

Sunbeam School, Robertsganj

No: SBSRBJ/GEN/CIRCULAR/04/21-22 CIRCULAR

DATE: 15.03.2021

Welcome Back to School!

Dear Parents,

Greetings from Sunbeam School Robertsganj!

I wish the entire Sunbeam community a very warm welcome to the **New academic year 2021-22** at **Sunbeam School Robertsganj**.

As we step into this new school year, I am very optimistic that this will be a time of new and novel learning - a season of new beginnings and a time of hope amidst a sea of change!

The school fraternity is thrilled to have you all back this year and look forward to another successful school year. It has been a challenging year but that has not hampered the enthusiasm of our incredible staff. They have already been working preparing results, precept, lessons, materials, and classrooms. Their dedication and willingness to do **"whatever it takes"** to make sure that each child succeeds, is inspiring. Of course, being a parent is the most important role anyone can have. You are your child's first and most crucial teacher.

If education is a priority for you, so it will be for your child. The blended format of teaching-learning is here to stay and Sunbeam is all set to adapt to the new normal.

The ability to adapt to change and uncertainty, to adjust to a fast paced, globalised world, cultural guidance, sensitivity and mentoring, whilst building competent skill sets in our students to stay ahead of the curve are essential learnings in education today.

As partners in the learning community, we all have our roles to play- of being the best role models for our children to emulate, is our great responsibility and duty.

An unconventional start to this academic year with online and offline (Blended) learning, we continue to emphasise on discipline, punctuality, attendance, commitment, mutual respect and a spirit of gratitude.

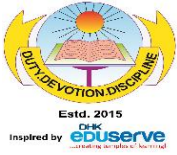
Each year brings positive change. This includes a few additions to our staff, new change in policies and facility and technology update such as Staff Dress code, School ERP system, Online payment gateway, School mobile app, numerous maintenances, construction, repainting updates etc.

However, as we step to the new session

A few points that you need to take care of:

Participation

Throughout the school year there will be a variety of special school activities and celebrations. We encourage you to support us in the conduction of the same. Your support of school activities makes your child feel important and sends the message that you value school. Your connection with teachers, especially on Parents-Teacher meeting is essential as you get clarity on your child's progress. Your absence on the day of PTM will affect the child's progress.



Sunbeam School, Robertsganj

School Attendance:

Your child's regular and prompt attendance for classes is crucial to his/her success. We can't emphasize this point enough!!! Most learning activities are group oriented and involve interaction with classmates. Therefore, it is next to impossible to make up for the missed work at home. Please view school as a priority, and see to it that your child attends classes every day except in cases of illness or emergency.

Please ensure your child reaches school on time on the specified days as per the Govt. order since the school gates are closed at the stipulated time. Late comers are not taken in. When in the Online classes, the norms of the same need to be followed.

- **Child's Video must be always on. He / she should sit in a quiet place to avoid distractions.**
- **He / she must sit with the required materials, books, notebooks, stationery etc. for the class.**
- **It is a good idea that the child keeps his / her water bottle close by in case he / she wants to get refreshed by drinking some water.**
- **Please do not encourage your child to eat snacks while the class is on to maintain the sanctity of the class.**
- **The child should preferably use devices like a Laptop or a Tablet with good internet connectivity.**

If you need to pick up your child during the school day, you must sign him/her out in the office. One of the receptionists will call your child to come to the office. Please avoid taking out

English Speaking:

It goes without saying that your child is at Sunbeam for its English-speaking acumen and progressive outlook. To reinforce your dreams that you have of your child we have made it mandatory for your ward to speak in English within and outside the school premises. We will request you to support us in this endeavour by being equally vocal about making English a way of life.

Changes in Transportation:

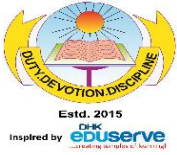
If you plan to pick up a child who normally rides the bus or you wish for your child to ride a different bus than usual, you must send a written note. Do not rely on your child to tell us this information, because children often become confused and relay messages incorrectly. If no written note is received, your child will be sent home by his/her usual mode of transportation. There are Escort Cards for students of junior school and on assessing the same only will a child be allowed to leave school or be handed over to the guardian at the bus stop.

Money:

Please do not give the child cash, expensive jewellery or any other electronic gadgets. The school will not be responsible for the loss of these stuffs. Mobiles and gadgets are strictly banned in the school or even for school outings and will be confiscated if found.

Discipline:

Establishing good classroom discipline is essential to each child's success, confidence and well-being. Every child should feel that the classroom environment is safe and secure; free from all threats of physical or emotional harm. In addition, it is important that each child learns to develop self-discipline and good work habits, to resolve conflicts peacefully, and to think independently. There are logical consequences that will occur when class/school rules are broken.



Sunbeam School, Robertsganj

If classroom rules are severely or persistently broken, parents will be contacted by note in the almanac or by telephone. A visit to the principal's office is a rarely used last resort as is suspension and rustication. Finally, (since we all like treats) each child who successfully completes days without breaking rules or indulges in good behaviour will receive a small stamp in his/her almanac for his/her efforts. You can reinforce positive behaviour at school by complimenting your child on days he/she receives a stamp. Neat and clean uniform, cropped/tied hair, polished shoes, proper accessories and good demeanour are also integral to the Sunbeam ethos and we do not compromise on non-compliance of any of them.

A few more DO's...

Celebrate your child's success, no matter how small it may seem. This will keep your child enthusiastic about learning and proud of their work! Look for information and read your child's almanac and also go through the school syllabi & notice. It will keep you abreast about happenings in school. Read to and with your child every day, if possible. The more your child is exposed to language, the easier it will be for him/her to incorporate new skills in reading and writing in the classroom. Remember to record all reading in your child's reading log.

Your child has been gifted with the best class teacher who will definitely nurture your child's abilities and so will his/her Academic Coordinator In case of any queries you can write to them at – jr.co@Sunbeamrobertsganj.com , Sr.co@Sunbeamrobertsganj.com. OR Meet them in person on Saturday after school hours besides the sessional PTM's.

The time of meeting the

- 1) **Principal (Everyday)** : 10:00 a.m. to 11:00 a.m. and 2:00 to 3:00 p.m.
- 2) **Academic In-charges (on Saturdays)** : 9:00 a.m. to 10:00 a.m. and 1:30 to 2:30 p.m.

“What we learn with pleasure we never forget”. Alfred Mercier

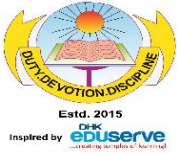
Teachers and educators are in a perfect position to make learning environments and experiences enjoyable and memorable. Students must be engaged and invested to make the most of the learning opportunities available, hence I would say it is important to be committed to learning.

I believe this new school year will teach us all to step out of our comfort zones, to view life with renewed strength and boldness, to usher in a season of new learning, achievements and success

Before I end let me, welcome you to one of the most incredible years your child will have in his/her school career I would just like to say that we are looking forward to a great year working with your child and to your continued support and partnering with the school to enhance the learning experiences of our students this year.

Additional Director
Sunbeam School, Robertsganj

Amit K.S
Principal
Sunbeam School, Robertsganj



Sunbeam School, Robertsganj

Points to Remember

1. To instil the value of punctuality amongst the students, we expect the children to reach the school well in time.
2. The student's information page, assumption of risk and medical page of the almanac must be submitted in the school within the first week of attending school. Please submit six passport size and six stamp size-coloured photographs in school uniform to the class teacher.
3. Smartness is an important facet of one's personality. Send your child smartly dressed in neat and tidy uniform as mentioned in the school almanac. Wearing of ID card is compulsory. Children are not allowed to wear any kind of ornaments to school. **Kindly refer to the school uniform card / Almanac for details regarding school uniform.**
4. Well-disciplined and polite students are a school's real assets. For the same, we expect the parents to explain this to the children at home.
5. Children must bring their Almanac daily. This is the mode of communication between teachers & parents. Every information given in the almanac is to be signed by the guardians. st
6. Attendance is compulsory for the 1 three days at the beginning of the session (whether in Online or Offline mode).
7. **Heavy bags burden your child's shoulders. So please send the books and notebooks according to the time table.**
8. Books, notebooks and LC must be maintained well and should not be covered so that they appear colourful and attractive for the child.
9. In case of long leave (more than 5 days), information must be given to the school authorities along with the medical certificate (whether in Online or Offline mode).
10. Unit test papers must be filed properly. Marks entered by the teachers in Almanac must be duly signed by the parents.
11. Learner's Comate for all subjects must be carefully kept.
12. French, Computer Science & G. K. exams held in both the terms separately, must be taken seriously since absence or failure in the same affects a child's rank.
13. Guardians are requested to send balanced and nutritious tiffin along with water bottles and napkins and a seasonal fruit or a dry fruit to be send for the **Fruit Break**. Students should be immunized and vaccinated to avoid unnecessary health hazards.
14. Guardians are requested to pay the fees on time. **A fine of Rs. 300/- per month** will be charged for the late payment of fees. Information of payment of fees is enclosed.
15. For security reasons showing of the Parents'/Children's Escort Entry Card / Bus Card at the time of child's release in the school or from the bus is absolutely imperative.
16. Discourage your child from watching TV. Instead, inculcate the habit of reading books.
17. Encourage your child to communicate in English for mastery over the language.
18. Parents are requested to co-operate & respond promptly to the notices & information sent from the school.
19. All notices, homework and other information will be uploaded on the Sunbeam Website - www.sunbeamrobertsganj.com /ERP <https://sunbeamrobertsganj.edunexttechnologies.com>
19. Do regularly log in to be in sync with the happenings of the school activities.
20. **School counsellor is available from Monday to Thursday and Saturday during school hours. Feel free to meet him in person for any guidance.**
21. In case of doubts and clarification, you can meet the Academic Head on Saturday between 1:00 p.m.-1:30 p.m.
22. Smart classes are now an integral part of the school curriculum in the school.

Thank you in advance for your concern and support throughout the year!!!

Additional Director
Sunbeam School, Robertsganj

Amit K.S
Principal
Sunbeam School, Robertsganj