



MOUNT LITERA ZEE SCHOOL, GHOGALI NAGPUR
(CBSE Affiliation Number 1131444)
ACADEMIC YEAR 2026-2027

MLZSB/2026-27/School Reopening/PP - V/ 04

Date: 11/06/2026

**Dear Parents,
Greetings!!!**

With the beginning of new Academic Session 2026-27, we welcome you to Mount Litera Zee School Ghogali, Nagpur and look forward for your support and co-operation throughout the year.

- ❖ Parents are requested to attend the **PARENT ORIENTATION (New Admission)** which is scheduled to make our parents aware about school functioning and initiatives. Please note the schedule for the same.

Pre-Primary to Grade IV (New Admission)
Wasudeo Celebration
Saturday, 20 th June 2026
10:00 am to 12:30 pm

We expect that parents will understand the importance of this meeting and attend it compulsorily.

- *Grade III Transition Guidance will be conducted **ONLINE** on **Friday, 7th July 2026**.
Link for the same will be shared one day prior. Timings as follows-

Grade and section	Timings	Grade and section	Timings
Grade 3 A, B, C,D	9:30 am to 10:30 am	Grade 3 E,F,G,H	11:00am to 12:00 Noon

HAPPY HOURS (Pre-Primary and Grade I new admissions)- Happy Hour is our initiative to make students comfortable with new school premises. This activity will be conducted from **Monday, 22nd June 2026 to Thursday ,25th June from 10:00am to 11:00 am.**

*Parents need to pick and drop the child to school for Happy Hour.

- ❖ **REOPENING DATES:**

Pre-Primary to Grade 2	Grade 3 to 10
Wednesday, 01 st July 2026	Tuesday, 30 th June 2026

- ❖ **REGULAR SCHOOL TIMING:**

Pre-Primary	Grade I to VII
Monday to Friday: 9:00 am to 12:30 pm Saturday: HOLIDAY	Monday to Friday: 9:00 am to 3:10 pm Saturday: 9:00 am to 1:00 pm
*Students are expected to reach school 10 minutes prior i.e. by 8:50 am	

- ❖ We understand that it may take some time for **Pre-Primary and Grade I** students to get adjusted to the new environment after summer break. Keeping this in mind, school timing is reduced for these students as follows:

Pre-Primary	Primary (Grade I and II)
1 st – 3 rd July - 9:00 am to 11.30 am after which regular school timing will be followed. 6 th July onwards Pre-Primary school timing will be from 9:00 am to 12:30 pm.	Grade 1 and 2:- 1 st – 3 rd July 2026 (9:00 am to 11.30 am) 4 th July 2026 Saturday: 9:00 am to 1:00 pm 6 th July onwards school timing will be from 9:00 am to 3:10 pm

*School Timing for Grade III to X will be 9:00 am to 3:10 pm from first day of school i.e 30th June 2026.

- ❖ All students coming by van, to come at 9:30 am on Wednesday, 01 July 2026. As we need to take photograph of van driver with the students for student's safety and follow certain protocols.)
- ❖ School buses will ply as per the schedule from very first day of school for students who have opted for School Bus facility. Please contact Fleet In-charge Mr. Mayur Acharya for bus related queries (Including Pre Primary). **Contact No. 7888018773.**

Kindly note the following points:

1. **BOOK KIT & UNIFORM DISTRIBUTION** will be done on following dates.

Book Kit Distribution Dates					
Pre-Primary	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5
13 th June	15 th June	16 th June	17 th June	18 th June	19 th June

(Timings- 10 am to 2 pm)

- **Pre-Primary book submission** will be held on 27th and 29th June between 10:00 am to 12:00 Noon (This is done to avoid student's bag load and misplacing the books on first day of school.)
- For parents who are having siblings, they can come on any one of the above mentioned dates to purchase books and uniform of both the kids.
- Please **check all the books, notebook, other items and uniform carefully before leaving the premises**. In case of any discrepancy please note it down with the teacher in-charge and on your receipt as well. **Please keep the receipts and book list safe for future reference.**
- **PLEASE DO NOT COVER THE BOOKS & NOTEBOOKS.** It helps the child in identification of books and feel the joy of reading.
- For **GRADE I - X**, Child needs to wear regular uniform on Monday, Tuesday, Thursday and Friday and **HOUSE UNIFORM to be worn on Wednesdays and Saturdays.** (House is already allotted to the child.)
For **PRE-PRIMARY**, students to wear regular uniform throughout the week. No House uniform for Pre-Primary students.
- If for any reason, you could not purchase the books and uniforms on above mentioned dates, you can purchase the uniforms from **D. J. Sales**, Pyramid City, Ghogali Besa (Building opposite to school building) or from anywhere; but the shade of uniform provided should match. In case you have not received the shade, kindly collect from school office.

Book Kits will be made available in the school for your convenience.

Along with books and notebooks following items will be provided with the Book Kit.

- a. **Annual Planner 2026-27** which is given in book kit needs to be kept at home. Please refer the same for planning your school work and holidays.

- b. **Temporary I-cards** will be provided with the book kit for new admissions. Parents are requested to fill the details and paste recent passport photograph on it. Existing students will get permanent I-Card on first day of school. All students must wear I-card daily.
 - c. **Van Declaration Form** will be provided with the kit. Parents who are planning to send their child with van, must fill the form with complete van and van driver's details and should send the same with your ward on the very first day of school (Along with diary note)
 - d. **Escort Cards** will be given in the book kit. Parent/Van drivers who are going to pick their child after dispersal, must carry the duly filled Escort Card for safety purpose.
 - e. **"ALMANAC" (For Pre-Primary and Grade I – X)** i.e. school diary will be provided in the book kit. Parents should fill **Declaration pages i.e. from Pg. No 3 – 8 of almanac and duly filled Almanac must be sent with the child on the first day of school itself.**
 - Please use Pg. No. 31-32 for parent to school communication.
 - Teachers will use Pg. No 33-34 for any communication with parent. Parents to please check Almanac Daily.
 - Please use Pg. No. 35 for giving leave note.
2. Please download the **MCB (My School Board) app** from Google Play Store for all school related communication. **ENROLLMENT NO.** on the left hand side corner of your **FEE RECEIPT** is the **Username and Password** to login into your MCB portal. (Please note, Username & Password is the same). Some features to note:
- (i) **CLASS DIARY** – Class Logbook is posted here with details of each period.
 - (ii) **ANNOUNCEMENT** – All important circulars and messages are posted here.
 - (iii) **ASSIGNMENT** – All the notes for reference are posted here.
3. **TIME TABLE & BREAKS**
Subject wise time table & teachers name list will be provided 2 – 3 days prior to the school reopening.
 Students will get one fruit break, one lunch break and one snack break. Exact timing of breaks will be mentioned in the time table. Please send healthy food **ONLY**, for lunch. Junk food is strictly not allowed. Send small fruit or small munching tiffin for fruit break and short break. On Saturday students can bring food of their own choice.
 *Please send a water bottle, spoon and napkin along with the tiffin in proper tiffin bag.
 Please see that tiffin and water bottle should be easy to handle for students.
4. **MONSOON GUIDELINES:** Students must bring labelled raincoat and hand towel with him/her during monsoon season. **(UMBRELLAS ARE NOT ALLOWED FOR SAFETY REASON.)**
5. **BIRTHDAYS:** The child should come in coloured, decent and comfortable attire on his/her birthday. (Long gowns, heels are not allowed.) The child can distribute chocolate or stationery costing not more than Rs. 5/- to his/her classmates and teachers and ancillary staff of the respective floor only. (Not for the whole school)
6. **DISCIPLINE**
- a. Students **MUST** maintain discipline in school and outside premises.
 - b. Students should wear clean and ironed uniform daily. Shoes should be clean and polished.
 - c. Students must carry a handkerchief in their pocket.
 - d. Please guide the child to clean their tie, belt, I-card lanyard and socks regularly. Please see that the school bags and tiffin bags are checked and cleaned regularly.
 - e. Nails should be trimmed regularly. Hair should be properly trimmed and combed. Girl students with long hair should put two plaits. Girl students should use only **BLACK** coloured bows, hairband or hair clips.
 - f. No fancy/Gold/Silver or costly accessories are allowed in school.

- g. Metal scales/rulers, compass/dividers (Geometry box) are not allowed till grade III as it may hurt other children.
- h. Every single item should be labelled (especially in Pre-Primary and Grades 1-3). This makes it easier for us to return the item on time in case it is lost in school.

Dear parents, as we are going to start with new session, please prepare your child for the school. (In terms of hygiene, punctuality, sleeping and eating habits, taking care of their belongings and handling/carrying their uniform and other items properly)

Looking forward to a year filled with Joy and Learning.



Dr. Vandana Paul
PRINCIPAL

Mount Litera Zee School, Ghogali Nagpur

