

CIRCULAR FOR PARENTS

Ref No- Cir/RBS/2015-16/No. 42

Date-24/11/15

To: All Parents

From: The Principal

Subject: Circular regarding Bag Policy to be followed for Class 1 to Class 8 for academic year 2015-2016

Dear Parents,

BAG POLICY- CLASS 1 TO CLASS 8
YEAR 2015-2016

Objective: To define guidelines for what children need to carry in bag everyday from home to school and what they will keep at school. This policy also defines the frequency of wearing sports and house uniform to school.

Scope: Class 1 to Class 8

Details of the Policy:

1. BAG WEIGHT:

- Parents are expected to buy shoulder bags that do not weigh more than approximately **1 kg (for Class 1 to Class 4) and 1.5 kg (Class 5 onwards)**.
- Parents may buy bags with wheels/strollers at their own choice if feel their child will be able to handle the same with ease.

2. TEXTBOOKS AND NOTEBOOKS

Kept At Home

- Students of all classes will be expected to keep all their textbooks and notebooks home.
- The students will be expected to bring books to the school according to the daily academic timetable.
- The homework submission schedule will also be matched with the academic timetable- that is submission on the day of that period only. (For struggling students, extra homework may be given on other day or books may be expected during a remedial class day, which may not always match with the regular timetable.)
- Students need to carry the **School Almanac** and **Reflection Diary** daily between the school and home.
- The **English Grammar Tree Book, Maths Geometry box, Graph book, Atlas and Maps** are to be brought to school, only whenever required, as shared one to two days in advance by the respective subject teacher (via circular or guiding students to write in the almanac)
- Teachers may retain certain books from time to time in the school for few days to complete checking work. In that case, the students will be intimated.

Kept At School

- The students will keep their **English Dictionaries** in the school for daily classroom use.
- The students can keep their **English Vocabulary book** in the school. It can be taken home once a fortnight (Class 1 to Class 4) and once a month (Class 5 to Class 8) for a day, or as and when the teacher gives any home exercise in the vocab book.

3. DAILY REGULAR STATIONERY

- Students should bring the following regular Stationery to the school daily-

STUDENT- DAILY STATIONERY LIST	REMARKS
Pencils - 4 well sharpened	Class 1 to Class 6
Eraser – 1, Sharpener - 1	All Classes
Ruler - 1 (12 inch)	All Classes
Glue stick - 1	All Classes
Gel Pens or Ink Pens (<i>refillable ones, not use and throw ones</i>) and Pencils- 2	For Class 6- second semester onwards Class 7 and Class 8 – From Start of the Year
Colored Pencils Box - 12 shades (Faber Castle)	All Classes

- The size of the pencils and erasers should be appropriate – not too small- making it difficult to handle by the student. (ideal- atleast 2 inches more from the hand grip)

4. ART BOOK AND ART KIT

- The **Art Sketchbook** will be kept at home and need to be brought to the school on the days of the visual art class as per the timetable. No work other than that assigned by the school's art teacher is to be done in the art book.
- Apart from the Daily Stationery, the additional Art stationery to be brought to the school by students for the Visual Art class includes-

4a) Regular Art Stationery – to be brought in every art class along with daily stationery

Item no.	Name of the item	Specifications	Number	Brand	Class
1	Sketch Pens	12 color set	1 set	Camlin	I to VIII
2	Oil pastel crayons	25 colors set	1 set		I to IV
3	Bold marker	Black	1	Faber castle	III to VIII
4	Drawing pencils	2B, 3B, 4B & 6B	1 each	Staedtler/ Fabre Castle	IV to VIII
5	Bold colored markers	12 color set	1 set	Stick	V to VIII

6	Scissors	Small	1		VI to VIII
7	Glue stick		1		VI to VIII

4b) Art Stationery for Painting Activities – to be brought to the art class only when intimated by the art teacher in the previous art class

Item no.	Name of the item	Specifications	Number	Brand	Class
1	Poster colors	12 color set box, 15 ml	1 set	Camlin	V and VI
2	Poster colors	15 color set box, 15 ml	1 set	Camlin	VII and VIII
3	Round Brushes	0, 2, 4, 6 number	1 each	Camlin	V to VIII
4	Flat Brushes	6 or 7 number	1	Camlin	V to VIII
5	Mixing pallet	Big	1		V to VIII
6	Apron		1		V to VIII
7	Water container	small	1	from home	V to VIII
8	Rough cloth		1	from home	V to VIII

- Apart from this list, the Art teacher may ask for additional Art tools/materials to be brought the school, by sending a written circular in the almanac *atleast two days* in advance of the class.

5. SPORTS AND HOUSE ACTIVITIES

SR. NO.	UNIFORM/EQUIPMENT	FREQUENCY
1	House and Sports T-shirt*	<ul style="list-style-type: none"> • Wear on days of Football/Karate • Wear on working Saturdays
2	Sports – Track Pants *	<ul style="list-style-type: none"> • Wear on days of Football/Karate • Wear on working Saturdays • Girls (Class 3 onwards) to wear Track pants also on the days of Free Games
3	Sports Shoes	<ul style="list-style-type: none"> • Required to be worn during all outdoor sports periods (except Yoga) • Shoes can be stored in the school (optional) or carried between home and school for all outdoor sports periods (except Yoga)
4	Yoga Mat	<ul style="list-style-type: none"> • Carry on the days of Yoga period

***Note:**

- On the days when students have to wear Sports T-shirt and Track Pants from home, the students are expected to carry their uniform pair in the school bag.

- On Saturdays, only the uniform bottoms (skirt/shorts/pants) to be carried in the bag and not the Red School T-shirt.
- Change over time will be given in the school to change from Sports Uniform to Regular School Uniform.

6. SNACKS, LUNCH AND WATER

- Students need to carry their snacks for the short break to school everyday as per the defined short break snack guidelines (except Saturdays)
- Students who do not opt for the School Meal Program need to carry their lunch box to school daily.
- Students need to carry their water bottle daily to school.

GENERAL GUIDELINES FOR PARENTS

- Parents should ensure that the school bag design is of appropriate weight, shape and size.
- Parents need to help students develop a daily habit of packing their bags every evening as per the next day's timetable. Forgetting to get important books to the school will be an academic loss for the student.
- Parents should monitor that their ward doesn't carry unnecessary books/materials to school, resulting in heavier bags.
- Parents should daily check the almanac for any circulars sent/note written by the teacher or student under teacher's guidance to bring certain books/materials the next day to school.
- Parents should monitor the amount and quality of stationery carried by the student to the school daily.
- Sports shoes should be labeled with the child's name using a permanent marker. School doesn't take any responsibility of loss/damage to the shoes or other such personal materials kept in the school.
- The parents should also label the child's socks with his/her name, as certain activities require removal of socks.
- The lunch box/snacks box should be of appropriate dimensions and weight.
- Parents should ensure that the water bottle design is not very heavy and easy to handle and carry by the child. (Ideally it should have a strap for hanging the bottle)
- Parents should bring to the Principal's notice in case of any other expectations put by a teacher as not outlined in this policy.

Kindly note that the same document has been uploaded on parent space under the head School policies for future reference.

Thanking you,

With Warm Regards,

**Dr.Gargi Singh / Mrs.Sutapa Mishra
The Principal
Redbricks Primary School / Redbricks School**