

## CIRCULAR

### REVISED BOOK ISSUE PROGRAMME - 2020 - 21

Dear Parents,

Warm Greetings!

1. In view of the intense lockdown, there has been a delay in receipt of books. Therefore, the revised dates for book issue will be from 15<sup>th</sup> July 2020 to 22<sup>nd</sup> July 2020 between 9 am to 12 noon and 1 pm to 4 pm as per the names of students intimated by the teachers to the parents from time to time. The revised schedule of book issue is given below:-

#### REVISED BOOK ISSUE SCHEDULE

<b>LOCATION - KG BLOCK</b>			
<b>DATE</b>	<b>CLASS</b>	<b>9.00 am - 12.00 pm</b>	<b>1.00 pm - 4.00 pm</b>
15-07-2020 (Wednesday)	UKG	First 10 students as intimated by teacher	Next 10 students as intimated by teacher
	1	First 11 students as intimated by teacher	Next 11 students as intimated by teacher
	2	First 12 students as intimated by teacher	Next 11 students as intimated by teacher
	3	First 11 students as intimated by teacher	Next 11 students as intimated by teacher
16-07-2020 (Thursday)	UKG	Next 10 students as intimated by teacher	Next 10 students as intimated by teacher
	1	Next 11 students as intimated by teacher	Next 11 students as intimated by teacher
	2	Next 12 students as intimated by teacher	Next 11 students as intimated by teacher
	3	Next 11 students as intimated by teacher	Next 11 students as intimated by teacher

<b>DATE</b>	<b>CLASS</b>	<b>9.00 am - 12.00 pm</b>	<b>1.00 pm - 4.00 pm</b>
17-07-2020 (Friday)	UKG	Next 10 students as intimated by teacher	Next 10 students as intimated by teacher
	1	Next 11 students as intimated by teacher	Next 11 students as intimated by teacher
	2	Next 12 students as intimated by teacher	Next 11 students as intimated by teacher
	3	Next 11 students as intimated by teacher	Next 11 students as intimated by teacher
18-07-2020 (Saturday)	UKG	Next 10 students as intimated by teacher	Next 10 students as intimated by teacher
	1	Next 11 students as intimated by teacher	Next 11 students as intimated by teacher
	2	Next 12 students as intimated by teacher	Next 11 students as intimated by teacher
	3	Next 11 students as intimated by teacher	Next 11 students as intimated by teacher
20-07-2020 (Monday)	UKG	Next 10 students as intimated by teacher	Next 10 students as intimated by teacher
	1	Next 11 students as intimated by teacher	Next 11 students as intimated by teacher
	2	Next 12 students as intimated by teacher	Next 11 students as intimated by teacher
	3	Next 11 students as intimated by teacher	Next 11 students as intimated by teacher

<b>DATE</b>	<b>CLASS</b>	<b>9.00 am - 12.00 pm</b>	<b>1.00 pm - 4.00 pm</b>
21-07-2020 (Tuesday)	UKG	Next 10 students as intimated by teacher	Next 10 students as intimated by teacher
	1	Next 11 students as intimated by teacher	Next 11 students as intimated by teacher
	2	Next 12 students as intimated by teacher	Next 11 students as intimated by teacher
	3	Next 11 students as intimated by teacher	Next 11 students as intimated by teacher
22-07-2020 (Wednesday)	UKG	Next 9 students as intimated by teacher	Next 9 students as intimated by teacher
	1	Next 11 students as intimated by teacher	Next 11 students as intimated by teacher
	2	Next 12 students as intimated by teacher	Next 12 students as intimated by teacher
	3	Next 11 students as intimated by teacher	Next 10 students as intimated by teacher

<b>LOCATION - MAIN BLOCK</b>			
<b>DATE</b>	<b>CLASS</b>	<b>9.00 am - 12.00 pm</b>	<b>1.00 pm - 4.00 pm</b>
15-07-2020 (Wednesday)	4	First 9 students as intimated by teacher	second 9 students as intimated by teacher
	5	First 8 students as intimated by teacher	Second 8 students as intimated by teacher
	6	First 9 students as intimated by teacher	Second 8 students as intimated by teacher
	7	First 8 students as intimated by teacher	Second 7 students as intimated by teacher
	8	First 9 students as intimated by teacher	Second 8 students as intimated by teacher
	9	First 7 students as intimated by teacher	Second 7 students as intimated by teacher
	10	First 10 students as intimated by teacher	Second 10 students as intimated by teacher
	12 A & B	First 8 students as intimated by teacher	Second 8 students as intimated by teacher

<b>DATE</b>	<b>CLASS</b>	<b>9.00 am - 12.00 pm</b>	<b>1.00 pm - 4.00 pm</b>
16-07-2020 (Thursday)	4	Next 9 students as intimated by teacher	Next 9 students as intimated by teacher
	5	Next 8 students as intimated by teacher	Next 8 students as intimated by teacher
	6	Next 9 students as intimated by teacher	Next 8 students as intimated by teacher
	7	Next 8 students as intimated by teacher	Next 8 students as intimated by teacher
	8	Next 9 students as intimated by teacher	Next 8 students as intimated by teacher
	9	Next 8 students as intimated by teacher	Next 8 students as intimated by teacher
	10	Next 10 students as intimated by teacher	Next 10 students as intimated by teacher
	12 C & D	First 10 students as intimated by teacher	Second 10 students as intimated by teacher
17-07-2020 (Friday)	4	Next 9 students as intimated by teacher	Next 9 students as intimated by teacher
	5	Next 9 students as intimated by teacher	Next 8 students as intimated by teacher
	6	Next 9 students as intimated by teacher	Next 8 students as intimated by teacher
	7	Next 9 students as intimated by teacher	Next 8 students as intimated by teacher
	8	Next 9 students as intimated by teacher	Next 9 students as intimated by teacher
	9	Next 8 students as intimated by teacher	Next 8 students as intimated by teacher
	10	Next 10 students as intimated by teacher	Next 9 students as intimated by teacher
	12 C & D	Next 10 students as intimated by teacher	Next 9 students as intimated by teacher

<b>DATE</b>	<b>CLASS</b>	<b>9.00 am - 12.00 pm</b>	<b>1.00 pm - 4.00 pm</b>
18-07-2020 (Saturday)	4	Next 13 students as intimated by teacher	Next 12 students as intimated by teacher
	5	Next 10 students as intimated by teacher	Next 10 students as intimated by teacher
	6	Next 9 students as intimated by teacher	Next 8 students as intimated by teacher
	7	Next 9 students as intimated by teacher	Next 8 students as intimated by teacher
	8	Next 9 students as intimated by teacher	Next 9 students as intimated by teacher
	9	Next 8 students as intimated by teacher	Next 8 students as intimated by teacher
	10	Next 10 students as intimated by teacher	Next 10 students as intimated by teacher
20-07-2020 (Monday)	4	Next 13 students as intimated by teacher	Next 11 students as intimated by teacher
	5	Next 10 students as intimated by teacher	Next 10 students as intimated by teacher
	6	Next 9 students as intimated by teacher	Next 8 students as intimated by teacher
	7	Next 9 students as intimated by teacher	Next 8 students as intimated by teacher
	8	Next 10 students as intimated by teacher	Next 10 students as intimated by teacher
	9	Next 8 students as intimated by teacher	Next 8 students as intimated by teacher
	10	Next 12 students as intimated by teacher	Next 11 students as intimated by teacher

<b>DATE</b>	<b>CLASS</b>	<b>9.00 am - 12.00 pm</b>	<b>1.00 pm - 4.00 pm</b>
21-07-2020 (Tuesday)	4	Next 13 students as intimated by teacher	Next 11 students as intimated by teacher
	5	Next 10 students as intimated by teacher	Next 10 students as intimated by teacher
	6	Next 9 students as intimated by teacher	Next 9 students as intimated by teacher
	7	Next 9 students as intimated by teacher	Next 8 students as intimated by teacher
	8	Next 9 students as intimated by teacher	Next 9 students as intimated by teacher
	9	Next 8 students as intimated by teacher	Next 8 students as intimated by teacher
22-07-2020 (Wednesday)	4	Next 13 students as intimated by teacher	Next 11 students as intimated by teacher
	5	Next 10 students as intimated by teacher	Next 9 students as intimated by teacher
	6	Next 9 students as intimated by teacher	Next 9 students as intimated by teacher
	7	Next 9 students as intimated by teacher	Next 8 students as intimated by teacher
	8	Next 9 students as intimated by teacher	Next 8 students as intimated by teacher
	9	Next 8 students as intimated by teacher	Next 8 students as intimated by teacher

## **INSTRUCTIONS AND NORMS FOR STRICT COMPLIANCE**

- 2. The above dates, timings, location and those parents asked to visit as per the teachers instructions will only be permitted on these dates and timings.**
3. Only one member of each family will be permitted inside the school to collect the books. Students/children will not be permitted.
4. Strict social distancing will be adhered as per COVID norms.
5. Wearing of prescribed face mask to enter the school is mandatory and those not wearing it will not be permitted in the school premises.
6. The temperature of all will be taken at the gate. Only those with normal temperature will be permitted in the school premises.
7. Parents should not crowd around outside the school gates or inside the school premises and must maintain strict social distancing.
8. After collection and checking of books the parents must disperse immediately.
9. Parents are requested to kindly cooperate with the school and ensure strict compliance of the above instructions.

## **OTHER IMPORTANT INSTRUCTIONS**

10. Parents who have already paid the book amount are requested to bring the original challans along during book issue.
11. Some parents who have paid the book amount through net banking but have not forwarded the transaction details to the school may kindly do so immediately on school mobile no 7338784087 to avoid delay/inconvenience during book issue.
12. The school office is open from 6th July 2020 onwards. Parents may approach the school office for any queries or payments.
13. The Bank Of Baroda Ambattur branch will also have a separate counter for our school from 6<sup>th</sup> to 13<sup>th</sup> July 2020 for payment of fees. Parents can avail this facility.
14. These instructions are being sent by email to parents and also as a circular through school website **www.hmmschool.com** (under menu School News - Circular no 5 ). These instructions will also be displayed on the school notice board near the Main school and KG block gates from 06<sup>th</sup> July 2020 onwards for wide publicity.
15. A brief message is also being sent by SMS to all parents. Parents are requested to read the contents of the SMS and also refer the detailed instructions at the sources mentioned above (Paragraph 14) and strictly comply with the same.
- 16. The earlier circular on this subject stands cancelled.**

Thanking you

**School Coordinator**