



# Sunbeam School

Cholapur, Varanasi

Classes IX- XII

Dear Parents

Welcome to a new school year full of exciting opportunities. The dedicated staff of the school have prepared well to explore intriguing topics, have stimulating discussions and go on an adventure of discovery together.

Remember that your views and contributions are valuable; your many viewpoints improve our learning environment. Set lofty goals, push the envelope and make this year a year of exceptional accomplishments!

You are your child's first and most crucial teacher. When you make education of your child your foremost priority then your child will take his/her learning with all earnestness.

**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 attend these functions when possible and to support them. Your support to school activities makes your child feel important and sends the message that you value school. Your attendance on Parents-Teacher meeting is essential as you get clarity on your child's progress. Your absence on the day of CPTD will affect the child's attendance.

### **School Attendance**

Your child's regular and prompt attendance at school is crucial to his/her success. We can't emphasize this point enough!!! Most leaning 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 everyday except in cases of illness or emergency. Please ensure your child reaches school on time since the school gates are closed at the stipulated time, 75% attendance is compulsory for all students, Late comers are not taken in, If you need to pick up your child during the school day, you must sign him/her out in the office. One of the front office staff will call your child to come to the office. Please avoid talon out your child on flimsy issues, Half day leave will be marked in case the child goes back before the scheduled time. Attendance of the students on the day of the CPTD is compulsory for him/her to be eligible to receive 100% attendance award. Kindly note that if any special dasses or camps are conducted and are not marked as optional, attendance will be mandatory. Absence in such sessions will affect the overall attendance percentage.

### **English Speaking**

It goes without saying that your child is at Sunbeam for it's 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 endeavor 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 convey messages incorrectly. If no written note is received, your child will be sent home by his/her usual mode of transportation. There are gate 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.

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 behavior will receive a small stamp in his/her almanac for his/her efforts. You can reinforce positive behavior 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 demeanor 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 leaning and proud of his/her work!

Look for information and read your child's almanac and also go through the school precept & notices. It will keep you abreast about happenings in school.

Read to and with your child everyday, 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 Read Think and Write Journal. Your child has been gifted with the best class teacher who will definitely nurture your child's abilities .

In case of any queries you can write to them at [sunbeam.cholapur@gmail.com](mailto:sunbeam.cholapur@gmail.com) OR meet class Teachers & Principal in person on Saturday after school hours besides the scheduled CPTD's.

The timings of meeting	
Principal -	01:30 p.m. to 03:30 p.m.

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! I would also like to suggest that you save this letter for future reference. This letter can also be viewed online if you have internet access at [www.sunbeamschools.com](http://www.sunbeamschools.com)

### Points to Remember

1. To instill 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, Health Card, Anti Bullying Policy, Anti Vaping Policy, e-cigarette/any | prohibited items and substance abuse policy, School IT and Mobile Policy, Undertaking by Parents on Private Tuition/Coaching, Students coming by private vehicle, these pages given in the almanac must be filled and submitted in the school within the first week of attending school. Please submit 6 passport size and six stamp size colored 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.
6. Attendance is compulsory for the 1<sup>st</sup> three days at the beginning of the session. In case of long leave (more than 5 days), information must be given to the school authorities along with the medical certificate and a fitness certificate should be submitted once the student joins back, failing which the child's name will be struck off the rolls. Every student is expected to maintain an **attendance of 75%** during the academic year.
7. **Heavy bags burden your child's shoulders. So please send the books and notebooks according to the time table.**
8. Books, notebooks and Learner's Comate 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 and a fitness certificate should be submitted once the student joins back. Failing which the child's name will be struck off the rolls.
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 kept carefully as assignments given in the Comate will be a part of the assessment.
12. Life Skills, French & 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 as mentioned in Fee Card. A fine of Rs. 100/- per month will be charged for the late payment of fees. Parents can pay the fee online using the ERP.
15. For security reasons showing of the Parents'/Children's Escort Entry 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 fiction or other books..
17. Encourage your child to communicate in English for better performance in academics.
18. Parents are requested to co-operate & respond promptly to the notices, report & information sent from the school.
19. As an eco-friendly school committed to saving paper, all notices, homework and other important information will be shared in the class whatsapp group in digital format. Only notices requiring consent will be printed and placed in the plastic pocket at the end of the almanac.
20. Do regular log in to be in sync with the happenings of the school activities on the Sunbeam Website - <https://sunbeamcholapur.com/>
21. School counsellor is available on all working days during school hours. Feel free to meet him in person for any guidance.
22. In case of doubts and clarification you can meet the Academic Heads on Saturday between 1:30-2:00p.m.
23. Asynchronous material will be provided to allow the child to access the learning resources and practice their skills on his/her own schedule.
24. Pronunciation lab and Escape room are regular activities conducted to bring excitement and gamification in the field of education while cultivating the habit of understanding of concepts and enhancing vocabulary.
25. All students must complete their English & Hindi Google Comprehensions and Math & Science Google Assignments, | as they are compulsory. These assignments are designed to strengthen your understanding, enhance skills, and support your overall academic growth.
26. To give clarity of concept to every student and provide personalized learning, Khan Academy assignments are essential for classroom activity.

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

**Amrita Burman**  
**Director**