



INDIRAPURAM PUBLIC SCHOOL, INDIRAPURAM

Ref. No. IPS/CIR/2024-25/001

Dated: 31-Mar-2024

Dear Guardian,

Subject: Embracing the **New Academic Session 2024 – 2025: A Journey Towards Educational Transformation**

As we usher in a new academic session 2024 – 2025, we extend a heartfelt welcome to you, our esteemed parents, guardians, and students, to embark on a transformative educational journey with us at Indirapuram Public School, Indirapuram. With the dawn of the National Education Policy 2020 (NEP 2020) and the guiding principles of the National Curriculum Framework (NCF), we stand at the threshold of an exciting era in education, poised to redefine learning and empower our students for success in the 21st century.

Aligned with the visionary goals of NEP 2020, our mission is to provide a holistic and student-centric education that nurtures not only academic excellence but also fosters creativity, critical thinking, and a spirit of inquiry. Through a dynamic curriculum grounded in the principles of the NCF, we are committed to promoting experiential learning, interdisciplinary approaches, and the integration of 21st-century skills into our educational practices.

Throughout the academic year, we are committed to introducing a range of innovative initiatives and programs designed to enrich the learning experience and cultivate a culture of lifelong learning among our students. From project-based learning opportunities to cross-disciplinary collaborations and community engagement projects, we aim to provide a vibrant and dynamic educational environment where students are encouraged to think critically, communicate effectively, and collaborate meaningfully.

As partners in your child's education, we invite you to join us on this journey of educational excellence and transformation. Your active involvement and support are instrumental in shaping the future of our students and our school community. Together, let us embrace the opportunities that lie ahead and work towards creating a brighter and more promising future for our children.

Indirapuram Public School, Indirapuram always strives to enable our stakeholders and build a strong bond for betterment our dearest possession "Our Students".

This document compiles all essential information pertaining to the regular operations of the school for easy and convenient reference.

1. School Timings

a. Nursery – UKG: 9:00 am to 12:30 pm

b. Grades I-XII: 07:50 am to 2:00 pm

2. **Parents' Visiting Hours:** 8:00 am – 2:00 pm however, please be informed that parents will be restricted from entering the school premises during the following time slots: 7:30 am to 7:50 am, 11:05 am to 11:30 pm, and 1:25 pm to 2:00 pm. These periods coincide with increased student movement outside classrooms, including recess and dispersal times.

3. **School Almanac** is an important document which is to be used additionally for the following apart from the regular activities of the child and any kind of communication:
- Scholar's Personal Record:** Mandatory to be filled in by the parents and same to be submitted to the respective Class teacher during the first PTM (April 13th, 2024).
 - Medical History Form:** Parents need to fill medical history form very carefully and in case of any medical conditions, kindly attach the supporting document(s).
 - Academic Calendar & List of Holidays/vacations** for session 2024-25
 - School Norms:** Details on working hours of school, admin office, PTM, Appointment with leadership team etc.
 - School Discipline & Code of Conduct for students, Prohibited Behavior & items, Library rules, Medical Aid, Important points for parents, Transportation Rules, Fee payment details, Issuance of Transfer Certificate, etc.
4. **Parents Teacher meetings (PTMs):** Parents are required to attend the event, as outlined in the almanac. Any changes to the schedule will be communicated by the school accordingly.
5. Until the issuance of the current year's identity cards, all students must wear the identity cards of the previous academic year. Those who were not issued ID cards last year will receive provisional ID cards, including new admissions. It is mandatory for students to wear these cards at all times while on school premises. If you have not received your ID card yet, please contact your respective class teacher.
- The process of generating permanent ID cards is underway. To facilitate this, we kindly request parents/guardians to update their passport size photographs on the ERP (EduNext) platform by April 10, 2024. The path is here as follows:

The process of uploading parent's photograph on ERP.

- 1. Login to ERP (<https://ipsindp.edunexttechnologies.com/Index>) on web.**
- 2. Enter student's credential.**
- 3. Go to My Profile and select parent detail.**
- 4. Upload parent's profile photograph.**

- We trust that you have already verified the details required for the ID cards during the session-ending PTM.
- The school will retrieve data and photos from its records via the ERP. Therefore, it is imperative for all parents to ensure that their information and photos are up-to-date.

This will enhance safety and security measures effectively.

6. **School ERP Portal:** The school's ERP (EduNext) system offers numerous benefits, streamlining administrative tasks and enhancing communication between stakeholders. With features like centralized data management, notices, circulars, home assignments, attendance updates, online fee payment facilities, real-time updates on academic progress and many more, it fosters efficiency and transparency. Moreover, the ERP promotes collaboration among teachers, students, and parents, facilitating a holistic approach to education management. Every parent is expected to use it regularly. You may click on the link <https://bit.ly/erpguidelines> for any support/assistance on how to install/use.

- a. Parents can track school buses in real-time using GPS through the ERP portal through web and mobile app both. Parents need to click on the **Transport option** and then on the **Live Tracking**.

7. **School Contact details:**

Contact No: 0120-2607103-04, 8882024545, 9560994651

Email ID: indirapuramps@gmail.com

Website: www.ipsindirapuramncr.com

8. Social media pages (CBSE Wing):

Twitter: <https://twitter.com/ipsindirapuram>

Facebook: <https://www.facebook.com/ipsindirapuram>

Instagram: <https://instagram.com/ipsindirapuram>

YouTube: <https://www.youtube.com/@indirapurampublicschoolind345>

Social media pages (CIE Wing):

Facebook: <https://www.facebook.com/cieindirapuram>

Twitter: <https://twitter.com/cambridgewing>

Instagram: https://www.instagram.com/cambridge_ipsindirapuram/

We kindly ask parents to visit our Social Media pages regularly to show support for our young learners by engaging with posts through Likes, Comments, and more.

9. Each student has been provided with Microsoft Teams IDs for seamless participation in online sessions/classes whenever required. If you have not received yours yet, please contact your respective class teacher. Additionally, it is advised to test the IDs on the Teams App on your mobile phone/desktop to avoid any last-minute inconvenience.

10. For any queries/suggestions, please feel free to write to us on indirapuramps@gmail.com

Your timely suggestions, support and collaboration will make us even better!

Jai Hind!



Dr. Ashish Mittal
Vice – Principal



Ms. Snehlata Krishnan
Principal