



Dear Parent,

1. Annual reports for all classes from KG to Std VIII will be sent through 'Chennai campus'. Reports for the KG section will be uploaded on 11th April, 2025. Reports for Std I to Std VIII will be uploaded on or before 18th April, 2025. Fee details for all classes will be sent on the same day as the reports.
2. Written requests for Transfer Certificates, if required, should be submitted by **8th March, 2025**. Failure to do so will result in the first-term fees for the next academic year becoming payable.

Details of the Academic Year 2025– 2026

3. Reopening Schedule:

Classes	Reopening Date	Day
Std X & Std XII	2nd June, 2025	Monday
Std I to Std IX & Std XI	5th June, 2025	Thursday
KG Classes	12th June, 2025	Thursday

School Timings are given below:

Classes	School Timings
Pre-KG & LKG	9:30 a.m. to 12:45 p.m.
UKG	9:30 a.m. to 2:30 p.m.
Std I to Std V	8:35 a.m. to 2:40 p.m.
Std VI to Std VIII	8:35 a.m. to 3:30 p.m.
Std IX to Std XII (till August, 2025)	8:35 a.m. to 4:50 p.m.
Std IX to Std XII (from September, 2025)	8:35 a.m. to 4:15 p.m.

4. **COMMUNICATION SOFTWARE:**

The School will continue with Chennai Campus, <https://erp.chennaicampus.com/jeevana> for communicating important information to parents. This site has details of Time Table, Assignments / Homework, Notice Board, Student Details, Marks / Reports, Announcements, etc. Important communication will also be sent as notification through this portal. Parents are requested to check this on a periodic basis.

5. **WEBSITE**

All major school activities are updated on the school website every week or two. Parents are encouraged to stay informed by regularly visiting the website: www.jeevanaschool.com.

6. **EMAIL ID FOR COMMUNICATION**

Please note that all official communication from the school will be sent to your child's designated ".in" email ID created by the school. We kindly request you to check this email daily to stay updated on important information. Please do not share the password with your children as the mails are meant only for parents.

7. **IMPORTANCE OF ENGLISH:**

To help your child excel in CIE and ICSE, we encourage you to support their English language development. Reading English storybooks and watching high-quality programs on TV or YouTube can be beneficial. Discussing these experiences and writing about them further reinforce learning. Consistent practice is essential for improving proficiency. Additionally, we urge you to foster a love for reading by encouraging them to use our library and, if possible, providing them with good books at home.

8. SECOND LANGUAGE :

As per the Tamil Nadu Government's directive, all students up to Std X will study Tamil as their Second Language. Additionally, students from Std III to Std VIII will study Hindi as their Third Language.

9. MENTAL ABILITY

The school will continue conducting Mental Ability classes for students of Std VI to Std VIII. These sessions will help students develop critical thinking skills and prepare them for various entrance examinations in the future.

10. MINDSPARK

Students in Std IV to Std VI will engage in the Mindspark program for English, while those in Std VII and Std VIII will focus on Mathematics. This computer-based program is designed to enhance subject skills, with two school periods dedicated to it. Additionally, students are expected to complete assignments at home. To facilitate this, parents are requested to provide computers with broadband access. Please note, students can spend 30 – 40 minutes on Mindspark every day.

11. CAREER GUIDANCE:

Students of Std IX and Std XI will receive Career Guidance as part of a comprehensive developmental program. This initiative helps students make informed educational and occupational choices, equipping them to make mature and well-informed decisions about their future. These sessions are handled by Mr Shyam Krishnamurthy, who is a corporate professional with around 30 years of experience primarily in technology based product firms, especially start-ups. In 2017, he founded "the Interview Portal" (<https://theinterviewportal.com>), an exclusive collection of career stories of professionals who thought and acted differently, pursuing the careers they loved. With this initiative, he hopes to make a difference by helping the next generation make their own career choices guided by their aspirations instead of peer pressure, parental pressure and societal pressure.

12. VALUE EDUCATION:

Value education is essential for school children as it helps them develop strong moral character, empathy and a sense of responsibility. It teaches important values such as honesty, kindness, respect and teamwork, which shape their behaviour and decision-making. By learning these values early, children grow into compassionate and responsible citizens who contribute positively to society. Students from Std III to Std VIII attend weekly Value Education classes, where essential life values are discussed. Parents are encouraged to reinforce these values at home.

Prepmyskills is a unique programme offered to Std VII students as a part of Value Education. It's objective is to facilitate Holistic Development with a focus on Social, Emotional, Physical, Mental, and Intellectual well-being. The program endeavours to empower every child by providing inputs that go beyond academics.

13. SOFT SKILLS:

Soft skills are essential for students as they help in effective communication, teamwork, and problem-solving. Skills like leadership, adaptability, empathy, and time management prepare them for academic and personal success. Developing these skills in school enhances confidence, builds strong relationships, and equips students for future challenges in both education and career. The schools conducts sessions for students of all classes to imbibe the above.

14. OPEN DOOR ASSESSMENTS:

Students benefit from personalized online tutoring and learning experiences, ensuring a more tailored approach to education. These are thinking assessments that ensure mastery of the concepts in Maths and Science. This program is offered to Std IV & Std V.

15. FIELD TRIPS:

Our school organizes enriching field trips to historically significant sites, offering students a hands-on experience of Madurai's rich heritage and culture. Children will be taken to places like Thenparankundram, agricultural farm, Nilayur, Alagar Kovil, Coos and Paws, Keezhadi, Arittapatti, CECRI and Karaikudi, etc.

16. NO-BAG DAY:

Students of Std VI – Std VIII will have 10 No-bag days to create a stress-free, engaging and practical environment. They will have hands-on activities, interactive sessions, movie time and life skills sessions.

17. TALENT TIME:

The school will continue the weekly Intraschool Talent Time program for students from KG to Std II. For students from Std III to Std XII, Intraschool competitions will be held weekly. Parents can refer to the competition schedule in the Digital Diary on the school website.

18. SUPW:

Socially useful and productive work has been recognized as very important in the education of children. The present education scenario is bookish in character and far away from the needs of the society. SUPW also leads to personality development and social transformation.

SUPW develops healthy habits of work by developing a positive attitude towards work. The child slowly develops the habit of co-operating with others and does any work willingly and confidently. Not only this, he/she exhibits responsible behaviour in all situations in life. With all this in mind the school has SUPW and community service as a regular part in the curriculum.

19. TESTS, ASSESSMENTS & EXAMINATIONS:

Std I to Std VIII follow the Continuous and Comprehensive Evaluation (CCE) system to assess both academic and non-academic performance. Std I to Std V include assessments in academics, Physical Education, and Co-curricular Activities. Std VI to Std VIII extend the evaluation to include Clubs, Karate and Yoga. Life Skills Assessments focus on key competencies such as communication, teamwork, and problem-solving. This holistic approach ensures the well-rounded development of every student.

20. ATTITUDES AND VALUE SYSTEM:

The school emphasizes the development of strong values and positive attitudes among students. Key focus areas include: Spirituality, Punctuality, Leadership, Cleanliness, Humility, Courtesy and Sociability. For further details, please refer to the Digital Diary on the school website.

21. MENTORING & COUNSELING:

Teachers provide one-to-one mentoring for select students, ensuring each child has a trusted confidante to help them face challenges and work through solutions. For students in Std IX to Std XII—where academic pressure is higher—mentoring is conducted in smaller groups. Additionally, our School Counsellors are available to support any student in need, and the Principal will conduct “Happy Parenting” sessions with parents.

22. CO-CURRICULAR ACTIVITIES & CLUBS:

Our co-curricular program offers activities such as Dance, Chess, Music and Art. Students in Std VI to Std VIII can choose between co-curricular and academic activities, while those in Std III to Std V focus exclusively on co-curricular options. Parents will receive a Google Form to select four preferred activities for their child, from which the school will assign one. Meanwhile, students in Std I and Std II enjoy an Activity Period featuring Singing, Craft, Art, and Storytelling.

23. KARATE & YOGA:

These activities are compulsory for all students in Std VI to Std VIII.

24. AEROBICS:

All students in the Junior Section will participate in Aerobics once a week.

25. GAMES:

Our sports program includes Cricket, Football, Basketball, Throwball, Badminton, Kho-Kho, and Table Tennis, with games organized three to four days per week. For interested students, after-school training sessions in Table Tennis, Badminton, Football, and Tennis are available at an extra cost.

26. TRANSPORT:

Transport will be organized on school-determined routes, subject to seat availability, through our dedicated private agency—a service we have successfully managed for the past five years. Details will be provided to transport-eligible families before the end of April 2025.

27. TUCK SHOP:

The Tuck Shop offers a selection of healthy snacks, including branded biscuits, Moong Dal, Peanut Candy, and Tata Gluco+, all with less than 30% sugar.

28. CCTV:

For enhanced safety, CCTV cameras have been installed in all classrooms and at strategic points throughout the campus.

29. MEETINGS WITH HEADS & TEACHERS:

During the 2025-2026 academic year, parents are welcome to meet the HM/Vice Principal/Principal on any working day between 4:30 p.m. and 5:30 p.m., by prior appointment only. Class-wise meetings will be organized once a year. Should parents wish to meet teachers or school administrators outside of these times, appointments must be scheduled via email. Kindly refrain from calling, as it disrupts the school routine.

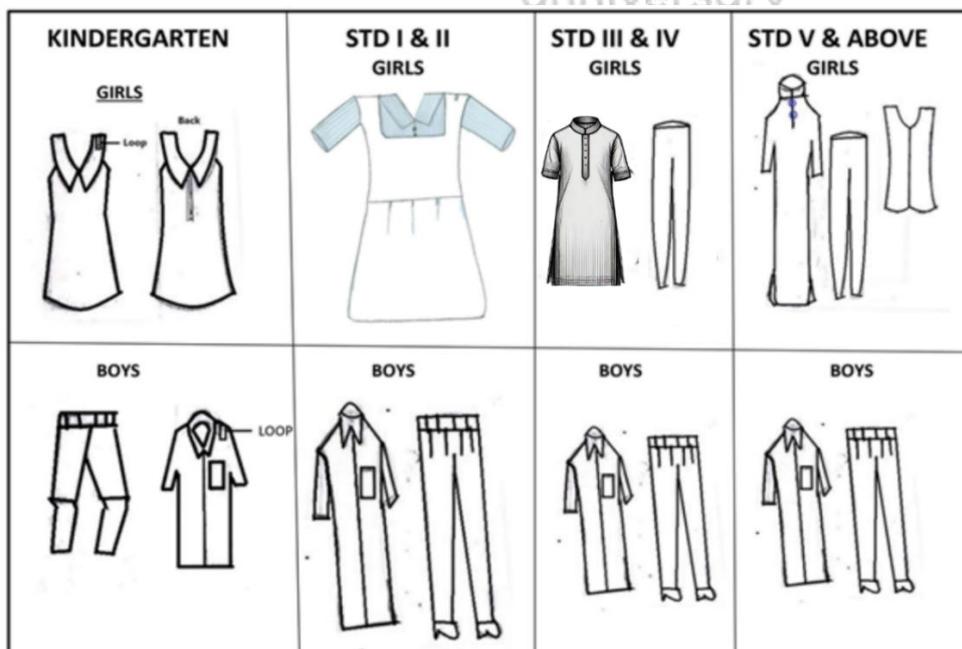
30. REQUEST TO PARENTS:

Please send email requests for documents such as Bonafide Certificates, Fee Certificates, Marksheets, and Reimbursement Forms at least two days in advance. Additionally, notify the School Office at info@jeevanaschool.com via email if there are any changes to your mobile number, email, or address for communication purposes.

31. UNIFORM:

PRE KG, LKG & UKG Girls:	"A" line sleeveless frock with opening in the back in striped material, with a loop on the left shoulder under the collar to fix the ID Card.
PRE KG, LKG & UKG Boys:	Navy Blue Shorts (please avoid zip) and striped Shirt, with a loop on the left shoulder under the collar to fix the ID Card
Std I & Std II Girls:	Navy blue Pinafore with three pleats in the front and in the back, with half sleeve and collar in striped material with a loop on the left shoulder to fix the ID Card. The height of the pinafore should be 2 cm below the knees.
Std I & Std II Boys:	Navy Blue full pants with pleats and striped shirt with half sleeves with a loop on the left shoulder to fix the ID Card.
Std III & Std IV Girls:	Salwar in Navy blue and Kurti with half sleeves in striped material with a collar and a loop on the left shoulder to fix the ID Card.
Std III & Std IV Boys:	Navy Blue full pants with pleats and striped shirt with half-sleeves with a loop on the left shoulder to fix the ID Card.
Std V & above Girls:	Navy blue Salwar, Striped Kameez with half sleeves with navy blue collar and navy blue sleeveless overcoat. The width of the overcoat around shoulders should be the same as that of the Kameez.
Boys:	Navy blue full pants with pleats and striped shirt with half sleeves.

STD	SHOES
KGs	Softy Bubble Gummers + Blue Socks (Article No. 159-9611)
STD I TO STD IV	Speed Shoes (Velcro) + Black Socks (Article No. 439-6549)
STD V TO STDVIII	Speed Shoes (Velcro) + Black Socks (Article No. 439-6549) + Sandals (Article No. 4616416)
STD IX TO STD XII	Power Shoes + Black Socks (Article No. 839-6564) (Size 6-11.5) + Sandals (Article No. 8616816)



NOTE: All the students from KG to Std XII will wear the Sports Uniform once a week. We request all the Parents to ensure that the dresses are comfortably loose, if dresses are tight, we may have to request you to alter them.

UNIFORM MATERIALS: Meezan Shirting and Suiting, 24-A, West Tower Street, Madurai-625 001, Ph: 0452-2346337, 9940778266	Footwear M/s. Bata India Limited, Bata Shoe Store, ADR Tower, , 74 A, P.P.Chavadi, Kalavasal, MADURAI – 625 016. Ph: 4230137. Mobile: 8220604914.
---	---

Uniform materials will be available from **1st May, 2025**, onwards.

Sports Uniform: The sports uniform will be delivered directly to the school and will be sent through the students.

32. Textbooks: All the prescribed Textbooks for KG to Std IX may be purchased from:

- 1. SELVI BOOK SHOP,**
Book Seller & Publisher's Distributors,
Address: No. 5, 2nd East Main Road, Opp. to Ambika Arts College, Anna Nagar, Madurai – 20
Cell: 9994682560, Phone: 0452-4380169
Working Hours: 10 am – 10 pm (Sunday closed)
(OR)
- 2. SELVAM BOOK SHOP,**
Book Seller & Publisher's Distributors,
92, (Underground) Nethaji Road, Madurai – 1
Cell: 9442033064 Working Hours: 4 Pm – 9 Pm (Sunday Holiday)
Textbooks will be available from **1st May, 2025**, onwards.

33. Notebooks: May be purchased from:

Bhima Paper
No. 11, East Avani Moola Street, Madurai – 625001
Cell: 9842162321
Working Hours: 10:30 AM – 9:30 PM
Notebooks will be available from **1st May 2025** onwards.

The school has taken all necessary measures to ensure the supplied goods are of the highest quality. Branded products have been recommended wherever possible, and we kindly ask that you purchase these items from the designated shops to maintain uniformity. As we have already placed orders for notebooks, textbooks, three sets of uniforms, and one pair of shoes and socks, it is essential that parents buy these materials from the approved vendors. If you do not wish to purchase any of these items, please inform us in writing by the end of this month. Otherwise, we may have to bill you, as suppliers require payment for the ordered stock.

Please acknowledge receipt of this circular solely through the Feedback Form that will be sent with your child on 3rd March, 2025. **Please do not send an email or SMS to acknowledge this circular.**

Padmavathi V
(Principal)