

**SRIMATHI SUNDARAVALLI MEMORIAL SCHOOL**

MAPPEDU ROAD, ALAPAKKAM, NEW PERUNGALATHUR, CHENNAI – 600 063

**Letter No.5/Parents (VI – VIII)/ 2024-25****04.02.2024**

Dear Parents,

**Sub: New Admission – 2024-2025 – Classes VI to VIII – Instructions – Reg.**

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We are happy to extend a warm welcome to you to join the S.S.M. family. You have placed your child 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 2024-25, the school will open on **Friday, the 5<sup>th</sup> April 2024**, 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 27-04-2024. The school will close for summer vacation and will reopen on **Monday, the 3<sup>rd</sup> June 2024**, at **10.00 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 28<sup>th</sup> March 2024**, 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, Shoe 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 28<sup>th</sup> March 2024** 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 05-04-2024. 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 **29-03-2024 and 01-04-2024**.

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 01-04-2024.** The photograph of the ward should be in uniform including tie for all the boys (VI-VIII) and girls (VI). 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 29-03-2024**.

#### **5. STUDENT'S PERSONAL DETAILS FORM**

The Student's Details Form with all the available records will be uploaded to the website on **28-03-2024**. We request you to take a print of the form, check the information, sign and send the same through your ward on 05-04-2024. 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 the school uniform with ID card.
- The student must attend the school on all the six working days (Monday to Saturday)
- Any absence must be supported with the leave application in the prescribed form.
- Lunch will be provided by the school. No food item should be brought by the student.
- Kindly sign the acknowledgements pertaining to all circulars sent from the school and forward the same through your ward on or before the date mentioned therein.
- Visit the school website daily.
- For any further clarification, please contact the school.

Email : [principalssms.perungalathur@ssmetrust.in](mailto:principalssms.perungalathur@ssmetrust.in)

School Website address : [www.ssmetrust.in](http://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