



Sunbeam School

Sultanpur



General Instructions

Dear Parents

Welcome to the Sunbeam family. Thank you for entrusting your child to us. We strive to fulfill all your dreams that you have woven for your ward. However, without your continuous support it will be impossible to achieve this goal for which you will have to take care of the following and see that they are strictly adhered to.

1. Please ensure that the fees of every month is paid well on time (as specified in the Fee Chart) so that we do not have to give reminders are forced to charge late fees as per the instructions on the fee chart. We do not entertain any request for wavering of late fine or late payment of fees.
2. **Attendance** for all children is compulsory for the **1st three days** of the new session.
3. It is imperative that children reach school well on time.
4. Please ensure that the child comes to school smartly dressed in neat and clean prescribed school uniform with proper hairdo. It is very important for a child's self-esteem to be smartly dressed.
5. Please read and understand the Almanac and the Sunbeam precept thoroughly so that you are in sync with the school's chain of thought and procedure. Regularly monitor your ward's Learner's Co-mates, unit test copies, homework, class work and almanac notices and do sign on them wherever necessary.
6. Upkeep of books and copies and sending them as and when required as per the time table in itself speak of parent's interest in the child's schooling. We are sure we will not find you wanting in this area.
7. Send nutritive tiffin with your child along with drinking water for ensuring good health along with handkerchief/small towel/napkins. Also make sure that your ward is timely vaccinated and immunized to ensure absence-free schooling. Do send a fruit/dry fruit for the fruit break. Will help continue the child's agility and attentiveness during the day.
8. Please provide us with a detail of the **medical background** of your ward to take appropriate first aid measures if required during school hours.
9. Please submit the following within a week of the admission -
 - (i) **Birth Certificate** issued by Nagar Nigam or **T. C.** of the previous school along with mark sheet for Nursery, KG-I, KG-II and Class I.
 - (ii) Classes II - IX & XI - **Original T. C.** and **Mark-sheet** of the previous school of a class lower to which the child is seeking admission.
 - (iii) **Migration Certificate** in case the child is from any other board except CBSE (for class XI).
 - (iv) **Counter Signed TC** for students coming from states other than Uttar Pradesh.
10. The school will not be responsible for any obnoxious social media activities or online behavior of the students but any tarnishing of school name in the social media by particular student will lead to disciplinary action.
11. All other details regarding availability of books, uniform, stationery, fee counter timings and miscellaneous school information are being provided along. Please make good use of them.

We invite you to discuss any uncertainties or problems with us at all times. Your input and recommendations are important. Let's use our association to support one another positively in order to develop your child to become a whole being who can achieve his/her full potential.

Welcome to the Sunbeam family

Please log on to www.sunbeamsultanpur.com for an insight of the school

E-mail: sunbeamschoolsultanpur@gmail.com