

BRAIN TREE GLOBAL SCHOOL, GREATER NOIDA

BTGS/GRNO/CIR/2023/001

18th March, 2023

IMPORTANT CIRCULAR FOR STUDENTS OF CLASSES PRE - NURSERY TO 9 & 10

“Let them praise the Lord for his great love and for the wonderful things he has done for mankind.”

Dear Parents

I take this opportunity to express my heartfelt gratitude to all of you for your co-operation and active participation in the Academic Session 2022-2023. I still need your constant support and prayers to carry on and take our institution to greater heights.

The Academic Session 2022-23 has been immensely gratifying, as the School was successful in aligning with its mission of cultivating the core values of wisdom, compassion and confidence for the overall development and well being of the students. The School 's endeavor was to foster the capabilities, talents and skills of its students with innovative learning methodologies to impart knowledge.

I would like to outline a few instructions for the smooth functioning of the Academic Session 2023-2024.

DISTRIBUTION OF REPORT CARD / P.T.M & FEE PAYMENT:

| CLASS | DATE |
|---------------------------|------------------------|
| Pre- Nursery to IX | 28th March 2023 |

Kindly ensure that all School fee dues up to March 2023 are cleared before the collection of Report Cards.

NOTE: Books are available in the school premises.

SCHOOL BEGINS FOR THE NEW ACADEMIC SESSION ON 3rd APRIL, 2023. Attendance is compulsory on the first day of the new academic session.

SCHOOL TIMING: 8:00 a.m to 2:00 p.m.

| PARTICULARS | TIME |
|--|------------------------------|
| Students should not come to school before | 7:30 a.m. |
| To be seated in their classroom | 8:05 a.m. |
| Assembly | 8:10 a.m. |
| Classes begin | 8:30 a.m. |
| Classes end | 1:45 p.m. |
| Dispersal | 1:45 p.m. - 2:00 p.m. |

ATTENDANCE

Parents to help their wards adhere to the timings mentioned above. Regular attendance of your ward must be checked at every Parent Teacher Meeting to help keep a check on truancy and regularity.

UNIFORM AND CODE OF CONDUCT

Summer uniform : 3rd April , 2023 onwards.

Uniforms to be neat and clean every day as per the details provided in the School Diary.

Uniforms which are not identical to the prescribed school uniform pattern will not be acceptable in the school.

Kindly ensure that your ward is in the correct House Uniform on the prescribed days – Wednesdays and Fridays.

THE SCHOOL DIARY

We encourage you to read and follow all relevant instructions as outlined in the initial pages. Kindly fill in the details required and submit to the Class Teacher in the second week of April 2023.

In case of a change in address/phone number, Kindly inform us in writing at braintreegn@gmail.com along with a self attested residence proof for us to update the existing records. Every student must carry their School Diary everyday. Kindly check the School Diary every day for notes/ homework/messages from the teachers.

USE OF IDENTITY CARDS

Students will be issued new Identity Cards in April 2023, after the submission of the form with updated information. It is mandatory to wear the Identity Card to school on a daily basis for identification and ready information. Loss of the ID – CARD must be reported immediately, to initiate the process of issuing a new one for a charge of Rs. 50/- (for Student ID).

SAFETY AND SECURITY

No books, papers, food, water, lunchbox etc. will be received at the school gate / reception. Kindly ensure that you help your ward pack her/ his bag as per the time-table given, to avoid carrying extra weight in the school bag. Kindly refrain from sending any medicines with your ward to school. Should your ward be unwell, Kindly allow her/him to recuperate at home.

SCHOOL CIRCULARS / NOTICES

Parents are requested to read all school Circulars / Notices on School Website, Broadcast messages on Whats App and Announcements made on Telegram sent from time to time.

New Class Teams will be created on Telegram in the first week of April 2023.

Telegram will continue only for uploading of Learning Materials , Announcements.

SUMMER VACATION

The school will be closed for summer vacation from:

| CLASS | DATES |
|---------------------------|---|
| Classes Pre-Nursery to 10 | 22 nd May 2023 – 2 nd July 2023 (Both Days inclusive) |

Attendance is compulsory for all students on the last day before the summer holidays and the first day after the summer holidays.

RE- OPENING AFTER SUMMER BREAK : Monday, 3rd July 2023 (ALL CLASSES)

CONTACT DETAILS

Please find below a table with the contact details of various departments. We request you to kindly ensure that your queries are directed to the correct number / e- mail, so that you may receive a timely and correct response for the same.

| | | | | |
|---------------------|------------|--|---|-----------------------|
| Main Reception | 9650290409 | braintreegn@gmail.com | New Admission queries/submission of documents, Appointment with Vice - Principal & Teachers | 7:30 a.m. - 3:00p.m. |
| Transport In charge | 9650458229 | braintreegn@gmail.com | Route queries, picking/ drop relevant documents | 7:30 a.m - 3:00 p.m. |
| Accounts | 8810444103 | braintreegn@gmail.com | Fee related queries | 7:30 a.m. - 3:00 p.m. |

Should there be any further query , please feel free to contact us. Thanking you in advance for the cooperation and continued support in the new Academic Session 2023-24.

LIST OF HOLIDAYS IN THE MONTH OF APRIL 2023

| DATE | On Account of |
|------------|------------------|
| 04.04.2023 | Mahavir Jayanti |
| 07.04.2023 | Good Friday |
| 14.04.2023 | Ambedkar Jayanti |
| 22.04.2023 | Eid-UI-Fitr |

Thanks & Regards
BTGS

