

School Circulars

Circular for Teachers

Aum Namah Shivaya

Subject: Lesson Planning and Delivery Guidelines

Dear Teachers,

As part of our ongoing efforts to improve student outcomes, we would like to remind you of the importance of thorough lesson planning and effective delivery.

Key Responsibilities:

- Prepare detailed lesson plans aligned with curriculum standards
- Deliver engaging and interactive lessons
- Assess student progress and provide feedback

Your dedication to teaching excellence is appreciated.

Best regards,
Principal

Circular for Teachers

Aum Namah Shivaya

Subject: Assessment and Feedback Guidelines

Dear Teachers,

We would like to emphasize the importance of regular assessments and constructive feedback in promoting student learning.

Key Responsibilities:

- Conduct regular assessments (Class test, PA...) to monitor student progress
- Provide timely and actionable feedback to students and parents.
- Use assessment data to inform instruction

Your commitment to student success is valued.

Best regards,
Principal

Circular for Students

Aum Namah Shivaya

Subject: Student Code of Conduct and Academic Integrity

Dear Children,

As members of our school community, you are expected to adhere to our code of conduct and be aware of the importance of academic integrity in your studies.

Key Expectations:

- Respect teachers, peers, and school property
- Follow school rules and regulations
- Participate actively in class and school activities
- Complete assignments and exams honestly
- Avoid plagiarism and cite sources properly
- Seek help from teachers or peers when needed

Your cooperation is essential in maintaining a positive school environment. Also your commitment to academic integrity is valued.

Best regards,
Principal

Circulars for Drivers and Attenders

Aum Namah Shivaya

Subject: Student Safety and Well-being

Dear Drivers and Attenders,

I would like to emphasize the importance of prioritizing student safety and well-being during transportation.

Key Responsibilities:

- Supervise students during transportation
- Report any incidents or concerns to school authorities
- Provide assistance to students as needed

Your care and attention to student safety are valued.

Best regards,
Principal

Circulars for Drivers and Attenders

Aum Namah Shivaya

Subject: Transportation Guidelines

Dear Drivers and Attenders,

I would like to remind you of the importance of following transportation guidelines to ensure student safety.

Key Responsibilities:

- Follow designated routes and schedules
- Ensure student safety during transportation
- Maintain vehicles in good condition

Your attention to safety protocols is appreciated.

Best regards,
Principal