



H.M. Education Centre  
Hindmotor Colony  
Hindmotor  
Hooghly-712233

Dear Parents / Guardians,

Warm Greetings from H.M.E.C. Fraternity!

Congratulations on completing yet another successful Academic Session that passed by as Session 2019-20. It was your unswerving support and endeavours of the Management and the teachers of the school that led to a desirable result for your child. As we set ourselves to the new session, we expect the same co-operation and support so that we may be able to facilitate holistic development in every child and prepare her/him for a better tomorrow. We expect the following points to be noted by you which will definitely help their young minds to grow up in an inspiring environment.

Kindly note certain points:

- ❖ New Academic session will commence from 3<sup>rd</sup> April, 2020 for Classes Lower Infant to X and XII and 8<sup>th</sup> April, 2020 for Class Nursery.
- ❖ The school timings have been altered by half an hour. The new timings will come into effect from Friday, 3<sup>rd</sup> April, 2020. Notification to this effect already circulated.
- ❖ Centralised system of distribution of books and uniform is followed in order to maintain uniformity and for the convenience of the parents.  
The date and time has also been notified through the circular provided.
- ❖ As you are aware of CBSE directive for mandatory 75% attendance ensure your ward qualify for the same before sitting for the Annual Examination otherwise she/ he will not be allowed to take the Exam. Board students will not be issued Board Roll No. in case of shortage of attendance.
- ❖ We request you to adhere by the time frame issued for fee deposit to avoid inconvenience or unnecessary hassles.
- ❖ Any child who wishes to withdraw from the next session should apply for the TC in writing before 31<sup>st</sup> March, 2020. Or else fined term fees will be charged and this fee will not be waived off under any circumstances.
- ❖ The new curriculum will be uploaded in the website. Kindly note that the school website is the most effective medium of home school communications. Please visit the school website on a daily basis to keep yourself updated.
- ❖ Kindly check the notebooks of your ward every evening.
- ❖ Kindly check the school diary of your ward every evening.
- ❖ Kindly ensure that your ward completes her / his homework, you are requested to only oversee that they are doing it. Do not write answers for them.
- ❖ Kindly send notes to the Subject teachers/Class teachers in the diary should the need arise.
- ❖ Parents can contact the teachers after the school hours only i.e. from 2 p.m. to 3 p.m. with prior
- ❖ appointment only.

- ❖ Parents are requested to kindly go through all the rules and regulations given in the diary and sign the student's details perforated sheet, Partnership and commitment slip and Details of conveyance slip respectively.
- ❖ Using the school bus is not only desirable but in today's world it is also a safety requirement. I once again request you to have your wards enroll for school transport.
- ❖ Parents availing school transport are requested to send their ward to the bus stop on time as the bus will not wait for more than two minutes for any child.

Let us make this year a promising one for all!

Have an exciting year ahead!

Thank You

With warm regards

Principal