



Circular No. 241

Date: 10/03/2025

COMMENCING OF NEW ACADEMIC SESSION (2025-26)

"Nothing is predestined. The obstacles of your past can become the gateways that lead to new beginnings"

Dear Parent,

The academic session 2024-25 has definitely been challenging for all of us, as we unlearned the 'old ways' of doing things and relearned several new 'ones'. We are extremely proud of the resilience exhibited by our young learners who have wonderfully coped with the challenges and difficulties that came packaged with an ever changing educational scenario. A word of gratitude for our ever supportive parents, who kept pace with the school and extended full cooperation.

We at **GURU NANAK E.M. PUBLIC SCHOOL, BBSR** look forward to step into the new academic session **(2025-26)** with our eyes set at the zenith of success and glory.

BEFORE WE EMBARK INTO THE NEW ACADEMIC SESSION, 2025-26, PLEASE MAKE A NOTE OF THE FOLLOWING POINTS :

FINAL PTM/Books & Notebooks distribution/Re-admission

CLASS	DAY & DATE	TIMINGS	REMARKS
VIII & IX	Dt: 20/03/2025 (THURSDAY)	9:00 am. – 10:00 am.	THE SESSION (2024-25) FOR CLASS NUR TO CLASS IX SHALL COME TO AN END ON 8 th MARCH, 2025.
VII & VI	Dt: 21/03/2025 (FRIDAY)	9:00 am. – 10:00 am.	
V & IV	Dt: 22/03/2025 (SATURDAY)	9:00 am. – 10:00 am.	
I, II & III	Dt: 24/03/2025 (MONDAY)	9:00 am. – 10:00 am.	
NUR, LKG & UKG	Dt: 25/03/2025 (TUESDAY)	9:00 am. – 10:00 am.	

Refer to the staggered timings of PTM that will be shared by the Class Teachers through Broadcast Groups a day prior to the PTM date. Parents are requested to stick to the staggered timings to avoid Traffic snarls outside the school gate.

The prescribed book list session 2025-26 along with rates is available on the school website.

www.gnps2bbsr.com

ORIENTATION DAY FOR THE STUDENTS (NEW SESSION)

School Timing : 8:00 am. – 2:00 pm. for the Session 2025-26

CLASS	DAY & DATE	TIMINGS
Class-I to V	02-04-2025 (Wednesday)	8:00 am. to 9:00 am.
Class-VI to VIII	02-04-2025 (Wednesday)	8:00 am. to 9:00 am.
PRE-PRIMARY	02-04-2025 (Wednesday)	8:00 am. to 9:00 am.

NB: Normal class will be continued after 9:00 am.

INDUCTION OF IX, X & XI CLASSES

CLASS	DAY & DATE	TIMINGS	REMARKS
Classes IX to X	24 th MARCH, 2025 (Monday)	8:00 am. to 2:00 pm.	Class Representative of each class will induct the new joinees in Class Rooms along with the parallel Class Teachers.
Class XI	02 nd Apr, 2025 (Wednesday)	8:00 am. to 2:00 pm.	Class Representative of Class XI will induct the new joinees in Class Room.

List of **Class Teachers NUR to Class XI** (Session 2025-26) will be uploaded on the school website in the last week of Mar, 2025.

Students of Classes I-V will report to their old class rooms on 02nd Apr, 2025 at 08.00 a.m. from where they will be escorted by their new Class Teachers to the class rooms allocated for Session 2025-26.

Students of Classes Pre-Primary (NUR-UKG) will be escorted from the School gate by their new Class Teachers to the class rooms allocated for Session 2025-26.

SCHOOL TIMINGS

CLASS	TIMINGS
NUR – STD-I	8:00 am. to 12:00 pm.
Classes - II to XI	8.00 am. to 02.00 pm.

During the month of Apr/May, if the heat wave is intense, the School may function from 07.00 am. onwards for Classes NUR to XI. This is subject to orders received from the state authority.

ID-CARDS & SCHOOL UNIFORM

The Student ID cards will be handed over for the academic session 2025-26 latest by 30 Apr, 2025. **Any loss / damage** of the ID Card is to be reported to the class teacher for issuance of a new card on payment of **Rs. 100/**. In case of change of address, a fresh card will be issued on receiving an application along with **Rs. 200/-** The initial cost of fresh ID-Cards will be borne by the school.

It is mandatory for all students to use uniform as prescribed by the school. It has been observed that some students use uniforms which do not conform to the prescribed colour and design. Such students will be marked as Uniform Defaulters.

Parents may purchase uniform from the below mentioned address between 11. A.M. to 8 P.M. from 18 Mar, 2025 onwards.

Name of the Shop: Roop Rekha Fancy Store

Address : L-3 Kalpana Square in front of the Federal Bank, BBSR- 751014 (Odisha)

Phone No. : 7894935219

(ISSUES RELATED TO RATES AND QUALITY OF SCHOOL UNIFORM MAY BE COMMUNICATED TO THE SCHOOL PRINCIPAL VIA E-MAIL gnps2bbsr@gmail.com)

UNIFORM SHOES

The school has prescribed black shoes of a specific design. However, other makes of the specified design and quality are acceptable. It is mandatory for all students to use shoes of prescribed design and quality. Students using other type of shoes will be marked as uniform defaulters.

PARENTS MAY PROCURE SHOES FROM THE SHOP DIRECTLY

Parents are to ensure that the shoes are washed once a week by their wards to maintain high standards of hygiene. It may be noted that a smart turn out speaks of good grooming of a child by the parents.

MEDICAL ALERT NOTIFICATION

Parents are required to download the Medical Alert Notification Proforma from the School Website www.gnps2bbsr.com/download-forms-docs/ and submit the same with essential documents to the Class Teacher of the child latest by 30 April 2025.

Also, in case of a long sickness of more than 2-3 days, the school needs to be informed through an e-mail / letter, addressed to the School Principal, through the class teacher with regard to the nature of illness and the number of days the student is likely to be away from school. Keeping the safety and well-being of all our students, parents are requested that students suffering from cold, cough, fever or any other contagious diseases should not be sent to school, till the mandatory period of quarantine is over.

A FITNESS CERTIFICATE BY A REGISTERED MEDICAL PRACTITIONER NEEDS TO BE SUBMITTED WHEN THE CHILD RESUMES SCHOOL AFTER A PROLONGED ILLNESS.

PAYMENT OF SCHOOL FEE (2025-26)

For the session 2025-26, beginning w.e.f. 2nd Apr, 2025 parents are requested to log on to the Parent Portal (for online payment of School Fee. Fee can also be paid through crossed cheques by the 16th of the payment month between 8:30 am. and 11:30 am. on all working days. Parents wanting to drop the cheques in the drop box in the guard room due to paucity of time may do so and can download the receipt from the parent portal. **PLEASE NOTE, NAME OF THE CHILD / CLASS / SECTION / MOBILE NO. SHOULD BE WRITTEN ON THE BACK SIDE OF THE CHEQUE.**

The Fee Structure is available on the School Website (www.gnps2bbsr.com).

SCHOOL DUES. ALL SCHOOL DUES MUST BE CLEARED BEFORE THE FINAL PTM.

TRANSPORT

Students can avail School Transport subject to the availability of seats. The Transport routes are available on the school website. Some more bus routes, may be added in the new academic session on the request of parents.

For any assistance / clarification related to School Transport, kindly contact the Transport I/C, Mrs. SANGEETA (9938832399). Please note, bus routes cannot be altered to suit individual conveniences. **Bus fee will be payable for 11 months.**

Parents / Guardians of students using school transport, desirous of taking their child / ward in the personal vehicles under **exceptional circumstances**, may do so with the express permission of the concerned **AUTHORITIES in writing**. This has been necessitated keeping in mind the prevailing law and order situation and safety of the students.

SCHOOL DECORUM

It has been observed with concern that parents / guardians visit the school premises for various reasons in an attire which is NOT considered appropriate to the decorum and dignity of the premier and prestigious institution like GURU NANAK E.M. Public School, BBSR. Hence, all parents/guardians/visitors are expected to visit the school premises in an appropriate attire and **slippers, shorts, night dresses, track suit etc are to be avoided at all costs**, failing which the entry of such personnel will be denied and they will NOT be entertained to resolve the purpose of their visit.

It is also observed that the parents / guardians request to see the various school authorities at any time convenient to them. It is strongly felt that, while this may be convenient to the parents / guardians, it is NOT so for the school authorities who are engaged in other activities. **Therefore, the parents / guardians are advised to adhere to the laid down timings given in the School Almanac to meet the School Authorities as indicated against their designation.**

Similarly, the parents / guardians are advised to refrain from visiting the school for handing over to their wards the 'forgotten' tiffin box / books/or any other such items. Needless to say, besides disturbing the concerned ward from the school activities, it also causes additional strain in pulling out the human resources from duty areas to hand over such articles to the concerned child.

Students are not permitted to leave the classes during school hours, in an emergency, parents are to report in person to the school reception with a request, addressed to the Principal. Students will not be sent with drivers/friends/relatives without the written request of the Parent.

REDRESSAL OF PARENT GRIEVANCES

The school will aim to be fair, open and honest when dealing with any complaint. Parents who have a concern or complaint, should normally raise these in the first instance with their child's Class Teacher by email requesting a meeting. If the parent is not satisfied with the response of the Class Teacher they should contact the HR or PRINCIPAL who will then be able to liaise with relevant staff or refer the parent directly to the Principal. Parents wanting to see the Principal directly on a matter of great importance or sensitivity, may write an email to the Principal confidentially to the mail id – gnps2bbsr@gmail.com.

Parents are requested to peruse the School Website on a regular basis to keep themselves updated about the School and other related details. www.gnps2bbsr.com

Once again, the academic year will be an year of setting and reaching attainable goals, working harder and smarter and taking the school and student achievement to the next level of "GREATNESS". I look forward to working with all of you and reach for newer academic heights. On behalf of the Staff of GURU NANAK E.M. PUBLIC SCHOOL, BBSR I welcome all the students on board and thank the parents for being a part of the GNPS Parivaar where

SUCCESS IS NOT AN OPTION.....BUT AN EXPECTATION.



PRINCIPAL

SUDHANSU SEKHAR PANDA
Principal
Guru Nanak English Medium
Public School-II
Gudiapokhari, Bhubaneswar