

Cir. /2023-24/ 40

March 20, 2024

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

Dear Parents,

As we come to a close of another enriching academic session and look forward to a new one, it is a good time to reflect and extend our heartfelt gratitude and sincerest appreciation to our parents and students for their unwavering support and cooperation.

Looking back on the experiences, challenges, and triumphs we have encountered, it is evident that growth and learning have been our constant companions. Like the previous years, the Academy has been recognized by various organizations for its concerted efforts.

At the International Space Settlement Design Competition, the team emerged as winners for the 5<sup>th</sup> time, after competing in the Indian and Asian rounds. Our students won the Platinum Award at the International Cyber Fair among the 45 projects that were submitted globally. At the Education World 2023-24 Rankings, the Academy emerged as Number 11 in India and Number 1 in Kolkata and West Bengal in the co-educational day school category. LakshmiPat Singhania Academy has also received the ET TechX School Excellence Award by Brainfeed, along with the Indian School Award 2023 for demonstrating exceptional performance in fostering a holistic learning environment, promoting global citizenship and implementing innovative teaching practices. At the World Education Congress Award, the school was awarded as the Most Influential School. At the National School Award 2023, the Academy has been crowned as the Best School with Experiential and Stem Learning from West Bengal at the National level.

This session became a little more special as our students represented the school at the national level, and interacted with the dignitaries as part of the National Technology Day celebration and 3<sup>rd</sup> Anniversary of NEP. Their projects "Jeevanam" and "Nerro" were appreciated by one and all. This gave our students a platform to hone their leadership skills, and be future ready.

The ATL ecosystem in our Academy added another feather to its cap with the Young Innovator's Program (YIP), a platform by IIT Kharagpur, where two of our teams namely, Jeevanam and The Three Blues reached the final round of YIP 2023. The Three Blues team was awarded as the best project, earning them a cash prize of Rs. 50,000/- and a memento. Our students excelled at the Kshitij Fest, also organized by IIT Kharagpur.

The Telegraph Education Foundation awarded us with the prestigious award for Academic Excellence, Honour for Excellence in Extra-Curricular Activities, Social Service and Appreciation for a School that Cares. Our Academy was declared "School of the Year" and was also awarded for Academic Excellence in the CBSE category at the Gurukul Awards 2023.

At the INTACH FILMIT 2023-24 Awards, the Academy won in two categories this year - the Best Visuals and the Best Direction. At Kolkata International Children Film Festival, the fiction film on plastic and its menace won the first position. At Zenith, a karate tournament, we emerged Overall Champions. The Academy was awarded the Best School of the Year Award at the Indian Glory Awards 2024.

We take this opportunity to acknowledge our students' achievements and recognise their growth and progress, cherishing the memories made, both inside and outside the classroom, and celebrating the journey that has led us to this moment.

In this age of technological advancements and digital communication, the essence of the irreplaceable human connection is at risk of being overshadowed. So, we encourage prioritizing face-to-face interactions for adolescents to develop essential social skills, cultivate empathy, promote mental well-being, and enhance their sense of identity. Values that are imbibed in school to be reinforced at home too. Spending quality time with them, respecting their views, and making them aware of facing the consequences of their actions will help them become responsible citizens of the society and the country at large.

As partners in your ward's education and well-being, we value your input and hence invite suggestions for academic improvement along with the safety and security of the students. In line with this commitment, we aim to organise collaborative meetings to arrive at amicable solutions regarding the issues of concern. Together we can mould the personality of our students that would be worth emulating by others. They would leave the protective boundary of the Academy ready to face the challenges as a true LSAite.

We encourage our students to approach the upcoming year with enthusiasm, curiosity, and a commitment to continuous improvement, embracing the opportunities for learning that lie ahead. Thank you for entrusting us with your child's education, and we look forward to continuing our journey together in the forthcoming academic year.

**For Lakshmipat Singhania Academy**

Meena Kak

**Director**

### **IMPORTANT INFORMATION FOR THE ACADEMIC SESSION 2024-25**

- 1) Section allocation for the Academic Session 2024-2025 is given in the report card.
- 2) House allocation of Class I is mentioned in the report card.
- 3) Book list and date schedule for collection of books is attached in this circular.
- 4) Choice of Special Activity (Classes III – V & X - XII) and 3<sup>rd</sup> Language (Classes V- IX) has been attached.
- 5) Choice of 3<sup>rd</sup> Language (Classes V) and those who opted for French / German (VI – IX) need to submit the consent form attached.
- 6) Child Profile is to be filled up by the Parents / Students of classes III, VI, IX & XI
- 7) 4 passport size photographs in regular school uniform to be submitted to the HRT by 25<sup>th</sup> April, 2024. Photograph should be taken in school uniform not before 1<sup>st</sup> April, 2024.
- 8) A link for uploading all information related to Escort/ Identity card will be shared soon.
- 9) Details about all classes will be available on Campuscare. The process for accessing the same will be notified by the HRT in the reopening week.
- 10) The old ID & Escort Cards will be valid till your ward gets the new ones from school.

#### **Hard copies of the following are to be submitted on the re-opening day to the HRT.**

- a) 1<sup>st</sup> page of the Final Report Card of the last academic session
- b) Health Card
- c) Special Activity Format (III - XII)
- d) 3<sup>rd</sup> Language Format (Class V - VIII)
- e) Child Profile (III, VI, IX, XI) & new students from Class III onwards
- f) Consent Form (Use of photographs/video/audio)

#### **BOOKS, EXERCISE BOOKS AND STATIONERY:**

EXERCISE BOOKS / WORKSHEETS MUST BE BOUGHT FROM THE RECOMMENDED VENDORS - SWAYAMBHAR BOOK STORE / ORIENTAL PUBLISHERS & DISTRIBUTORS. Text Books / stationery may be procured from the recommended vendor or any other source. Please check the school website for the booklist.

#### **FEES:**

Fees for the first Quarter of the Academic Session 2024 - 25 will have to be paid ONLY BY ONLINE MODE and any time from **5<sup>th</sup> April 2024 to 15<sup>th</sup> April 2024**. All procedural details regarding online payment appear on the school website [www.lsakolkata.com](http://www.lsakolkata.com). School fee structure for various class groups for the academic session 2024 - 25 is available on the said website (Mandatory Public Disclosure section). Relevant rules also appear in the Academic Planner available on the website.

**DATES FOR COLLECTION OF BOOKS AND STATIONERY**

**MONTESSORI TO CLASS V (2024-2025)**

Text Books, Exercise Books, Recommended books, Worksheets & Stationery

will be available at:

**SWAYAMBHAR**

94, P. Majumder Road, (Indu Park), Kolkata - 700 107

(Opposite Siemens, after Gitanjali Stadium)

Phone: **033** 2441-3248/4861/4862

**Exercise Books / Recommended books/Worksheets must be bought from the recommended vendor Swayambhar Book Store**

Parents may purchase Text Books / Stationery items from them or others.

Please check the school website for the booklist of all classes

DATE	09:00 a.m.– 11:00 a.m.	11:00 a.m. – 01:00 p.m.	01:00 p.m. – 03:00 p.m.	3:00 p.m. – 05:00 p.m.
<b>21.03.2024</b>	Montessori & Pre-School I			
<b>22.03.2024</b>	PS II A	PS II B	PS II C	PS II D
<b>23.03.2024</b>	I A	I B	I C	I D
<b>27.03.2024</b>	II A	II B	II C	II D
<b>28.03.2024</b>	III A	III B	III C	III D
<b>29.03.2024</b>	IV A	IV B	IV C	IV D
<b>30.03.2024</b>	V A	V B	V C	V D
<b>31.03.2024</b>	All classes			
<b>01.04.2024</b>	All classes			

Parents are requested to strictly adhere to the time slots given to avoid overcrowding at the venue. No loose items will be available for purchase during the period except 31.03.24 and 01.04.24

**DATES FOR THE COLLECTION OF BOOKS AND STATIONERY****Classes VI – XII (2024 – 2025)**

Text Books, Exercise Books, recommended books, Worksheets & Stationery will be available at:

**ORIENTAL PUBLISHERS & DISTRIBUTORS PVT. LTD.**

**68A/2, PEARY MOHAN ROY ROAD, CHETLA**

**NEAR 24 PALLI DURGA PUJA (YUBA SANGHA CLUB), KOLKATA - 700027**

**CONTACT NO: - 8910499817**

**Exercise Books / Worksheets must be bought from the recommended vendor Oriental Publisher & Distributor.**

Parents may purchase Text Books / Stationery items from them or others.

Kindly check the website for the booklist.

Dates	8:30 a.m. – 10:30 a.m.	10:30 a.m. – 12:30 p.m.	12:30 p.m. – 2:30 p.m.	2:30 p.m. – 4:30 p.m.
04/03/2024	XII-A	XII-B	XII-C	XII-D
22/03/2024	VI-A	VI-B	VI-C	VI-D
23/03/2024	VII-A	VII-B	VII-C	VII-D
27/03/2024	VIII-A	VIII-B	VIII-C	VIII-D
28/03/2024	IX-A	IX-B	IX-C	IX-D
29/03/2024	X-A	X-B	X-C	X-D
30/03/2024	Cambridge (VI –VIII)			
02/04/2024	XI Science & Humanities		XI Commerce	
03/04/2024	XI Science & Humanities		XI Commerce	

Those who are unable to collect Text Books / Stationery items on the above mentioned dates, they may collect as per the following schedule.

Dates	8:30 a.m. – 10:00 a.m.	10.30 a.m. – 12.00 noon	01.00 p.m. - 03.00 p.m.
31/03/2023	All classes except XI		
01/04/2023	All classes except XI		

**MEAL MENU**

Dear Parents,

We believe that along with nurturing the minds of the children the body needs nourishment too.

We have designed a meal plan for your kind reference. You may vary the plan as per your ward's likes and dislikes. Just ensure that the meal is healthy.

<b>Monday</b>	* Puri Or Roti, Sabji / Stuffed Paratha / Chilla Or Vegetable Sandwich / Pav Bhaji
	*Any Seasonal Fruit
<b>Tuesday</b>	*Poha / Upma /Idli / Sandwich / Vegetable Or Paneer Cutlet With Garlic Bread
	* Sprouted Moong - Chana Or Nuts
<b>Wednesday</b>	*Chirwa Pulao / Cheese Toast Or Stuffed Toast / Baked Beans And Toast / Bread Pulao / Uttapam
	*Fruit Salad
<b>Thursday</b>	*Vegetable Fried Rice / Brown Bread Sandwich / Roti Or Puri-Sabji / Vegetable Roll
	*Sweet – Sandesh/ Barfi
<b>Friday</b>	*Their Favourite Food Items

**N.B. Children should bring a napkin daily to school.**

**NEWSPAPER SUBSCRIPTION**

Dear Parents,

Empowering students with new cutting-edge knowledge through various educative and informative activities is a commitment and tradition of our Academy. It not only nurtures progress and innovation, but also serves as a catalyst of education and interaction, as well as a window into the minds of the quintessential Indian youth.

We wish to continue the tradition of reading newspapers and using it as a teaching tool in the classes and have scheduled the payment therefore as denoted below :-

<b>CLASSES</b>	<b>NAME OF THE SUBSCRIPTION</b>	<b>NO. OF COPIES</b>	<b>SUBSCRIPTION AMOUNT</b>
PS II - I	Telekids	50	Rs. 100
II	TTIS	50	Rs. 260
III – VIII	NIE	160	Rs. 480
X & XII	Young Metro	130	Rs. 325
IX & XI	Young Metro	180	Rs. 450

**PROCEDURE FOR PAYMENT:**

Bills for the Newspaper Subscription shall be uploaded on the eazypay.icicibank.com platform along with the fees of the first quarter, under the Miscellaneous column.

**NOTICE FOR 3<sup>rd</sup> LANGUAGE : CLASSES V - VIII**

Dear Parents,

As informed earlier in Circular No. 30, students are to study two native languages, along with English, from Class V to Class VIII. In this context, Sanskrit / Bengali / Hindi will be offered as 3<sup>rd</sup> Language to the students of Classes V to VIII in the academic session 2024 -25. Kindly fill in the consent form indicating the choice of 3<sup>rd</sup> Language subject for your ward, as per the guidelines given below -

- Students who have **Bengali as their 2<sup>nd</sup> Language** can only opt for Hindi as their 3<sup>rd</sup> Language.
- Class V students with **Hindi as their 2<sup>nd</sup> Language** are requested to mention their 1<sup>st</sup> and 2<sup>nd</sup> choice.
- Students from **Classes VI – VIII** who had opted for French or German as their 3<sup>rd</sup> Language are also requested to fill the consent form by selecting either Bengali or Sanskrit.
- This form is to be submitted to the HRT on Monday 1<sup>st</sup> April 2024.

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**CONSENT FORM (to be handed over to the HRT on the reopening day)**

I hereby would like to confirm that my ward \_\_\_\_\_  
of Class \_\_\_\_\_ Section \_\_\_\_\_ will be opting for 1) \_\_\_\_\_ 2) \_\_\_\_\_  
as his/her 3<sup>rd</sup> Language.

Parent's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**SPECIAL ACTIVITIES (FOR CLASSES III - XII)**

Sr. No	III-V	Sr. No	VI – VIII	Sr. No.	IX - X	Sr. No.	XI - XII
1	Quiz & Debate	1	Youth Club	1	Youth Club	1	Youth Club
2	Cookery	2	Cookery	2	MUN	2	Chess
3	Pottery	3	French	3	Western Dance	3	Personality Development
4	Eco Club	4	Fine Arts	4	Fashion Designing	4	Western Dance
5	Art and Craft	5	Mathematics	5	Design Thinking	5	Design Thinking
6	Mathematics	6	Chess	6	Entrepreneurship	6	Cinerama Club
7	Chess	7	Western Vocals	7	Moot Court	7	Photography
8	Science Club	8	Western Dance	8	Fine Arts	8	Fine Arts
9	Eastern Dance	9	Eco Club	9	Cinerama Club	9	Western Vocals
10	Drama & Miming	10	Photography	10	Photography	10	MUN
11	French	11	Financial Literacy	11	Pottery	11	Cookery
12	Design Thinking	12	Fashion Designing	12	Cookery	12	Drama & Miming
13	Western Vocals	13	Audio Video Editing	13	Journalism	13	Eco - Club
14	Eastern Vocals	14	Design Thinking	14	Eco Club	14	Maths Club
15	German	15	Pottery	15	TinkerWorks	15	Pottery
16	Personality Development	16	Drama & Miming	16	Financial Literacy	16	German
		17	German	17	French	17	French
		18	TinkerWorks	18	Drama & Miming	18	Journalism

Kindly give your 1<sup>st</sup> and 2<sup>nd</sup> preferences and submit to the HRT on 1<sup>st</sup> April 2024.

Student's Name : \_\_\_\_\_ Class & Section : \_\_\_\_\_

1<sup>st</sup> preference : \_\_\_\_\_

2<sup>nd</sup> preference : \_\_\_\_\_

Parent's Signature : \_\_\_\_\_

Date : \_\_\_\_\_

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**TO BE FILLED IN BY THE HRT**

SPECIAL ACTIVITY ALLOTTED – \_\_\_\_\_

HRT's SIGNATURE - \_\_\_\_\_

**HEALTH CARD**

Please fill up the following details of your child, and submit the medical reports (if any) to the HRT by **Monday, 1<sup>st</sup> April, 2024.**

Name \_\_\_\_\_ Gender \_\_\_\_\_ Class \_\_\_\_\_ Sec \_\_\_\_\_ Age \_\_\_\_\_

Height in cm \_\_\_\_\_ Weight in kg \_\_\_\_\_ Blood Group \_\_\_\_\_ Admission no \_\_\_\_\_

(\* Vision: L: -----/6 R: -----/6

**Medical Information**

a: Oral Hygiene \_\_\_\_\_

b. Blood Pressure \_\_\_\_\_

c. Allergy-specify if any \_\_\_\_\_

d. Recent injuries, if any \_\_\_\_\_

e. (\*) Brain / Spinal Cord Injury if any \_\_\_\_\_

f. Communicable disease infected with, mention name if applicable \_\_\_\_\_

g. (\*) Chronic / Critical diseases, if any \_\_\_\_\_

h. Vaccinations (tick against immunizations given)

1. BCG  2. HEPATITIS B  3. ORAL POLIO  4. CHICKEN POX  5. DPT  6. TETANUS  7. TYPHOID

8. HEPATITIS A  9. MMR  10. Covid 11  Any other \_\_\_\_\_

- Does your child take any special medicine: YES  / NO .  
If yes, specify with reason \_\_\_\_\_
- Would you like to keep the special medicine with infirmary in-charge with dosage specified? YES  / NO
- Does your child wear contact lenses? Yes  / No
- Does your child have limitations on any physical activity? Yes  /NO : \_\_\_\_\_ kindly specify the limitation, (if any) \_\_\_\_\_

In case of an emergency please contact:

Contact Person's Name & Relation \_\_\_\_\_ Phone no. \_\_\_\_\_

I hereby give consent for emergency measures to be initiated in case of an accident or sudden illness.

I certify that all information furnished on this card is complete and correct.

Signature of the Mother \_\_\_\_\_ Signature of the Father \_\_\_\_\_

Relationship with the student \_\_\_\_\_

(\* Medical Reports – Vision / Chronic / Critical Diseases, Brain / Spinal Cord Injury submitted: YES  /NO

**CONSENT FORM (Session 2024-25)**

[For Photographs/ Audio recordings / Video Footage]

Dear Parents/ Guardian,

We wish to seek your permission for capturing photographs/audio/video footage of your ward during the School events / classroom activities. These will be published on the school's website, other digital platforms and newspapers for showcasing their talents and motivating our students.

Kindly note, there are third parties that would be able to view the photographs.

By signing the attached form below, it means that you agree to the following:

1. The school can use the photographs, audio recordings and video footage or all three of your ward as and when required in the ways mentioned above.
2. The school will use your ward's photograph, audio recordings, video footage or samples of his / her work for educational purpose and not for any commercial use.
3. All such photographs, video or audio recordings and any reproduction thereof shall remain the property of the school.

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**PARENTAL CONSENT AND AUTHORIZATION (Session 2024-25)**

[For Photographs/ Audio recordings / Video Footage]

Full Name of the Student: \_\_\_\_\_

Class \_\_\_\_\_ Section \_\_\_\_\_ Admission Number \_\_\_\_\_

Consent given:  YES  NO

Full Name of Parent/ Guardian: \_\_\_\_\_

Signature of Parent/ Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

**LEAVE APPLICATION - STUDENTS**

<b>Name of the student</b>	
<b>Class &amp; Section</b>	
<b>Admission Number</b>	
<b>Dates of Absence</b>	
<b>Reason for absence</b>	
<b>Parent's Phone number</b>	
<b>Name of the HRT</b>	
<b>Date of submission</b>	

**Note :**

1. Leave Application to be submitted in the above format for availing leave for more than 2 days.
2. For Sick Leave, a Medical Certificate from a registered Medical Practitioner MUST be scanned and attached along with the Leave form.
3. Must be sent from personal registered email id only to [office@lsakolkata.com](mailto:office@lsakolkata.com)



# Lakshmipat Singhania Academy

12B, Alipore Road, Kolkata – 700 027, Phone: 2479 3600

Mother's  
Photograph

Father's  
Photograph

Student's  
Photograph

Guardian's  
Photograph  
(Only if  
applicable)

### CHILD PROFILE

Pupil's Name : \_\_\_\_\_ Boy/Girl Date of Birth: \_\_\_\_\_  
Class : \_\_\_\_\_ Sec: \_\_\_\_\_ Session: \_\_\_\_\_ Admission No. \_\_\_\_\_ Blood Group: \_\_\_\_\_

### TO BE FILLED UP BY THE PARENTS

- Does the pupil have some Special Ability / Talent / Interest / Hobbies, naturally gifted or otherwise? If so specify:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- How much time do you devote to your child? What activities do you do together?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- How would you ensure emotional wellbeing of your child?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Arrange the following in order that you as a parent believe in : a) Physical fitness b) Emotional strength c) Discipline  
\_\_\_\_\_  
\_\_\_\_\_
- What kind of support do you expect from the school?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- What kind of support you may give to the school?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. How do you ensure your child uses technology judiciously?

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8. What challenges do you face while monitoring study time of your ward at home?

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Signature of Parent / Guardian

Date

**THIS PORTION TO BE ATEMPTED BY THE CHILD ONLY [CLASS III AND ABOVE]**

**NOTE:** There are no 'Right' and 'Wrong' answers because everyone has the right to his / her own view. For the best results answer truthfully.

1. What strategies do you adopt to overcome your area of concern?

AREAS OF CONCERN [1] \_\_\_\_\_  
\_\_\_\_\_  
[2] \_\_\_\_\_  
\_\_\_\_\_

2. How will you bring collaborative spirit among your classmates?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. How would you help the new entrants of your class to settle in the new environment?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Mention one strength of your school that you admire.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. What do you wish to change in the school environment?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. What do you do if you see a particular child being bullied by some other child/children?

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7. How working in a group helps viz a viz working on your own?

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8. Can computer substitute teachers? Comment.

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9. Name one electronic gadget that you purchased in last one year and how it helped you.

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10. What strategies do you adopt to achieve your goals?

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Signature of student

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Date