28 February 2019

Dear Parents and Guardians,

Greetings from Don Bosco School, Park Circus!

Great joy and satisfaction fills my mind as I write these few lines at the end of yet another fruitful year.

My heartfelt appreciation and thanks to our Rector, Fr. Joy and Fr. Anandaraj and the other Salesians of the house. We thank them for their constant presence and support.

A very special word of gratitude to our teaching staff who constantly walked the extra mile with our children.

My gratitude also goes out to our support staff for their committed availability.

I am also thankful to you dear parents for your continuous support.

May God bless you all.

I would like to thank you all especially for all the financial support & prayers extended towards the treatment of little Arya Das. He is doing good now by the grace of God.

May I bring to your knowledge that as per the norms of the Prospectus, there will be an annual 12% increase on the tuition fees from the new scholastic year as the DA for the staff has been increased and a Special allowance is granted to them which we already started paying from January 2019.

Also, the ERP system has been upgraded for better administration and communication between parents and teachers and the administration.

Since Kolkata gets hotter during the months of April, May and June, we shall be following the Summer Time-Table for the said three months. Therefore, school will start at 7.35am and give over at 1.35pm for the Junior Section. The Senior section will start at 8.05am and give over by 2.10pm. The students need to reach the school 15 minutes before the above said time.

Kindly take note of the following important points:

1. Viewing of Answer Scripts:

- The students of the **Primary Section** will come along with their parents to view their answer scripts on Thursday, 14th March 2019.

  Timings: 8.00 am – 8.30 am : Roll Nos. 1 – 15
  8.30 am – 9.00 am : Roll Nos. 16 – 30
  9.00 am – 9.30 am : Roll Nos. 31 onwards.

The students of the Senior Section will also view their answer scripts on Thursday, 14 March 2019. They report to school at the usual time and will leave school by 11.30am

Any chance error/oversight noticed by the student must be brought to the notice of the teacher concerned immediately, failing which, no subsequent changes will be entertained. The students will be allowed to take their answer scripts home only on the Report day.

2. Report Day: Tuesday, 19 March 2019

- **Primary Section:**

  Timings: 8.00 am – 8.30 am : Roll Nos. 1 – 15
  8.30 am – 9.00 am : Roll Nos. 16 – 30
  9.00 am – 9.30 am : Roll Nos. 31 onwards.

- **Senior Section:**

  Timings: 10.00 am Roll Nos.: 1 – 15
  10.30 am Roll Nos.: 16 – 30
  11.00 am Roll Nos.: 31 – till the last

Kindly respect the allotted slot for collecting the Report Card. **Parents along with their wards must be present for the collection of the Report Cards.**
A student who does not collect his report on the Report Day will be considered withdrawn from the school and his name will be struck off from the school roll. All are expected to have paid the entire school fees for the Academic Session 2018-19.

3. Parents who, due to the exigency of time or even otherwise, would like to apply for Transfer Certificate for their sons, need to do so on or before Monday, 25 March 2019 by 12 noon. I wish those students who leave our School the very best and all God’s blessings and success.

4. **Distribution of Textbooks:**
   Textbooks will be made available by a Distributor in the school premises on the following days:
<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Classes</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>23.03.2019</td>
<td>Saturday</td>
<td>KG</td>
<td>9.00 am to 11.00 am</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Class – 1</td>
<td>11.00 am to 1.00 pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Class – 2</td>
<td>2.00 pm to 4.00 pm</td>
</tr>
<tr>
<td>24.03.2019</td>
<td>Sunday</td>
<td>Class – 3</td>
<td>9.00 am to 11.00 am</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Class – 4</td>
<td>11.00 am to 1.00 pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Class – 5</td>
<td>2.00 pm to 4.00 pm</td>
</tr>
<tr>
<td>25.03.2019</td>
<td>Monday</td>
<td>Class – 6</td>
<td>9.00 am – 11.00 am</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Class – 7</td>
<td>12.30 pm to 2.30 pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Class – 8</td>
<td>3.00 pm to 5.00 pm</td>
</tr>
<tr>
<td>26.03.2019</td>
<td>Tuesday</td>
<td>Class – 9</td>
<td>9.00 am – 11.00 am</td>
</tr>
</tbody>
</table>

Those who wish to avail this facility please adhere to the given date and time.

5. **ICSE & ISC 2019:** This year we have 204 students who are writing their ICSE Exams and 159 students writing their ISC Examinations. We wish them God’s blessings and every success.

6. **New Scholastic Year (2019-20):** The New Scholastic year will begin on **Wednesday, 03 April 2019.** The **Junior Section will have its Assembly at 7.35 am** and classes will give over by 9.30 am. The **Senior Section will have its Assembly at 8.05 am**. Classes 6, 7 and 8 will give over at 10.00 am and Classes 9, 10 and 12 will give over around 11.45 am on the first day.

7. **School Fees:** There will be an increase of about 12% in the monthly tuition fees of your son. May I remind you to clear the school fees every month on or before the due date.

8. **Transport:** It is advisable that your children use public transport or chartered buses / car pool to school and back. Reducing the traffic congestion shall add to your child's sense of social responsibility. **Please insist that the transporters reach school on time.** It is the responsibility of the parent to see that the condition of the vehicles as well as the papers are in order. Those of you who bring your wards on motor bike, make sure to use helmets for self and the pillion.

9. **Presentation and Personal Appearance:** Please note that the stationery for school uniform, monogram, belt and the neck tie etc are available at the school stationery. You may avail this facility. We insist on one particular type of material and shade for uniforms. **No other shades are permitted.** Neatness in appearance is a reflection of one’s character and this has a major role to play in instilling self-confidence in the student. Parents are requested to see that their children come neatly dressed to school.

10. **Vacations:** We have three major vacations during the school academic year. While preparing the calendar we have tried our best to keep in mind the needs of all. However, it has been noticed that some parents tend to extend these holidays for various reasons. You are requested to **plan your holidays in accordance with the school calendar.**

I wish you all, a very happy and fruitful Academic Year 2019-20!

With good wishes and invoking God’s blessing on you,

---

Fr. Bikash Mondal, sdb  
(Principal)