

SRIMATHI SUNDARAVALLI MEMORIAL SCHOOLMAPPEDU ROAD, ALAPAKKAM, NEW PERUNGALATHUR, CHENNAI – 600 063

Letter No.5/Parents (VI – VIII)/ 2025-26**08.02.2025**

Dear Parents,

Sub: New Admission – 2025-2026 – Classes VI to VIII – Instructions – Reg.

We are happy to extend a warm welcome to you to join the S.S.M. family. You have placed your son/daughter under our care, with great hopes and confidence. We assure you that we shall strive hard and rise up to your expectations and we solicit your unrestricted co-operation.

We request you to go through the school “Handbook” and get satisfied about the state-of-the-art facilities made available to your child, not only at the Middle level, but also up to class XII, till the completion of the school education.

At this hour of our association, we wish to emphatically state that, we will enforce the rules and regulations of the school in letter and spirit and will not compromise on any matter, in moulding your ward with good conduct and character. Adherence to discipline and good behaviour will be the paramount philosophy of our contract.

Kindly take note of the following points :**1. DATE OF JOINING**

For the academic year 2025-26, the school will open on **Friday**, the **4th April 2025**, at **08.20 a.m.** It will be a full working day. Regular classes will commence from the day one. Classes will be conducted until 26-04-2025. The school will close for summer vacation and will reopen on **Thursday**, the **5th June 2025**, at **08.20 a.m.**

2. SCHOOL WORKING HOURS

The school working hours are as follows:

Monday to Saturday - 8.50 a.m. to 3.30 p.m.

Parents who drop the children at school and pick them up from school must strictly adhere to the time schedule.

3. COLLECTION OF MATERIALS

- i. Parents are requested to collect the following materials from the school on **Thursday**, the **27th March 2025**, between **09.00 a.m. and 10.30 a.m.** on producing the fee receipt.
 - a. Books and Notebooks
 - b. Stitched Uniform, Tie, Belt, School Bag, Shoes and Socks

- ii. Parents can download the following forms from the school website and hand over the filled-in forms at the school office on **Thursday, the 27th March 2025** when they visit the school.
 - a. Fine Art option form (**Refer Pages 50-54 of the School Handbook**)
 - b. Archana Form
- iii. Parents have to submit the filled-in requisition in the prescribed form for the performance of Archana in the temple on the birthdays of their children (**Refer Page No. 95 of the School Handbook**). The compliance will start from 04-04-2025. The scheme is optional.
- iv. **Refer page 101 of the School Handbook** for updating any changes in the student's profile.
- v. After collecting the uniform, upload a photograph of the child in jpeg/jpg format to the website between **28-03-2025 and 02-04-2025**.
Photograph specification – 3.5 cm x 4.5 cm (width x height), File size – between 100 KB and 500 KB. **The last date for uploading the photograph is 02-04-2025.** The photograph of the ward should be in uniform including tie for all the boys (VI-VIII). Girls must double plait their hair with black ribbon. The identity card will be issued to the student on the re-opening day.

4. SCHOOL TRANSPORT (Refer Pages 90 – 93 of the School Handbook)

The children who have enrolled for the school transport facility will board and alight at the respective bus stops near their houses, according to the time as notified in the school transport chart, which can be downloaded from the **school website on 28-03-2025**.

5. STUDENT'S PERSONAL DETAILS FORM

The Student's Details Form with all the available records will be uploaded to the website on **27-03-2025**. We request you to take a print of the form, check the information, sign and send the same through your ward on 04-04-2025. If there is any change, then you are required to download the respective form from the website, fill in the necessary revised details and submit the same for updating the records. The personal details of the student, are very important for the benefit of the student on all days.

(Please do not make any corrections in the Student's Details Form.)

6. IMPORTANT POINTS

- The student must enter the school only in school uniform with ID card.
- The student must attend the school on all the six working days (Monday to Saturday)
- Frequent absence will adversely affect the development of the child. Absence during the normal course requires prior permission in the prescribed Online leave application form. Any absence in case of unforeseen circumstances should be intimated through e-mail and the online leave form must be submitted. For any absence beyond two days, a hard copy of the leave form must be submitted.
- Lunch will be provided by the school. No food item should be brought by the student.
- Submit the online acknowledgements before the specific date, mentioned in the circulars that are uploaded to the website. An SMS alert will be sent to the registered mobile number in this regard.
- Visit the school website daily.
- For any further clarification, please contact the school.

Email : principalssms.perungalathur@ssmetrust.in

School Website address : www.ssmetrust.in

We assure that we will do our best to make your ambition come true with the blessings of the Almighty.

Thank you,

Yours faithfully,



Correspondent