



Holy Cross International School

(A SENIOR SECONDARY SCHOOL, AFFILIATED TO C.B.S.E. NEW DELHI)
Lekha Nagar, Khagaul Road, Saguna More, Danapur
Patna, Pin:801105

Aff.No. 330529

School No. 65521

CIRCULAR NO.HCIS- 01/26-27

Date: - 28/03/2026

“Education is the most powerful weapon which you can use to change the world.” — Nelson Mandela

1. New Academic Session: With profound gratitude, we sincerely acknowledge and appreciate your constant parental guidance and support. Your involvement plays a vital role in your child's learning, growth, and overall development. We truly value your trust, co-operation, and partnership with the school. We look forward to the new academic session with renewed hope, positivity, and enthusiasm, and hope to continue this wonderful journey together for the better future of our children.

The New Academic Session 2026-2027 will commence from 6th April 2026. Please note summer time will be followed.

Balvatika- I	08 : 00 am – 11 : 00 am
Balvatika - II & Balvatika - III	07 : 00 am – 11 : 00 am
Grade – I to Grade- X	07 : 00 am – 01 : 00 pm
Grade – XII	07 : 00 am – 11 : 00 am

OFFICE TIMING
07:00 am to 02:00 pm

2. Fees: To meet all our financial commitments, there is a marginal revision in the school fees and other charges for the new session 2026-2027.

(a) School Fees must be paid by the 10th of every month in cash and by the 7th of the month through cheque otherwise, Rs.100/-will be charged as a late fine per week, and Rs.500/- will be charged per month as a late fine.

3. Books and stationery items will be available on the School Campus from 28th March 2026 (Timing: 09:00 am to 03:00 pm).

4. (a) **BOOKS/NOTEBOOKS:** All the books and the notebooks (as prescribed) should be neatly covered with the synthetic paper provided by the school.

(b) Kindly note: The class teacher will not accept them IF:-

(i) The entire and complete set of books and notebooks are not submitted at one time.

(ii) Books/Notebooks are not covered with synthetic paper alongwith the name and class mentioned with black permanent marker on all of them.

(iii) All books, notebooks and diaries should be brought to school on the first day of school. The School Diary with personal and important details filled in the perforated sheets (it is mandatory) and must be submitted to class teacher on first day when your ward comes to school.

• School takes sincere endeavor to provide your wards with the best of opportunities so that he/ she is able to tread steadily and confidently on the path of self- empowerment in all spheres of life and is able to grow up to be a sensitive, rational and a responsible global citizen.

• To enable us to achieve this goal, following guidelines and **rules of conduct** are being given to you. We solicit your wholehearted support in this endeavor. We humbly seek your kind co-operation and support in ensuring the following.

➤ **DRESS CODE:**

• Every student should be neatly dressed for the school in the prescribed school uniform wearing of School tie, belt, ID card and well-polished black shoes (sweater, jacket and blazer during winter) is compulsory.

• All boys should sport a trimmed haircut at all times. Girls should tie one plait and wear a hair band; Ponytails are not allowed.

• Application of nail polish, kajal, mehndi and wearing of oversized jewellery is not permissible in the school

- All articles and other belongings such as bag and water bottle of the child must be neatly labeled with the child's full name, class & section.

➤ **IDENTITY CARDS:**

- All children must wear their identity card (issued by the school) daily, secured properly to their shirt's left pocket.
- Loss of I – card should be reported immediately and an application should be submitted in the office for the issue of the duplicate I – card with a payment of Rs-50/
- Parents are requested to carry their parent's card issued by the school authority whenever they visit the school.

➤ **SCHOOL TRANSPORT:**

- Parents are suggested to avail only school owned transport for the safety of the children; application for the same must be obtained from the school office.
- School bus/van are facilities provided for the convenience of students. No requests for changes / alteration in bus routes or stop will be entertained ordinarily. Parent's card must be shown by the person coming to pick up the child to the security and to the bus attendants.

➤ **TRANSPORTATION POLICIES:**

- Parents must be present at the bus stop at least 10 minutes earlier than the time to reach the bus at the stop with the Parent's Card.
- The Transportation fee will include the months of the Examinations of the School (Half Yearly/ Final) whether the student avails of the bus facility or not during the Examination.
- Once parents opt for school transport, it will not be withdrawn without a proper application signed by our Office In-Charge and the Principal of the institution 45 days prior.

➤ **Students must complete 75% of attendance as per the norms of CBSE**

- **Important:** The School management requires you to update your contact information, i.e. Current Residential Address and Mobile Number. If there has been any change in the existing records (i.e. given at the time of admission). Kindly inform the office of the changes to be made by 31st March, 2026.
- All the important notices of your ward/s and chapter-wise reinforcement sheets are sent to your registered mobile number on the School App (i.e. Class Plus). For any doubt, kindly inform the office.
- Discipline: - Every student is directed to be punctual and must be regular in giving all the Class Tests, Periodic Tests and Term Examinations.
- It is compulsory to attend the morning assembly.
- The entrance gate will be closed right after the warning bell for the morning assembly, so students must reach the school 10 minutes before the Assembly time.
- **Orientation Day:** - A mandatory Orientation with the class teacher for Bal - I to Grade - IX has been scheduled on 04/04/2026 for the parents & students in the school.

Date	Classes	Time
04/04/2026	Bal – I to Grade - IX	10:00 am

“WE ARE EXCITED TO WELCOME ALL THE STUDENTS BACK TO SCHOOL AND LOOK FORWARD TO A FANTASTIC ACADEMIC YEAR AHEAD!”

- **Social Media:** Follow us on Facebook & Instagram to stay updated on school news and events .If you have any questions or concerns, please do not hesitate to reach out to us.

Social media: Scan QR to follow us on Facebook and stay updated on school news and events.

Instagram ID: [holycrossinternationalpatna](https://www.instagram.com/holycrossinternationalpatna)

Website: www.holycrosspatna.in **E-mail:** holycrosspatna@gmail.com

Mobile Numbers: 6207142141/9570921602



**Best Regards,
Management
HCIS**