

Cir. /2017-18/105

March 16, 2018

**LAKSHMIPAT SINGHANIA ACADEMY
12-B ALIPORE ROAD, KOLKATA 700 027**

NOTICE FOR MONTESSORI – SECTION A

Dear Parents,

Kindly note the following details:

1. New Academic Session begins on **Monday, April 16th, 2018**. Children will report to school at 08:00 a.m. and be dispersed at 10:00 a.m. from **Monday, April 16th, 2018 to Friday, April 27th, 2018**. Regular dispersal (i.e. at 11:00 a.m.) will commence from **Monday, April 30th, 2018**. Please ensure that children must report to school on time.
2. Kindly come personally with the Admit Card and collect your ward from the school till you get the ID and Escort Card.
3. Children must come neatly dressed in school uniform. They must carry a napkin, a set of clothes, academic planner and tiffin box every day. All the items must bear the child's name, class and section.
4. Leave of absence for upto 2 days must be recorded in the academic planner. For more than 2 days – a separate letter must be sent the next day to the school office. In case of illness, a medical certificate should support the letter. The letter **MUST** have the name of the child, class and section. It should be on proper A-4 size paper and addressed to the Principal.
5. **Kindly submit the following to the HRT on Monday, April 16th, 2018**
 - a. 4 passport size photographs of your ward in School Uniform.
6. You may check the school website **www.lsakolkata.com** for any details.

For **LAKSHMIPAT SINGHANIA ACADEMY**

**Meena Kak
PRINCIPAL**

Cir. /2017-18/106

March 16, 2018

**LAKSHMIPAT SINGHANIA ACADEMY
12-B ALIPORE ROAD, KOLKATA 700 027**

NOTICE FOR MONTESSORI – SECTION B

Dear Parents,

Kindly note the following details:

1. New Academic Session begins on **Monday, April 16th, 2018**. Children will report to school at 10:00 a.m. and be dispersed at 12:00 noon from **Monday, April 16th, 2018** to **Friday, April 27th, 2018**. Regular dispersal (i.e. at 01:00 p.m.) will commence from **Monday, April 30th, 2018**. Please ensure that children must report to school on time.
2. Kindly come personally with the Admit Card and collect your ward from the school till you get the ID and Escort Card.
3. Children must come neatly dressed in school uniform. They must carry a napkin, a set of clothes, academic planner and tiffin box every day. All the items must bear the child's name, class and section.
4. Leave of absence for upto 2 days must be recorded in the academic planner. For more than 2 days – a separate letter must be sent the next day to the school office. In case of illness, a medical certificate should support the letter. The letter **MUST** have the name of the child, class and section. It should be on proper A-4 size paper and addressed to the Principal.
5. **Kindly submit the following to the HRT on Monday, April 16th, 2018**
 - a. 4 passport size photographs of your ward in School Uniform.
6. You may check the school website **www.lsakolkata.com** for any details.

For **LAKSHMIPAT SINGHANIA ACADEMY**

**Meena Kak
PRINCIPAL**

