



## CHOITHRAM® SCHOOL

5, MANIK BAGH ROAD, INDORE – 452 014

TEL: 0731-2475252 – 54, Fax: 0731-2760707

CBSE Affiliation No. 1030002

Email: [info@choithramschoo.com](mailto:info@choithramschoo.com) Website: [www.choithramschoo.com](http://www.choithramschoo.com)

Ref. no.- CSI/SEC/25/03

Date: April 19, 2025

### Circular for Sr. Montessori – Grade 4

Dear Parents,

As we conclude a fulfilling academic year, we thank you and your child for being an integral part of this enriching journey. Wishing you a restful summer filled with joy, family time, and renewed energy for the year ahead. The new academic session (2025–26) for Grades I to XII will commence on **Monday, June 23, 2025**. To ensure a smooth transition and effective start, we request your attention to the following important guidelines:

1. **Attendance Requirement:** A minimum of 75% attendance is mandatory to ensure continuity and consistency in learning. Please encourage regular school attendance.
2. **Uniform and Personal Hygiene:** Students are expected to wear the prescribed school uniform, neatly ironed, and maintain high standards of personal hygiene, including regular grooming (haircuts, nail trimming, daily bathing, etc.) as outlined in the student handbook.
3. **Uniform Guidelines (Grades I–V):**
  - **Boys:** Grey full-buttoned shirt, grey shorts, grey socks, plain black lace-up shoes, House T-shirt, grey belt with school emblem.
  - **Girls:** Grey full-buttoned shirt, grey skirt, grey socks, plain black lace-up shoes, House T-shirt, grey belt with school emblem.

*Note: Formal school uniform is applicable from Grade I onward.*
4. **Teaching Methodology:** The school continues to implement an activity-based teaching approach at the primary level. Your encouragement in motivating your child to actively engage in both scholastic and co-scholastic activities is appreciated.
5. **Autonomous Curriculum:** We are pleased to share that the autonomous curriculum for the Primary Section has completed three successful years. The curriculum, developed in-house, reflects our commitment to customized, student-centric learning. Your feedback continues to guide and enhance our approach—thank you for your support.
6. **Book List (2025–26):** The list will be available on the school website by the **first week of May 2025**.
7. **Textbooks and Learning Resources:** All textbooks will be accessible via Google Classroom by the **first week of June 2025**. These can be downloaded using your child's registered email ID.

*Please note:* No learning materials will be shared via social media platforms, and the school has not authorized any vendor for the sale of books or uniforms.
8. **Communication:** Communication with teachers and school staff will be through official email only. Subject teachers' email addresses will be shared in the introductory email by the Class Teacher. For any concerns or clarifications, please refer to the **Reporting Matrix** available on the school website or reach out to the respective coordinator or in-charge.
9. **Class Timetable & Modules:** Class teachers will share the timetable at the beginning of the session. Weekly modules will be uploaded on Google Classroom every **Saturday** for your reference—no printouts are required.
10. **Academic Calendar:**
  - Term 1:** June to October
  - Term 2:** November to April
11. **Classroom Allotment:** You will receive an invitation for the newly allotted Google Classroom via email. Please check your child's registered email regularly.





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12. **School Rules and Regulations:** Please review school policies related to uniform, discipline, fee structure, transport, and other areas at: <https://choithramschool.com/Rules/>
13. **Orientation Programme:** An orientation session for parents will be conducted in the **second week of June** to introduce you to the teaching-learning practices and updates for the upcoming session.
14. **School Updates & Events:** All school news, event updates, and photographs are shared regularly on our website [www.choithramschool.com](http://www.choithramschool.com) and official Facebook page (Webchoithram). Please visit frequently to stay informed.
15. **Parent-Teacher Interactions:** We encourage regular communication with teachers beyond scheduled PTMs. Appointments can be scheduled via email, and details are provided in the 'Rules and Regulations' section on the website.
16. **School Working Days:** For Grades I to V, only the **third Saturday** of each month is a holiday. All other Saturdays are regular working days.
17. **Record Maintenance:** Kindly ensure your contact details and email ID are current and updated with the school to avoid communication gaps.
18. **Educloud App – School Information System:** Our official mobile app 'Educloud' serves as the central platform for all school-related information. Please ensure the app is downloaded and actively used. It currently supports attendance, announcements, timetables, and initial modules. Additional features will be rolled out soon.
19. General information, assessment formats, and discipline guidelines continue to be available on the school website under the "**Rules and Regulations**" section. Circulars and daily announcements are uploaded regularly under the "**Circulars & Daily Announcement**" tab.
20. **Social Media Awareness:** We urge you to be mindful of your child's social media usage. Excessive engagement can impact academic performance and real-life social skills. Let's work together to raise awareness and promote healthy habits.
21. **Revised Fee Structure (2025–26):**  
Due to rising operational costs, the revised annual fee is as follows:

- **Day Scholars:** ₹1,04,000 (payable in 4 installments)
- **Transport (Optional):** ₹21,500

The **first installment** is due on or before **June 10, 2025**. Kindly make payments through the School App downloaded on your mobile or through school website.

We wish you and your family a joyful summer vacation and look forward to another year of enthusiastic learning and meaningful experiences.

Warm regards,

**Principal**

