

11 April 2013

Circular: TO ALL OUR FACULTY, PARENTS AND STUDENTS

Subject: WELCOME TO THE NEW SCHOOL YEAR 2013-2014

Respected Teachers, Staff, Parents & Students,

Praise God, Now & Forever!

The Administration and Staff of Islamabad Convent School – F-8/4 Campus warmly welcome everyone as we start our New Session 2013-2014. There are important concerns which we need to convey to you to facilitate a smooth flow on the first week of classes from 15-18 April 2013. Please take note on the following:

1. School Timings in the month of April 2013

Date	PRIMARY LEVEL	Time
15-18 April 2013 (Monday-Thursday)	Shortened Timing	7:40 a.m. – 12:00 Noon
19 April 2013 (Friday)	NO CLASS DAY FOR STUDENTS • Parents' Orientation	Please see # 3.B below
22-26, 29 April 2013 (Mon-Thur, Mon)	Regular Classes	7:40 a.m. – 1:30 p.m.
30 April 2013 (Tuesday)	Shortened Timing	7:40 a.m. – 11:00 a.m.

Date	PRE-PRIMARY LEVEL (KG & Prep)	Time
15-18 April 2013 (Mon-Thur)	1 st Week	08:00 a.m. – 11:50 a.m.
19 April 2013 (Fri)	NO CLASS DAY FOR STUDENTS • PParents' Orientation	Please see # 3.B below
22-26, 29 April 2013 onwards	Regular Classes: KG Prep	08:00 a.m. 11:30 a.m. 08:00 a.m. – 01:00 a.m.
30 April 2013 (Tuesday)	KG & Prep Dismissal Time	10:30 a.m.

2. Release of Books for Nursery and New Parents from KG, Prep, and Classes One to Five will be 15 April 2013. This is due to the shortened time on Friday, 12 April and the new parents are required to attend the orientation first before the release of books & buying of School Uniform.

3. PARENTS' ORIENTATION

A. New Parents (Nursery , KG, Prep, Classes 1-5) – 12 April 2013

Level	Time	Venue
Nursery, KG & Prep	10:00 a.m. - 11:00 a.m.	Lobo Hall
Classes One to Five	11:00 a.m. – 12:00 Noon	Lobo Hall

B. Old Parents – 19 April 2013 (Friday)

The Annual Parents' Orientation Meeting will be on Friday, 19 April 2013. Please take note of the schedule for each level. Parents who have two (2) or more children currently enrolled may only attend at one time. You may choose which level to join. Attendance is a must.

Level	Time	Venue
KG & Prep	08:00a.m. - 09:00 a.m.	Lobo Hall
Classes 1 & 2	09:00 a.m. - 10:00 a.m.	Lobo Hall
Classes 3 & 4	10:00 a.m. – 11:00 a.m.	Lobo Hall
Classes 5 & 6	11:00 a.m. – 12:00 Noon	Lobo Hall

4. Wearing of the School Uniform

New Students are given grace period not to wear the school uniform in the month of April 2013.

Old Students are required to wear their uniform along with their previous School ID's starting 15 April 2013.

The mutual relationship of HOME & SCHOOL for the continuous EDUCATION of Conventarians depends only if all of us take responsibility in doing our individual task as Parents, Teachers & Staff. We look forward of a more harmonious working together. See you in school.

Respectfully,

S. Ma. Miraflor A. Bahan, RVM
Principal, ICS F-8/4 Campus