campus, they can do so as per the timings mentioned in the Read to Lead brochure.
- Students will **not be allowed** to board the bus on this day without a parent/guardian accompanying them for the event.
- Student volunteers who are assigned duties on this day will need to avail the transport between Satellite-Santej campuses as per their duty timings. They should carry a written permission from the teacher if they are a volunteer, in order to board the bus without a parent/guardian. They may also choose to avail self-transport.

SOME COMMON GUIDELINES FOR BOTH DAYS- 14TH AND 15TH DECEMBER 2019:

- **Uniform**
 - On 14th December, all students have to be dressed in their regular school uniform (Red t-shirt, grey pant / skirt and blue sweater, black shoes) and carry their school id card.
 - On 15th December, only volunteering students have to be dressed in their regular school uniform and carry their school id card. All other students can wear free dress as per their choice.
- **Food**
 - Students may carry snack and lunch boxes or avail the food facility at the Read to Lead food stalls on purchase basis.
 - Please note that **NO food** will be made available from the school kitchen over these two days.
 - Water will be available in the drinking water area where students can refill their water bottles.
- Please note that **No electronic gadgets** are to be carried by the students.
- Parents and students can purchase books from Read to Lead bookstore. The bookstore will be open on both the days - 14th December (10.00 am to 5.00 pm) and 15th December (10.00 am to 6.00 pm)
- Parents can send some money with their ward for food purchase or books purchase. Please ensure that the amount with your ward is not more than Rs. 500/-. The school will not take any responsibility for any theft or loss of money on these days.

Please submit the attached confirmation slip for 14th December to the Homeroom teacher latest by 12th December 2019, Thursday.

We look forward to an active and enthusiastic participation from all students and parents in making this event a memorable one.

Thanking you.

With Warm Regards,



Mrs. Sutapa Mishra
The Principal
Redbricks School

CONFIRMATION SLIP FOR 14th DECEMBER 201

Child's Name: _____ Class and Section : _____

1) My child will be attending school on 14th December 2019 for the inter-school quiz competition. (tick any one below)

Yes No

If no, give reason for absence:

Note: In the absence of a strong reason, the leave may not be granted.

2) For Class 6 students only- My Child will also be attending the Booker's Quiz Mega from 11:30 am to 12:30 pm.

Yes No

3) My child will avail transport as follows for 14th December 2019:

Self-Transport OR

School Transport between Satellite and Santej campus:

DEPARTURE FROM SATELLITE FOR SANTEJ (Tick for confirmation)	DEPARTURE FROM SANTEJ FOR SATELLITE (Tick any one)
<input type="checkbox"/> 9:00 AM	<input type="checkbox"/> 12:00 PM
	<input type="checkbox"/> 1:00 PM
-	<input type="checkbox"/> 3:45 PM*

*for students participating in the Young Readers- Critical Reading Workshop II

Please submit your confirmation to the Homeroom teacher latest by 12th December 2019, Thursday.

I also understand that my child's safety on the school campus is my responsibility on **15th December, 2019 (Sunday).**

Parent's Signature: _____ Date: _____

