



Ref:USGS/Cir/217/2018

Date: 17.04.2018

Circular for School Reopening Academic Year 2018 – 2019

(for class EY 2 to Cl.10)

Each passing year is a learning experience; it is an endless journey which opens up new vistas of development. Let me start by thanking the parent community for their confidence in our institution and we look forward to years of togetherness.

Education is a joint venture between school and home. As we work with our students to help them learn about the world around them through the prescribed curriculum, we very much appreciate the support that parents give their children at home as they strive to reach their learning goals. The foundation of a successful school is the cooperation between the students, staff, parents and community.

To make this journey worthwhile for which we need to work together, we have organized information packaged in this Reopening Circular.

Please go through the information meticulously just as we have channelised our energies in compiling it.

1. **TIMINGS :**

SECTIONS	DATE OF COMMENCEMENT	TIMING ON FIRST DAY	TIMING ON REGULAR DAYS
EY 1	18.06.2018	12 noon to 1.30 pm	12 noon to 2.00 pm
EY 2	13.06.2018	8.30 am to 10.30 am	8.30 am to 11.30 am
EY 3	11.06.2018	8.30 am to 10.30 am	8.30 am to 11.30 am
EY 4	11.06.2018	12 noon to 1.30 pm	12 noon to 3.00 pm
PRIMARY (Class 1- 5)	11.06.2018	1.00 pm to 3.45 pm	1.00 pm to 6.00 pm
SECONDARY (Class 6 - 10)	11.06.2018	7.30 am to 10.15 am	7.30 am to 1.00 pm
AS Level	11.06.2018	8.00 am to 11.00 am	8.00 am to 3.00 pm
A2 Level	02.04.2018	8.00 am to 1.30 pm	8.00 am to 3.00 pm

Note:

- EY 1
- In the 1st week of school (18.06.18 – 22.06.18), students of EY1 will be called in 2 different Batches. Parents will accompany their wards & be seated with them in their classroom only on Day 1** as per the Batch allotted to their ward. Batches will be communicated via official sms from school.
 - Batch I** : 12.00 noon to 12.45 pm ; **Batch II** : 1.15 pm to 2.00 pm.
 - From Day 2, parents are advised to drop their ward & not wait in the school premises but come back to pick up their ward as per their batch timings.
 - From 2nd week (25.06.18) onwards school will be as per regular timings.

- EY 2 1. For the 1st three days of school (13.06.18 – 15.06.18), students of EY2 will be called in 2 different Batches. Parents will accompany their wards & be seated with them in their classroom **only on Day 1** as per the Batch allotted to their ward. Batches will be communicated via official sms from school.
2. **Batch I** : 8.30 am to 9.30 am ; **Batch II** : 10.00 am to 11.00 am.
3. From Day 2, parents are advised to drop their ward & not wait in the school premises but come back to pick up their ward as per their batch timings.
4. From 18.06.18 onwards school will be as per regular timings.
- EY 3 & 4 Parents are permitted to drop & pick their ward to/from the classroom for the first 3 days. Next week onwards the students will be brought down to the concourse area on the ground floor for dispersal.
- Class 1 Half day working for first one week to acclimatize the students to the new environment and change in timings. Hence, from 11.06.2018 to 15.06.2018 they will be in school from 1.00 pm to 3.45 pm. Bus services will **only be to bring** the students availing school bus services to school during this period.

2. **ENTRY PASSES & AUTHORIZATION CARD :**

Parents / Guardians entering the school premises must carry an entry pass. The **Parent Entry Pass** will be given on the students on the reopening day. These passes are issued to parents of bonafide students only and will be valid for the entire academic year 2018 – 2019. These are to be flashed on request, whenever the parents / guardians are in the School Premises.

The **Authorization Card** will also be given to the students. Your ward will be handed over to the bearer of this card. **You are advised to read the instructions on the reverse of both sets of cards.**

Entry Passes & Authorization Cards of the previous year will be valid till 16.07.2018.

No DUPLICATE Entry passes or Authorization cards will be issued.

3. **SCHOOL UNIFORM:**

There is no prescribed uniform for EY 1 & EY 2, but the students are expected to be modestly dressed. Details of uniform for EY 3 to Class 10 are printed in the school handbook cum planner. Parents are advised to purchase from the following outlet-

Glory Shoppe

Yashodhan bldg.# 2,
Shop# 2, 4 Bunglows
Andheri (W)
Mumbai – 400 053.

Tel.: 2632 9922 / 5699 6264 / 2631 9191

The Management has negotiated the rates and passed on all the discounts to the parents. The above vendors have been instructed to make available the approved rates sheets to parents on request.

Students admitted after 11.06.2018 will get concession of one week to enable them purchase the uniform.

Lab coats must be worn by students from **class 8 onwards** during **all Science Practical classes**. Lab Coats (for SSC and IGCSE students) will be given on the dates mentioned in this circular. (Sr.no.7 on page 3)

SPORTS UNIFORM:

There is no change in the Sports uniform. However, as an improvisation to the system students **will have sports (PE period) twice a week instead of once a week.**

The sports (PE period) for 2018-2019 will be as follows:

Days	Classes
Monday & Thursday	1 & 6
Tuesday & Friday	2 & 7
Wednesday & Monday	3 & 8
Thursday & Tuesday	4 & 9
Friday & Wednesday	5 & 10

4. **BUS FACILITY:**

School does not itself provide bus service for its students. This service is provided by M/S Aroon Travels, the appointed bus service contractor. The School and the PTA of USGS acts as a liaison in making the necessary arrangements with the bus contractor on behalf of the parents, and serves as a “clearing house” for questions and concerns in relation to the bus service.

The Bus contractor will require **2 weeks** advance notice for all new application. Late submission may result in a delay in the commencement of the bus service. They will be available at the **school premises** from **01.06.2018 to 09.06.2018** & on all working days thereafter between **10.30 am to 1.00 pm**.

Contact M/s. Aroon Travels for:	Contact M/s. Aroon Travels at:
<ul style="list-style-type: none"> • Changes to morning bus schedule: i.e. your child is sick and will not ride the morning bus, extended holidays. • Payment queries, cancellation of service. • Address change/ change of phone number. • New bus application enquiry and pick up timings. • Ad-hoc request: i.e. child to ride a different bus on different days, etc... 	<p>M/s. Aroon Travels B/8, Nandanvan, Saraswat Colony, Nivas Road, Santacruz (w). Mumbai 400054</p> <p>Telephone #: 26600342/26607195</p> <p>Fax: 26600404</p> <p>Email: arontravels@rediffmail.com</p> <p>Office Hours: Monday to Friday 9.00 am – 5.00 pm</p>

5. **FEES :**

The school fees for Early Years are as follows:

Consolidated fees per term : Rs. 70,000/- per term

The school fees for Class 1-Class 10 are as follows:

The S.S.C section : Rs. 4200/- p.m

Cambridge Curriculum : Rs. 8700/- p.m

The fee book will be given in class to the students when the school re-opens. School fees should be paid by **cheque only** from **1st to 15th** of **every month** except for the month of June when the fees can be paid till 30th June and deposited directly at:

Union Bank of India

N.S Road no. 10, J.V.P.D Scheme, Mumbai 400 049.

The parents are expected to read the **instructions on the inner cover** of the **fee book** and in their ward’s handbook, carefully.

For convenience of parent’s, payment facility for monthly/ quarterly / half yearly / yearly fees is made and payment slips are accordingly provided in the fee book.

6. **SNACKS :**

Wholesome snacks and milk is given to all the students of the Early Years Section.

The other students can avail snacks from the school canteen. Coupons for the school canteen should be purchased in advance to prevent rush during recess.

7. **ARRANGEMENTS FOR DISTRIBUTION OF:**

Date of Distribution	Time	Class	Particulars	Amount	Mode of Payment	Venue of distribution
08.06.2018 Friday	9.00 am - 1.00 pm	EY 3 to Class 5	Text Books* (Only IEYC & Cambridge International #For State board refer below)	Mentioned in the text book list.	Cash or Credit Card	Training Centre
		Class 1 to Class 4	Exercise Books	Rs. 1300/-	DD/ Pay order in Favour of "Utpal Shanghvi Global School. Students Name, Class & Unique ID to be mentioned on the reverse of the DD/ Pay Order	A Level Classrooms
		Class 5		Rs. 1900/-		
09.06.2018 Saturday	9.00 am - 1.00 pm	Class 6 to Class 10	Text Books* (Only Cambridge International #For State board refer below)	Mentioned in the text book list.	Cash or Credit Card	Training Centre
		Class 6	Exercise Books **	Rs. 1900/-	DD/Pay Order in Favour of "Utpal Shanghvi Global School. Students Name, Class & Unique ID to be mentioned on the reverse of the DD/ Pay Order	A Level Classrooms
		Class 7 & Class 8		Rs. 1950/-		
		Class 9 & Class 10		Rs. 2050/-		
		Class 8	Lab Coat	Rs. 395/-	Cash	A Level Classrooms

The management negotiates all rates with the vendor to get maximum discounts & as has always been the policy, all discounts are passed on to parents.

*The IEYC & **Cambridge International** textbooks is made available **in school for distribution** at the discounted rates on the dates and timings stated above. This is made for the convenience of the parents by Parle Book Centre. No requests will be entertained for early or late collection. However after the dates stated above, the same can be bought directly from the outlet and the vendor will not offer any discounts from **Parle Book Centre**, 22, Seva Sadan, D.J Road,, Vile Parle (West), Mumbai 400 056. **Tel: 26140981**

#State Board text books can be purchased directly from *Hiten's The Book Shop*, 7, Srinath Shopping Centre, D.J Road, Near Railway Station, Vile Parle (W), Mumbai – 400 056. *Tel: (Shop) 6697 5141 (Mobile) 9820790522.*

The Vendor will offer 10% discount on (other than Government Publications) books / Stationery.

Our endeavor to provide quality material with economy enables us to provide best writing material. The entire set of Exercise Books, conceived, designed by staff and is printed exclusively for the students of Utpal Shanghvi Global School. It will be given to them directly from the school on the dates specified above. Its important to note that the exercise books **need to be collected on the dates mentioned above only & not afterwards. This is primarily because not only does it saves the time, energies of the staff involved in the distribution job but also saves the space for retention and most importantly saves the students from carrying the entire sets home which makes the bag very heavy.

8. **STUDENT'S HANDBOOK CUM PLANNER 2018 – 2019:**

The handbook will be distributed to students at no extra cost when the school re-opens.

9. **'A' FORM:**

A-form attached in the school handbook is to be filled in and submitted to the **class teacher**.

Pre – Primary Section : **on the last working day** of June.
Primary & Secondary Sections : **within a week** of re-opening / joining school.

Any changes from the previous data provided may please be highlighted / written in different ink.

10. **CHANGE OF TELEPHONE NUMBER / ADDRESS :**

Parents should inform the school office of any change of telephone number / address during the course of the year, so as to update the school records.

11. **SCHOOL OFFICE TIMINGS:** (*Only by prior appointment during the timings stated below*)

Regular Working days : Monday to Friday: 10.00 am to 1.00 pm
Vacations : Monday to Friday: 10.00 am to 12.00 noon.

LIBRARY TIMINGS:

(*Parents are advised to collect the Entry slip from the Security after showing the Parent Entry Card*)

Regular Working days : Monday to Friday : 8.00 am to 9.00 am
4.00 pm to 6.00 pm
: Saturday : 10.00 am to 12.00 noon
Vacations : Monday to Friday : 10.00 am to 12.00 noon

We look forward to meeting our enthusiastic learners loaded with tremendous absorptive capacity which would have been generated by rejuvenating themselves during the summer break!

Sd/-
(Mrs. Rakhi Mukherjee)
Principal

rm/tk