



# Career Academy

AFFILIATED TO CBSE A Senior Secondary School

Date: 03/04/2026

Circular No: CA 01 /2026

Dear Parents,

Welcome to the new academic session! We are committed to providing a high-quality educational environment that helps every child grow into an ideal citizen. We look forward to building a strong relationship with you, as our teachers and parents work together to support student learning.

Please carefully review and follow the instructions listed below:

**Session Begins:(Nur to X and XII) April 4, 2026 (Pre-Nur & XI will start from April 9, 2026)**

**Timings: April 4, 2026**

Nur & L.K.G	08:10 AM to 12:10 PM
U.K.G to X & XII	08:10 AM to 02:20 PM

- Please ensure your child arrives at school at least 10 minutes before class starts.
- Regular attendance is vital. Please send your child to school every day unless they are unwell.
- Provide the class teacher with details and attested photographs of the person(s) responsible for your child's transport.
- Please do not send your child in overcrowded vehicles. Your child's safety during the commute is a top priority.
- Encourage an "early to bed, early to rise" habit.
- Provide a wholesome meal. Please wrap food in a neat cloth napkin or butter paper (avoid foil).
- Use a steel tiffin box with your child's name written on it.
- Please pack a small, separate tiffin with fruits for the **daily fruit break**.
- We emphasize a relaxed environment and do not promote heavy homework.
- Spend quality time with your child. To maintain their respect for learning, please avoid criticizing teachers or elders in their presence.
- Please ensure your child brings a clean handkerchief every day.
- Kindly send a water bottle filled with fresh drinking water daily.
- Books and notebooks should be properly covered and must have a name slip on them.
- School diary is mandatory and should be brought to school every day.
- Parents are requested to communicate any queries through the ERP system only.
- Label all your child's belongings (water bottle, bag, lunch box, etc.) with their name.
- Ensure your child comes to school in proper uniform and maintains personal hygiene.
- Check the school diary regularly for updates and teacher's notes.
- Our ultimate objective is to begin each day with students who are well-rested, properly nourished, and emotionally secure. These foundational elements are vital in setting the stage for academic success and personal growth.

We thank you for your continued cooperation in helping us nurture responsible and well-adjusted future citizens.

Warm regards

Career Academy Sen. Sec. School Patiala

Ms. Prabhjot Kaur

(Principal)