



CIRCULAR

Sub.: Welcome to the New Session 2024-2025

SJS/ 001/ Cir./ 2024-25

“The best time for new beginnings is now.”

Dear Parent,

1st April 2024

Greetings from Salwan!

Hope this letter finds you and your family in good health. We welcome you and your child to the new session 2024-25. We are happy and excited to begin a new journey of learning from each other, supporting each other and extending partnership which goes beyond the years spent together for the sake of our children.

We commence the new session from Monday, 1st April 2024 for all classes.

Kindly take note of the following guidelines for the same:

- You have been added in the class Teams by the school. Every class related information, circulars, notes and guidelines from the school and the teacher will be posted on it. Kindly keep a check on it regularly.
- Once you receive the school almanac, kindly fill pages on student information, medical record, and media consent form on priority basis.
- You may use means like Microsoft Teams, Almanac, or teacher’s Email ID to communicate with the teacher. Train your ward to communicate to the teacher in case of any note in the almanac to be conveyed from your side to the teacher. However, in rare cases, kindly call up the school reception to convey urgent information to the school or the teacher.
- Till the time, new ID cards will be provided, kindly send the child to school wearing the old ID Cards or the temporary ones (New admissions will be provided on Monday).
- Students to wear the summer uniform. Information regarding the availability of uniform vendor and book vendor will be shared soon. Till then students to wear the last year school summer uniform. In case the child has outgrown send the child in casual (white t-shirt, shorts/jeans). The new admission students also to come to school in casual preferably any white T shirt, shorts/jeans.
- Till the time, any information is not conveyed from the school or the teacher, kindly send only rough notebook along with lunch box, water bottle (avoid steel water bottles), fruit box, pencil box and a handkerchief with the child during the first week of the school.
- The details of the class teacher, co-teacher, subject teachers with E-mail IDs have already been shared with you during the Orientation Programme same has been shared with you for reference on TEAMS.

- Some important email ID's:
 - a. **IT Department: Ms. Anupam Sharma/ Mr. Ajay Panwar:** For IT support- anupam.sharma@salwanjuniorschool.com and, itsupport@salwanjuniorschool.com
 - b. **School Office:** Any school related query, dispersal, change of contact details, appointment with staff and any other information or queries- sjsnaraina@salwanschools.com
 - c. **Accounts Department:** Any fee related queries- accounts.sjsnaraina@salwanschools.com
 - d. **Montessori Coordinator: Ms. Sarita Dahiya:** For any query related to classes Nursery and KG: sarita@salwanjuniorschool.com
 - e. **Primary Coordinator: Ms. Sabinder Kaur:** For any query related to classes I-V: sabinder@salwanjuniorschool.com
 - f. **Head of the School: Ms. Sonia Wadhwa:** For any query or concern: hm.sjsnaraina@salwanjuniorschool.com
 - g. **Transport Department:** Any transport related queries- transport@salwanjuniorschool.com

Let us continue to work on good partnership, coordinating well with each other virtually or physically in the school. All the best for a hopeful fresh start of a good year for all of us.

Seeking your support and willingness to extend help.

Best Wishes and Regards,

Mrs. Sonia Wadhwa
Head of the School
(On behalf of team Salwan Junior School, Naraina)