



MOUNT LITERA ZEE SCHOOL, AGRA

Circular No.: 01/2021-22

Date:27.03.2021

Dear parent,

The highest education is that which does not merely give us information but provides us with a key to unlock the doors of our talent and skills. At MLZS we remain committed to providing activity based integrated learning environment to our students and prepare them to keep pace with the changing times.

Welcome and greetings on the advent of New Academic Year 2021-22!!

Inspite of the pandemic another successful year has passed with the kind co-operation of the parents and its time to start the new session with a lot of enthusiasm and fervor. I welcome all the Literans wholeheartedly and wish them good luck.

There are certain things we would like to share with you for the smooth functioning of the new academic session.

- **It is mandatory to use the School App for all the information** about the school and for communication. Any concern should be reported in School App.
- The school has one dedicated phone number for all the queries 8859999882. Please avoid calling on different number to ensure the prompt action.
- The **school timings from 5th April, 2020 onwards will be 7:20 am to 1:30 pm for classes I – XII and 7:20 am to 11:00 am for kindergarten.**
- **Second and fourth Saturdays will be off for school.**
- All Saturdays will be holiday for all the Kindergarten unless any prior information is given.
- Kindly ensure that your ward comes in proper school summer uniform from the first day of the school.
- **House uniform to be worn on every Tuesday and Friday (Kindergarten) and Wednesday and Saturday (I – XII)**
- No student is allowed to bring his/her own vehicle to the school.
- The school Almanac, Academic Planner and Activity Planner are the important documents of the school. Therefore, parents and students are requested to kindly go through and abide by the same.
- All important communication to the school should be done through the School App or in the school Almanac (verbal communication with staff should be avoided).
- Parents are requested to give the contact numbers in case of emergency, check and sign the almanac of their child to ensure that he/she is regular with his/her home work and school related activities. Parents must ensure that the child brings his/her books according to the daily timetable.
- The fee structure and schedule for depositing the fees are given in the fee book. Parents are encouraged to deposit the fees on time to avoid fine for late fee and related problems.
- We don't ask for money without a written communication. Please don't send the same with children unless specified.
- **Please label your ward's uniform, books and belongings properly to avoid any confusion.**
- Please follow the time table of the class to send books. The bag should not be heavy.
- 80% attendance of your ward is compulsory. Please ensure that your ward is regular to school. If your ward is absent, the topic done would not be repeated.

For safety and security of students the school urge parents to kindly follow the guidelines given below:

- Parents will only be allowed to enter the building along with the parent identity card.
- Parents please make sure that your child comes to school on time, before the bell rings, once the gate is closed they may have to go back home.
- Students are not allowed to carry mobile phones in the school campus. If it is found with any student, it will be confiscated and not returned for the session.
- We don't allow any child to leave by the first trip so kindly don't request for the same. In case it's an emergency please come and pick the child yourself.
- The stop of the ward would not be changed under any circumstances if informed the same day.
- Birthdays are always special. We would want children to feel special without any show off.

You are also requested to give time and proper attention to the studies of the children in order to **inculcate regular study habits in them**. This will enable get good marks at the end of the academic year, and prevent embarrassing situations.

Mount Litera Zee School, Agra believes in communicating with you in a better way and, so seeks your support in making it a great institution.

Kindly use our school app and the **single dedicated number 8859999882** for the same.

Kindly support us in our endeavor. Wishing you a great year ahead!!

Principal

