Circular No: 2024-25/1

1. Introduction to the New Academic Year & School Calendar

Date: 01 March 2024
To: All Parents
Subject: Welcome to the Academic Year 2024–25 and School Calendar Overview

Dear Parents,

We warmly welcome you and your child to the new academic session 2024–25. We look forward to a year filled with growth, learning, and joyful experiences.

Please find enclosed the school calendar outlining important dates for assessments, holidays, co-curricular activities, and school events. We request you to retain a copy for reference throughout the year.

Let us work together to make this year productive and enjoyable for all our students.

Warm regards,
Principal
JMJ School,Kanchili



Circular No: 2024-25/2

2. Distribution of Textbooks and Notebooks

Date: 10 March 2024
To: All Parents
Subject: Distribution Schedule of Textbooks & Notebooks

Dear Parents,

Please be informed that textbooks and notebooks for all classes will be distributed as per the following schedule:

Class	Date	Time
I–V	15 March	9:00 AM – 11:00 AM
VI–VIII	16 March	9:00 AM – 12:00 PM
IX–XII	17 March	10:00 AM – 1:00 PM

We request parents/students to carry their school ID cards and fee receipt. For any queries, please contact the school office.

Thank you,
Principal

JMJ School,Kanchili



Circular No: 2024-25/3

3. Homework Submission Policy Reminder

Date: 15 April 2024
To: All Parents
Subject: Reinforcement of Homework Submission Guidelines

Dear Parents,

We would like to remind you of the importance of regular and timely homework submission as part of the school's academic policy.

Key Reminders:

- Homework should be submitted on the assigned date.
- Late submissions may result in marks deduction.
- Parents are requested not to complete the work on behalf of the child.

Timely submission helps in developing discipline and responsibility. We request your cooperation in this matter.

Warm regards,
Class Teachers – All Grades
JMJ School,Kanchili



Circular No: 2024-25/4

4. Summer Safety Advisory for Students

Date: 25 April 2024
To: All Parents
Subject: Summer Safety & Hydration Guidelines

Dear Parents,

As temperatures rise, we request your cooperation in ensuring student safety during the summer months.

Please ensure that your child:

- Carries a **water bottle** daily
- Wears a **cap** during outdoor activities
- Avoids junk and oily food in the tiffin
- Applies sunscreen if needed

Outdoor activities will be limited to early morning hours. We appreciate your continued support in prioritizing student wellness.

Sincerely,
Principal



Circular No: 2024-25/5

5. Holiday Homework Guidelines – Summer Break

Date: 30 April 2024
To: All Parents
Subject: Summer Vacation Homework Guidelines

Dear Parents,

The school will remain closed for summer vacation from **1st May to 15th June 2024**. Holiday homework has been thoughtfully designed to ensure continuity of learning while encouraging creativity and independent research.

Students are advised to complete the work regularly and not leave it for the last minute. The homework file/folder should be submitted on the **first day of reopening (17 June 2024).**

We wish you a safe, happy, and productive summer.

Warm regards,
Class Teachers

HEAD MISTRESS
JMJ English Medium High School
KANCHILI - 532 290
Srikakulam Dist., A.P.

Circular No: 2024-25/6

6. World Environment Day Celebration – Plantation Drive

Date: 30 May 2024
To: All Parents
Subject: World Environment Day – Plantation Drive Participation

Dear Parents,

To mark World Environment Day on 5th June 2024, the school is organizing a Plantation Drive and Eco-Awareness Rally involving students of Classes VI to IX.

Activities include:

- Planting saplings in the school garden
- Poster-making competition on environmental themes
- Short rally within the campus promoting eco-awareness

Students are encouraged to bring a sapling (optional) and wear green-themed attire. Kindly send them with a cap and water bottle for the outdoor activities.

Thank you for helping us nurture responsible citizens.

Sincerely,
Environment Club Coordinator

HEAD MISTRESS
JMJ English Medium High School
KANCHILI - 532 290
Srikakulam Dist., A.P.

Circular No: 2024-25/7

7. Formative Assessment I Timetable & Syllabus

Date: 20 June 2024
To: Parents of Classes I– VII
Subject: Unit Test I Timetable and Syllabus Information

Dear Parents,

The **Formative Assessment I** for Classes I to VII is scheduled to begin from **1st July 2024**. The detailed timetable and syllabus for each subject have been uploaded on the school portal and shared via the class WhatsApp groups.

Key Guidelines:

- Tests will be conducted during regular school hours.
- Students must bring their own stationery and follow exam protocols strictly.
- Absentees will not be re-tested except in medical emergencies.

We appreciate your support in preparing the students for this academic milestone.

Sincerely,
Exam Coordinator
JMJ School,Kanchili

HEAD MISTRESS
JMJ English Medium High School
KANCHILI - 532 290
Srikakulam Dist., A.P.

Circular No: 2024-25/8

8. Annual Health Check-up Schedule

Date: 18 July 2024
To: All Parents
Subject: Annual Health Check-up – August 2024

Dear Parents,

We are conducting the Annual Health Check-up for students from 5th to 9th August 2024.

Check-up includes:

- General physical exam
- Dental screening
- Vision test
- Basic BMI & nutrition check

Kindly ensure your child is present on the designated day. A health report will be shared with parents by the end of the month.

Sincerely,
School Nurse
JMJ School



Circular No: 2024-25/9

9. Independence Day Celebration Invite

Date: 5 August 2024
To: All Parents
Subject: Invitation for Independence Day Celebration – 15th August 2024

Dear Parents,

We are pleased to invite you to our school's **Independence Day Celebration** on **Thursday, 15th August 2024 at 8:00 AM** in the school grounds.

The program includes:

- Flag hoisting ceremony
- Patriotic songs and skits by students
- Speeches and cultural performances

Your presence will encourage the students and strengthen the spirit of unity and patriotism.

Warm regards,

Cultural Coordinator
JMJ School. Kanchili



Circular No: 2024-25/10

10.Formative Assessment II Examination Notification

Date: 10 August 2024
To: Parents of Classes I–X
Subject: Unit II Examinations – Schedule & Guidelines

Dear Parents,

The **Formative Assessment II Examinations** will commence from **5th September 2024**. Students will be assessed in all major subjects as per the curriculum.

Important Notes:

- A detailed timetable and seating plan will be issued shortly.
- The last working day before exams is 3rd September.
- PTMs will be held post evaluation to discuss results and progress.

We request parents to ensure regular study routines at home and to avoid unnecessary absences during this period.

Warm regards,

Principal
JMJ English Medium High School,
Kanchili



Circular No: 2024-25/11

11. Teacher's Day – Student Participation Info

Date: 28 August 2024
To: Parents of Classes IX–XII
Subject: Teacher's Day – Student Participation & Program Details

Dear Parents,

We are celebrating **Teacher's Day** on **Thursday, 5th September 2024**. Senior students (Classes IX–X) will conduct a special assembly and cultural programme to honour our teachers.

Rehearsals will take place during activity periods from 30th August onward. Kindly ensure your ward attends school regularly and participates as scheduled.

We appreciate your support in nurturing leadership and gratitude among our students.

Regards,
Event In-charge



Circular No: 2024-25/12

12. Cultural Fest Participation Circular

Date: 1 September 2024
To: Parents of Classes VI–X
Subject: Cultural Fest 2024 – Inter-School Event Participation

Dear Parents,

Our school has been invited to participate in the Inter-School Cultural Fest 2024 hosted by Horizon International School on 14th September 2024.

Events include:

- Group Dance
- Elocution
- Instrumental Music
- Street Play

Selected students will attend guided practice from 5th to 12th September. Kindly sign the attached consent form and ensure your child's full attendance and preparation.

Transport and refreshments will be arranged by the school.

Warm regards,
Cultural Events In-charge



Circular No: 2024-25/13

13.Cyber Safety Awareness Session for Parents

Date: 15 September 2024
To: Parents of Classes VI–X
Subject: Workshop on Cyber Safety & Responsible Internet Use

Dear Parents,

With the increasing use of technology among students, we are hosting a Cyber Safety Awareness Session for parents on 21st September 2024 at 9:30 AM in the school auditorium.

Topics covered:

- Responsible digital behaviour
- Parental controls and monitoring
- Common online threats

We urge all parents to attend this valuable session and join us in ensuring a secure digital environment for our students.

Warm regards,
IT Department & School Counselling Cell



Circular No: 2024-25/14

14. Open House Invitation – Term I Results

Date: 10 October 2024
To: Parents of Classes I–X
Subject: Invitation to Open House – Term I Report Distribution

Dear Parents,

We invite you to the **Open House** for the Term I Report Card distribution and interaction with subject teachers on **Saturday, 12th October 2024**.

Classes	**Time Slot**
I–V	9:00 AM – 10:30 AM
VI–VIII	10:30 AM – 12:00 PM
IX–X	12:00 PM – 1:30 PM

Your participation will help us collaboratively plan for your child's further academic success.

Thank you for your continued support.
Sincerely,
Academic Head

HEAD MISTRESS
JMJ English Medium High School
KANCHILI - 532 290
Srikakulam Dist., A.P.

Circular No: 2024-25/15

15. Art & Science Exhibition Information

Date: 12 October 2024
To: All Parents
Subject: Invitation to School's Annual Art & Science Exhibition

Dear Parents,

We are pleased to invite you to our **Annual Art & Science Exhibition**, to be held on **19th October 2024 (Saturday) from 10:00 AM to 1:00 PM** in the school premises.

Students from Classes III to XII will present their creative models, charts, experiments, and artworks based on the theme **"Innovation and Sustainability."**

We encourage you to visit and motivate the young innovators.

Warm regards,
Exhibition Committee

HEAD MISTRESS
JMJ English Medium High School
KANCHILI - 532 290
Srikakulam Dist., A.P.

Circular No: 2024-25/16

16. Remedial Classes Circular for Selected Students

Date: 15 October 2024
To: Parents of Selected Students (Classes VI–X)
Subject: Remedial Classes for Academic Improvement

Dear Parents,

Based on Term I performance and teacher recommendations, your child has been selected for **Remedial Classes** starting from **21st October 2024**, aimed at addressing learning gaps and reinforcing foundational concepts.

Classes will be conducted after school hours from **4:00 PM to 5:00 PM**, Six days a week.

We request your cooperation in ensuring regular attendance and timely completion of additional assignments.

Warm regards,
Remedial Program Coordinator



Circular No: 2024-25/17

17. Children's Day Activities Circular

Date: 5 November 2024
To: All Parents
Subject: Children's Day Celebration – 14th November 2024

Dear Parents,

We will celebrate **Children's Day** on **14th November 2024 (Thursday)** with special activities and fun games for students during school hours.

Activities include:

- Talent Show (Class-wise)
- Games & Group Activities
- Surprise performances by teachers

Students may wear **casual colourful clothes** (no uniforms). Regular dispersal will follow. Kindly avoid sending tiffins with junk food or large quantities of snacks.

Wishing all our students a joyful day of celebration!

Warm regards,

Principal
JMJ School,Kanchili



Circular No: 2024-25/18

18. Language Week – Activities and Competitions

Date: 20 November 2024
To: All Parents
Subject: Language Week Celebrations – 25th to 29th November 2024

Dear Parents,

As part of our commitment to linguistic diversity, we are celebrating Language Week from 25th to 29th November 2024.

Activities include:

- Hindi & English storytelling competitions
- Spell Bee
- Creative Writing (Poetry/Short Story)
- Language quiz

Winners will receive certificates during assembly. We request your support in encouraging your child to participate and develop their communication skills.

Sincerely,
Language Department

HEAD MISTRESS
JMJ English Medium High School
KANCHILI - 532 290
Srikakulam Dist., A.P.

Circular No: 2024-25/19

19. Sports Day Announcement & Practice Schedule

Date: 10 December 2024
To: Parents of Classes I–X
Subject: Annual Sports Day & Practice Schedule

Dear Parents,

The school will host its Annual Sports Day on 20th January 2025. Students across all classes will participate in various athletic and fun events.

Practice sessions will begin from 15th December during the games period. Selected students for competitive events may stay back after school for extra practice (till 5:30 PM). Kindly make transport arrangements accordingly.

Detailed event schedule and invitation will follow.

Regards,
PET Department

HEAD MISTRESS
JMJ English Medium High School
KANCHILI - 532 290
Srikakulam Dist., A.P.

Circular No: 2024-25/20

20. Republic Day Celebration – Dress Code & Participation

Date: 18 January 2025
To: Parents of Classes I–X
Subject: Republic Day Celebration – 26th January 2025

Dear Parents,

The school will hold a **Republic Day Celebration** on **26th January 2025 at 7:45 AM**. Students selected for march-past and cultural performances are required to attend rehearsal sessions starting 20th January.

Dress Code:

- March-past: Full school uniform with white shoes
- Cultural performance: Costume as instructed by the respective teacher

Participation certificates will be awarded. Kindly ensure your child's punctual attendance and support.

Best regards,
Activity Coordinator



Circular No: 2024-25/21

21**. Disciplinary Guidelines Reminder**

Date: 20 January 2025
To: All Parents
Subject: Reinforcement of School Discipline Code

Dear Parents,

This is to remind you of our school's **discipline code**, which ensures the safety, well-being, and respectful conduct of all students.

Key Points:

- No use of abusive or inappropriate language
- Timely submission of assignments
- Respectful behaviour towards peers and staff
- No mobile phones during school hours

Repeated violations may result in written warnings or suspension. We request your support in reinforcing these values at home.

Regards,
Discipline Committee



Circular No: 2024-25/22

22. First Aid Training for Students

Date: 1 February 2025
To: Parents of Classes VII–X
Subject: First Aid Training Workshop for Students

Dear Parents,

We are organizing a **First Aid Training Workshop** for students of Classes VII to X on **10th February 2025**. This session aims to equip students with basic life-saving skills.

Please encourage your child to participate actively. Consent forms will be sent home shortly.

Best regards,
School Nurse & Physical Education Department



Circular No: 2024-25/23

23.Anti-Bullying Policy Reminder

Date: 12 February 2025
To: All Parents
Subject: School's Anti-Bullying Policy & Reporting Mechanism

Dear Parents,

Our school maintains a strict **zero-tolerance policy towards bullying**. We urge parents to report any incidents immediately.

Students are encouraged to speak up, and confidential support is available through the **Student Counselling Cell**.

Together, let's ensure a safe and supportive environment for every child.

Sincerely,
Principal



Circular No: 2024-25/24

24. Guidelines for Safe Transport

Date: 15 February 2025
To: Parents of Bus Commuters
Subject: Safety Guidelines for School Transport

Dear Parents,

To ensure safe and comfortable travel for our students, please remind your child to:

- Remain seated throughout the journey
- Follow bus monitors' instructions
- Avoid distracting the driver

Your cooperation is vital in maintaining safety standards.

Thank you,
Transport Coordinator



Circular No: 2024-25/25

25. Water Conservation Awareness

Date: 22 March 2025
To: All Parents and Students
Subject: World Water Day – Conservation Awareness Program

Dear Parents,

On **22nd March 2025**, we will observe **World Water Day** with activities focusing on water conservation and sustainability.

Students will participate in educational sessions and pledge to reduce water wastage.

We invite parents to support these efforts by discussing simple water-saving habits at home.

Regards,
Environment Club



Circular No: 2024-25/26

26. Emergency Contact Information Update

Date:25 March 2025
To: All Parents
Subject: Updating Emergency Contact Details

Dear Parents,

To ensure effective communication during emergencies, please update your contact details (phone numbers, email, alternate contacts) by **25th March 2025**.

Your prompt response is appreciated.

Sincerely,
School Administration



Circular No: 2024-25/27

27. Distribution of New Textbooks

Date:26 March 2025
To: Parents of Classes I–VII
Subject: Textbook Distribution for Academic Year 2025–26

Dear Parents,

The new textbooks for the academic session 2025–26 will be distributed from 26**th March** during school hours. Please ensure your ward carries the previous year's books for exchange where applicable.

Parents can contact the class teacher for any queries.

Thank you,
Academic Coordinator



Circular No: 2024-25/28

28**. Summer Vacation Homework Guidelines**

Date: 25 May 2025
To: Parents of Classes I–X
Subject: Summer Vacation Homework & Project Work

Dear Parents,

Summer vacation begins on **1st June 2025**. Teachers will assign project and revision work to help students stay engaged. Please encourage your child to complete the tasks by the time school reopens on **15th June**.

Detailed guidelines are available on the school portal.

Best regards,
Academic Head



Circular No: 2025-26/29

29. Formative Assessment I Schedule & Syllabus

Date: 5 July 2025
To: Parents of Classes I–X
Subject: Unit Test I – Timetable & Syllabus

Dear Parents,

Unit Test I for Classes I to Xis scheduled from **4th to 12th August 2025**. The syllabus and detailed timetable have been shared with students and uploaded on the portal.

Please ensure your ward adheres to the study plan.

Regards,
Examination Committee



Circular No: 2025-26/30

30. Safety & Security Reminder

Date: 5 August 2025
To: All Parents
Subject: School Safety & Security Measures

Dear Parents,

The safety and security of our students remain our top priority. Please remind your children to follow safety protocols on campus and during transit.

Visitors must follow entry protocols at the school gate, and students should immediately report any concerns to staff.

We appreciate your cooperation in maintaining a secure learning environment.

Regards,
School Administration

