



Date: 18 March 2025

Circular No: QCS/2025/155

Subject: Orientation Program Invitation

Dear Parents & Guardians

Greetings from QCS- Queen's Carmel School!

"Welcome to Alma mater, where every parent is valued, every child is cherished, and together, we build a foundation of salubrious learning community."

On behalf of the QCS fraternity, we extend our warmest welcome to you as we commence the Academic Session 2025-26. It is our privilege to invite you to the forthcoming **Orientation Programme**, an event meticulously curated to offer profound insights into our institution's ethos, curriculum framework, policies, and state-of-the-art facilities.

This orientation serves as a pivotal introduction to our educational philosophy, equipping you with the essential knowledge to actively support and enhance your child's academic and holistic development. We eagerly anticipate your presence as we embark on this journey of excellence together.

It is our pleasure to share that renowned child psychologist Dr. Roma Kumar, with over 35 years of experience, will be gracing the occasion as Guest Speaker to share her valuable inputs and words of wisdom on "Positive Parenting". She has been a senior consultant at the Institute of Child Health at Sir Ganga Ram Hospital, New Delhi, since 1991 and at Max Super Specialty Hospital Gurgaon since April 2012, fostering improved communication and solution-based strategies for positive outcomes.

DETAILS OF ORIENTATION PROGRAMME:

- Date 1st April 2025
- Time 11:00 am to 12:30 pm
- Venue School Auditorium
- It would be appreciated if two members from each family (mother & father) attend the orientation.
- Parents are also requested to keep their mobile in silent mode during the orientation programme and be seated by 10.45am.

Kindly note the general instructions:

1. **Commencement of New Session** – The new session would commence from:

- Kindergarten - Thursday, 3rd April 2025
- Grade I- IX - Friday, 4th April 2025

2. **School Timings for the Academic Session 2025-26:**

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|-----------------------|-----------------------|
| • Playschool | 09:00 am to 12:30 pm |
| • Nursery LKG & UKG | 08:30 am to 12:30 pm |
| • Grade I to Grade IX | 08:30 am to 02: 15 pm |

Note:

- **Pick & Drop on the first day will be done by the parents for all the new admissions** (On footers as well as walkers).
- **For the first two days (Thursday, April 3rd & Friday, April 4th), Kindergarten school hours will be from 8:30 AM to 11:00 AM** to help our little ones settle in comfortably.

3. **Working Days:** Students have a five-day week (Monday to Friday). Office would be working on all Saturdays except for Second Saturday.

4. **Books and Uniform:** The uniform and books will be available from March 17, 2025, onwards. Parents can procure the same from the school between 10:00 a.m. and 3:00 p.m. on all working days.

After procuring the same, kindly use a permanent marker to label all the books, stationery, uniforms, and shoes for your child.

Note: Students in kindergarten section must submit/send the labelled books and stationery to the class teachers on the first day of the session.

5. **School Transport:** - Parents who wish to opt for school transport should fill out the transport form and meet the transport in-charge, Mr. Ankur, within the next week, i.e., March 18 – March 23 mandatorily.

ID card: Kindly submit two photographs each of the student, father, mother, and guardian (the person who will pick up and drop off the child at the school) for I-Card. It can be submitted at the school's front desk by March 23. It is mandatory for students to wear the I-Card during school hours. **Parents and guardians must carry their parent ID- card issued by the school at the drop-off and pick-up times.**

6. School Dispersal:

- **On footers:** Students will be handed over to parents at the school reception.
- **Transport Users:** Students will be dropped off at their respective drop points, as informed by the transport in-charge.

Note: Students who avail of the school bus facility will not be handed over to the parents either from the bus queue or once the child has boarded the bus. If you wish to pick up your ward (only in case of an emergency), you must contact the school reception at least one hour before the dispersal time, and a letter for the same needs to be sent to the school mail ID.

7. Other Important Instructions:

- Kindly keep one extra pair of clothes, hand towels, and diapers in the bag (for Play-way and Nursery students).
- Students must attend school in the prescribed summer or winter uniform as per the school notifications.
- The apron is an integral part of the school uniform and must be worn on a daily basis. **It is mandatory for students from Grade Play way to Grade II.** Parents need to procure the same along with the school uniform.
- Students must bring their own fruit tiffin, lunch box, and water bottle.
- You are requested not to send your ward to school if she is unwell or has an appointment with the doctor. No half-day leave will be permitted.
- The Almanac, ID card, and parent manual will be issued by the school.
- A daycare facility is available from 12:30 p.m. to 2:15 p.m. for Kindergarten students with additional charges. Parents interested in availing themselves of it are requested to contact the front office.

With Best Regards



Ms. Sandhya Kumaria

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