

## Vivekananda English Academy (H.S.)

Co-Ed. English Medium Higher Secondary (10+2) School

Affiliated to W.B.B.S.E. & W.B.C.H.S.E. (Govt. of W.B.)

**Main Office and Campus:** 62 B, Dewanjee Street, P.O. & P.S. – Rishra, Dist.- Hooghly, West Bengal, PIN-712248

**VEA Branch Office:** 'PAUL COMPLEX', Shop No.- SS-2A, 89/3/A, K.C. Ash Lane, Ground Floor, Beside MIO AMORE, Bangur Park.

VEA/Circular/2025/No.- 04

**(For class PG & NS)**

Class	Timing ( FOR 15 <sup>th</sup> , 16 <sup>th</sup> & 17 <sup>th</sup> JANUARY, 2025)
PG	8.30 AM – 9.45 AM
NS	8.30 AM – 9.45 AM
Class	Timing ( on and from 20 <sup>th</sup> JANUARY, 2025)
PG	8.30 AM – 10.50 AM
NS	8.30 AM – 11.30 AM

### Important Guidelines:

- A label containing the NAME, CLASS, SECTION and Roll No. of your child and MOBILE NO. of parents should be prepared and pinned up on your child's shirt's pocket for the first 15 days of school.

NAME: .....  
CLASS: ..... Section: .... Roll No: .....  
Mobile: .....

- Name of the student should be written on his / her School Bag, Books, Copies, Water Bottle, Tiffin Box, Pencil Box etc.  
**Use BLACK 'Permanent Marker Pen'** to write name of the student on school bag, water bottle, pencil box etc.
- **A handkerchief, a spare mask** and **a set of colour clothes** should be brought to school everyday by the children in case their uniform gets soiled.
- Children must bring **School diary everyday** and the front page of school diary (Student's details) should be filled in by the parents.

**By order (14/01/2025)**