

TIS/CIR/81/25-26

**YEAR END CIRCULAR**  
**Classes Nursery - V**

**14 March 2026**

Dear Parents

**"The highest education is that which does not merely give us information but makes our life in harmony with all existence."- Rabindranath Tagore**

As we bid farewell to the academic session of 2025-2026, we celebrate a session marked by resilience and achievement. Our focus remained steadfast: providing a holistic education where character-building and intellectual growth goes hand-in-hand. We are delighted to see our students standing taller and more confident than they were a year ago. We take great pride in their milestones and look forward to the bright futures they are building.

As we turn our gaze toward the upcoming **2026-2027** academic session, our commitment remains to cultivate a sanctuary of learning where every child is empowered to flourish. This past year, our students did more than just meet expectations; they shattered them. By transcending traditional competition and embracing personal excellence, they have redefined their own boundaries across academics, arts, and leadership. We look forward to seeing them reach even greater heights in the year to come

**Celebrating Our Recent Achievements!**

1. At the Sunday Guardian Foundation’s **‘First in Class Conclave’**, our school was honored with the **‘Best School’ (People’s Choice) Award**, a testament to the trust and love our community shares for this institution. Adding to this glory, our leader, Mallika Ma’am’s vision was also recognized with the prestigious **‘Principal of the Year’** award.
2. At the **ICOSA School Conclave 2025**, organised by the **International Council of School Accreditation (IIRF)** at the India International Centre, New Delhi, our school was honoured with the **‘Best Learning Outcome Award’**. This recognition celebrates our unwavering commitment to future-ready education and our vision of nurturing young minds to become tomorrow’s leaders and changemakers
3. **ARC’s Global Sustainability Award:** We received the Eco-friendly School Award for sustained campus wide green practices.
4. **Best Innovative School Award-** at the AI Edu Summit and Changemaker 2025.
5. Our students scaled new heights at the **Vigyantaram National Level Championship** in association with **Enactus IIT Delhi**, securing a historic **4<sup>th</sup> consecutive National Title in Drone Racing** alongside podium finishes in Innovative & Junior car racing.
6. Ashar Rehman of Class XI C secured 3<sup>rd</sup> position in storytelling at the first edition of ‘Next Voice’ organised by the Hindustan Times, and was awarded a certificate along with a cash prize of Rs 25000/-.
7. We are proud of the stellar performance in JEE Mains 2026—Aditya Singh Rawat (99.91 NTA), Kanishq Garg (97.13), Manjima Chattopadhyay (94.59), Sujeet (93.95), and Lavanya Uday Bhonde (91.39), whose exceptional scores reflect dedication, perseverance, and academic excellence.
8. Shadab Ali Khan (Batch 2017 -2018), secured all India rank of 415 in the UPSC Civil Services Examination 2025.

We will be sharing the link for our proud achievements of the past session. With these remarkable milestones we step into the future with renewed enthusiasm & determination. Here’s to another year of excellence & success.

**1. Important Dates:**

- a. The new session **2026-2027** for Classes KG to X and XII will begin on **Wednesday, 01 April, 2026**.
- b. Summer vacation schedule for all classes is given below:

<b>Classes</b>	<b>Duration</b>
Nursery & KG	Monday, 11 May 2026 to Wednesday, 01 July 2026
I to V	Monday, 18 May 2026 to Wednesday, 01 July 2026
VI to VIII & XI	Monday, 25 May 2026 to Wednesday, 01 July 2026
IX , X and XII	Monday, 01 June 2026 to Wednesday, 01 July 2026

## 2. School Timings:

- a. The school timings for classes Nursery & KG are from 08:00 am to 11:30 am and for classes I to XII are from 08:00 am to 02:00 pm. Students are expected to reach school by 07:50 am. School gates will close sharp at 8:05 am.
- b. No student will be allowed to enter the school after **08.05 am**. No request with regard to this will be entertained.

## 3. School Uniform:

- a. There is no uniform for Nursery & KG.
- b. The students have to come to school neatly dressed in complete school uniform. After a verbal and written warning in case of the student defaulting, she/he will not be allowed to attend classes.

## 4. School Almanac:

- a. You are requested to check the school almanac of your ward every day for any important note sent by the teacher/s.
- b. Please fill in the required information on the first two pages of the school almanac and submit the first page and the medical record to the **Class Teacher by Monday, 06 April 2026.**  
Kindly read all the rules and regulations of the school as given in the Almanac. You are requested to adhere to them.

## 5. Communication:

- a. **Kindly check the official email on daily basis. All important information will be send through this ID.**
- b. Online classes (whenever planned) can be attended ONLY with the official email id given to you by the school office. This official email id has to be used for all communications.

## 6. Transport:

- i. Students using school transport must travel by school bus daily. In case you have to pick up your ward personally, please ensure that a written application is submitted to the school latest by 10:00 am on the day of the pickup.
- ii. Parents using private van services are responsible for verifying that the vehicle is **RTA-registered** and does not operate on **LPG**. Please ensure that both the driver and conductor hold **valid licenses** and have undergone **police verification**.
- iii. Please note that if you intend to discontinue the school bus facility, a two months' notice period is required for the same. **No student will be allowed to withdraw from the school bus facility after September.**
- iv. **School Gate No.1 is for bus users** while students using **Van, Personal transport or by self will use Gate No. 2.**

## 7. Attendance:

- i. No extended leave after the summer and winter vacation will be granted for any reason.
- ii. **The school views absence from classes very strictly.** For any leave of absence, intimation regarding the same should be emailed to the Class teacher and to the school's email id [info.eok@tagoreint.com](mailto:info.eok@tagoreint.com). **Prior permission** from the Principal is mandatory **for more than 3 days of leave.**
- iii. It is imperative for a student to have 75% attendance to be eligible to appear for the End-Term Examination.
- iv. **ATTENDANCE IS COMPULSORY FOR WEEKLY TESTS, MID-TERM EXAMINATION AND END TERM EXAMINATION.** No student will be allowed to leave school after a weekly test, for any reason. If a student is unwell, she/he should not come to school on that day. No request for a retest will be entertained.
- v. In case of a medical leave, the medical certificate should be emailed to the class teacher and school office on the same day.

## 8. Parent's and student's ID-card:

- i. Parents and students must continue to carry the old ID-Card in April and May. New ID-Cards will be issued in July. In case you have misplaced it, you may contact the school for the issuance of a duplicate ID-Card.
- ii. Parents must carry the ID-card issued to them whenever they visit the school.
- iii. At any point in time, students will be handed over only to the person who has been authorised by the parents and whose photograph is affixed on the ID-card.

## 9. Year Planner:

- i. Each student will receive the **Year Planner** at the start of the new session. It includes details about **activities, assessments, and schedules** for the entire year.
- ii. Parents and students are encouraged to read it thoroughly and refer to it on a regular basis.
- iii. Personal holiday plans should be scheduled as per the school holidays schedule given in the planner to prevent any disruption in learning, ensuring that students make the most of their educational opportunities throughout the session.

## 10. Fee:

- i. **Online Fee Payment:** Available through the Parent Portal ([tiscampuscare.in](http://tiscampuscare.in)). The same can also be deposited at AXIS Bank, East of Kailash, New Delhi-110065.
- ii. The fee has to be paid EVERY QUARTER. The fee must be paid by the 10<sup>th</sup> of the first month of each quarter. Fees can also be paid on a monthly basis and the same should be paid by the 10<sup>th</sup> of every month. A late fine of ₹20/- per day will be charged after 10<sup>th</sup> of the month as applicable.
- iii. If the fee is not paid by the last working day of the month in which they are due, the school will be bound to take action as per the rules laid down in **DSEAR 1973**.

## 11. Books for Session 2026-2027:

- i. Book sets for Classes I to VI for the session 2026 - 2027 will be available in the school premises as per the following schedule:

Day & Date	Class ( 2026-2027)	Timings
Saturday, 14 March 2026	I & II	09:00 am - 12 noon
Sunday, 15 March 2026	III & IV	09:00 am - 12 noon
Monday, 16 March 2026	Loose set for classes I, II, III, & IV	09:00 am - 12 noon
Thursday, 19 March 2026	V & VI	09:00 am - 12 noon
Friday, 20 March 2026	VII, VIII & IX	09:00 am - 12 noon
Monday, 23 March 2026	Loose set for classes V, VI, VII, VIII & IX	09:00 am - 12 noon

- ii. Alternatively, you may purchase the books from any other stationer. The list of books and stationery for the session will be shared through the school website [www.eok.tagoreint.com](http://www.eok.tagoreint.com).
- iii. The entry to purchase book sets will be from Gate No 2. Kindly wait patiently for your turn in the queue to avoid crowding near the sale area.
- iv. As a part of our Social Service initiatives, we earnestly appeal to you to donate uniform(s) and old textbooks/storybooks which can be left in the cartons kept near the book sale counters. Kindly ensure that the books and the uniforms are in good condition. Uniforms should not be faded; they should be washed, ironed and packed in brown paper or newspaper. Please leave it neatly labeled with your ward's name, class and your contact number.

## 12. Schedule for Parents' Orientation 2026-2027:

We invite you to attend the Orientation session in the school auditorium as per the following schedule:

S.NO	CLASS	DAY AND DATE	TIMING
1.	Classes Nursery & parents of new students of class KG	Tuesday, 24 March 2026	09:00 am
	Class I & parents of new students of Classes II & III	Tuesday, 24 March 2026	11:00 am
2.	Class IV & parents of new students of Class V	Friday, 27 March 2026	09:00 am
3.	Class VI	Saturday, 11 April 2026	09:00 am

### 13. Please note:

- i. Check the school website [www.eok.tagoreint.com](http://www.eok.tagoreint.com) regularly for circulars, updates and news about school events. In our drive to go 'zero waste', we are trying to minimize the use of paper used in sending hard copies of circulars, please check for emails and messages, sent by the school, on a regular basis.
- ii. Parents can meet the Principal/ Headmistress between 09:00 am and 10:00 am on any working day and the teachers on any working Saturday, with a prior appointment. Kindly refer to the year planner for the schedule of working Saturdays.
- iii. The school has an online portal for the benefit of the students and parents. Through this portal, the parents can pay the school fees and check their ward's academic progress.
- iv. It is very important that you inform the class teacher and the school office if there is any change in the residential address, telephone number or mode of transport.
- v. You are also requested to update your email address, in case you have not been receiving any emails from the school. You may send an email to [info.eok@tagoreint.com](mailto:info.eok@tagoreint.com) to update your email address.
- vi. **Mobile phones are strictly prohibited for students of Classes Nursery to X.** However, students of classes XI & XII are allowed to carry mobile phones in case they need to travel on their own or need to go for their coaching from school. Kindly send a written request for the same along with the reason to the class teacher at the beginning of the session. **They should keep their mobile phones switched off throughout the school hours including the dispersal time and the school bus. If any student is found violating this rule, phones will be confiscated and not returned.**
- vii. No student will be allowed to bring steel bottles to the school for any reason.
- viii. We have observed that the students, who come to school on an empty stomach, often report to the school clinic, complaining of dizziness or headache during assembly & otherwise. Kindly ensure children have a nutritious breakfast before coming to school and they also carry their mid-day meal with them.
- ix. **No food packets/lunch box or any other material brought by parents or anyone else will be handed over to the students during school hours.**
- x. The school café facility is also extended to the students. As a step toward stopping the use of plastic, students **must bring an empty tiffin box in case they want to buy food from the cafeteria.** Students are advised not to bring more than ₹50/- to school for the cafe facility. No student will be given any credits by the cafeteria. Schedule for cafeteria for classes I to V is as follows:

Class	Day
I	Monday
II	Tuesday
III	Wednesday
IV	Thursday
V	Friday

- xi. It is indeed a matter of great pleasure to celebrate the birthday of your ward in school. We request you to avoid sending cakes or giving lavish treats to their friends in school. They are allowed to distribute only toffees.
- xii. In conclusion, as a secular institution, we urge you to avoid engaging young minds in discussions centered on religion and politics, as these complex topics may be difficult for them to grasp. Instead, we encourage you to nurture in them a deep respect for all religions and nationalities-reflecting the inclusive and harmonious values we uphold at our school.

As always, we appreciate your continued support in all our endeavors aimed at fostering the holistic development of your child.

*Looking forward to building great things together.....*

Warm regards

**MALLIKA PREMAN  
PRINCIPAL**