

**HOWARD PUBLIC SCHOOL**  
**HIMAYATNAGAR, HYDERABAD**

Circular No. 1

Dt: 31-March 2019

Dear Parent,

I on behalf of the Management and Staff would like to thank all the Dear Parents and students for a memorable Academic Year that has been concluded recently. In the 33<sup>rd</sup> year of our service to the cause of imparting quality Education, we solicit the cooperation of the parents in all our endeavors.

**PLEASE NOTE THE FOLLOWING POINTS**

1. **Term Vacation:** Term Vacation for all the classes will be from **22-04-2019 to 11-06-2019**
2. **Please note:**
  - Students are expected to attend the classes on all days
  - No permissions to go out of earlier or permissions to join later than the reopening day will be granted
  - Subject enrichment test will be conducted in the month of April
  - Test missed will not be reconducted.
3. Academic session for the year 2019-20 Re-commences from **12th June 2019(Wednesday)**.
4. Holiday work/ project work should be submitted on the reopening date positively.
5. **Reporting to school on the reopening day is mandatory.** In case any student is not able to come on the reopening day, parents of such students should take prior permission from the Principal.
6. ID Cards for the students of all classes are being prepared. Any change in the address or telephone number should be intimated in the office immediately. Please note that only one mobile number which is in regular use is to be submitted (for sending the messages).
7. **Fee for the I term should be paid on or before 30<sup>th</sup> April 2019. Fee received after 30<sup>th</sup> April 2019 will carry a late fee of Rs 200/- upto. Thereafter the student name is struck off from the rolls.**
8. The office will remain open during the summer vacation from **1<sup>st</sup> May to 11<sup>th</sup> May & from 27<sup>th</sup> May to 1<sup>st</sup> June 2019** between **9.00 A.M and 12 Noon**. The office will remain closed from **12<sup>th</sup> May to 26<sup>th</sup> May 2019**.  
**Office Timings from 3<sup>rd</sup> June 2019: 9AM to 3 PM (Week Days)**  
**(Office Lunch hours: 1.00 PM to 1.30 PM.)**
9. The school timings from **1<sup>st</sup> April to 20<sup>th</sup> April** will remain same i.e. **8.00 a.m to 12.30 p.m (all days) for all classes**
10. Interaction with the class/subject teacher on regular basis helps to build up better and healthy understanding between the teacher and parent.
11. **For any queries and clarification please contact concerned class teacher between 12.45 PM and 1.15 PM on all working days.**
12. As there is a shortage of drinking water, Parents are requested to send an extra water bottle with the child.

**Important: Sections of few students have been changed for administrative reasons. Any request regarding this matter will not be entertained.**

**PRINCIPAL**