

Dear family

Greetings from the Oxford School, Calicut

We hope that you already have attended the Parent Orientation Program in the last week. Please note the important points discussed in the Parent Orientation Session.

- ❖ The school reopens on **Wednesday, June 1** for grade 1 to 10.
- ❖ **On June 1**, parents must drop the child before **8.30 am** and soon leave the campus. The school bus will drop the child back home (Contact Transport Coordinator for further details). The school will disperse at **12. 30 pm on June 1**.
- ❖ The school bus will pick up and drop off the students from **June 2 onwards**.
- ❖ The school will function from 8.30 am to 3.20 pm. All students are encouraged to use School Bus to avoid late arrival. Late arrival and early departure are strictly controlled.
- ❖ If a parent wishes to take his/her child from school during school hours, he/she should come in person or send a person with an authorization letter. An early release permit (Out Pass) must be obtained from the school office.
- ❖ The drivers are authorized to stop buses at the designated stops only unless otherwise directed by the transport coordinator. The list of stops is prepared keeping in view the convenience and safety of commuters and is always subject to change.
- ❖ Objects of any kind must not be discarded inside/thrown outside the bus. No student is allowed to eat/drink on the bus. Unruly behaviour like shrieking, shouting, or walking inside the buses are punishable mistakes.
- ❖ All Saturdays except the second Saturday will be working for Grade 6 and above.
- ❖ Weekly Tests and Competitive Exam practice for Grade 9 & 10 should be regularly monitored by the parents
- ❖ Communication with teachers, HoS and office is highly appreciated, for which all parents need to check their mails, Parent App (Educare) etc. regularly
- ❖ Absence of a student should be notified beforehand and the Leave Form to be submitted by parents on the very next day of the absence

- ❖ School Uniform codes must be adhered to properly. Girls, if wearing scarf or shawl that must be white in colour. Shawl must be draped properly around the head not to allow just hanging from the shoulders.
- ❖ Properly pruned and combed hair is encouraged, Colouring hair, fancy hair style, sporting beard etc are not allowed.
- ❖ Cell phones, Smart Watches, or any kind of electronic gadgets are not permissible on the campus. Wearing expensive ornaments is strictly restricted.
- ❖ Celebration of birthdays, cutting cakes and wearing colour dress is restricted.
- ❖ The school is not responsible for any WhatsApp / Social Media groups created by students or parents.
- ❖ No students are permitted to carry lunch as the school provides lunch for all. Students are permitted to bring healthy snacks and no junk foods or packed foods are allowed.

Pre KG, FS1 & FS 2

- ❖ The School reopens on **Monday, June 6** for Pre KG to FS2.
- ❖ On June 6, parents must drop off the child before **10 am** and soon leave campus, the school bus will drop the child back home. The school will disperse at **12 pm on June 6**.
- ❖ **June 7 onwards** school bus will pick up the students. The timing for Pre KG, FS1, and FS2 is from **9.30 am to 1.30 pm**. Special permission is required for keeping the students on the campus after or before the time.
- ❖ Late arrival and early departure during the class time are not permitted.
- ❖ One set of spare dress and undergarments to be kept at the school
- ❖ Name and Grade should be written using permanent marker- on Bags, Snack Bag, Shoe etc.
- ❖ Text Books and Notebooks will be kept at school and sent home every Friday, Parents must send them back on the following Monday.
- ❖ There will be a weekly Work Sheet every Friday to be completed from home. Weekly '*Recap the Week*' will help parents know the activities that went on the previous week
- ❖ Parents have to send the materials required for the Day Observations and for any other activity days

Important Phone Numbers

- Registrar- Ms. Deepika- **854 763 3444**
- Transport Coordinator- Mr. Manaf – **984 761 0523**
- IT Admin- Mr. Nihad- **960 523 5312**
- Accountant- Mr. Firoz – **755 980 2016**
- Senior Secondary HoS (Grade 8, 9 & 10) - Mr. Sheneer- **964 557 0598**
- Primary HoS (Grade 3 to 7) - Ms. Sulbha Ahuja- **999 694 5834**
- Pre Primary HoS (Pre KG to Grade 2) - Ms. Jothi Lakshmi- **892 139 7576**
- In order to contact the Principal you may either call the Registrar or mail your concerns to principal@oxfordcalicut.com

Sincerely
Principal