



Ref: DPSG/Cir/17-18/Admn: 12

**"Do not train children to learning by force and harshness, but direct them to it by what amuses their minds, so that you may be better able to discover with accuracy the peculiar bent of the genius of each."- Plato**

Dear Parent,  
Greetings!!!

As we embark into another academic year, I welcome one and all with renewed vigor and enthusiasm. With the new session 2017 -18 opening new vistas I seek your attention to the following points:

1. **Curriculum:** For academic follow up, please refer to the **Annual Curriculum** which will be provided to you shortly.
2. **Circulars:** Acknowledge receipt of circulars in the almanac page 'Record of Circulars' on pg no 42/43 & 'Record of Circulars' given from the Administrative Office on pg no 36/37. School circulars are also uploaded in the school website and forwarded via snap app.
3. **Transport:** Ensure that your ward boards the buses allotted to him/her during the first week of the session. Hereafter your ward will not be permitted to board any other route buses unless there is a change in your residential address and the school must receive a written communication in this context.
4. The school may not observe a holiday on all 'Bandhs' announced by various organisations. However, if the school decides to run the school, the buses will ply on all scheduled routes. In case the school observes a holiday during a 'Bandh', the school will function on the next second/fourth or fifth Saturday of the month where students are expected to follow the routine of the missed day. This should be followed without any further notification. The school tries to send notifications of such contingencies through group SMS, hence please ensure that you do not opt for DND (do not disturb) option from the mobile service provider. However parents are still required to get in touch with the driver/handyman of their respective route in the mobile phone number of the bus.
5. **Identity Card:** For security reasons the students are given two I cards. One for them to wear in the school and the other for the escort person to carry it along when they come to drop / pick up the child from the allotted bus stop/school gate. It is mandatory for students to wear the card right from boarding the school buses/private vehicle till they are received by the guardian.
6. **School Fee:** Refer cover pages of fee booklet and pg nos 160 to 161 of almanac for payment of school fee. No reminder shall be given for fee payment. Request for exemption of late fine after scheduled dates shall not be entertained in any case.
7. **Medical Information:** Medical record of any chronic ailment and the first aid that your ward may require in school during any contingency should be furnished to the respective class teachers in writing.
8. **Almanac:**
  - a. Almanac needs to be brought to the school everyday. Please fill up the page "**PERSONAL MEMORANDA**" on pg no 1 in the almanac and affix a recent passport size coloured photograph.
  - b. Refer to the almanac for PTM dates and activities, examination and holiday schedule. Attendance of parent during PTMs is mandatory.
  - c. Parents need to go through the almanac everyday and put their initials in the space provided.
  - d. Students must carry their almanac while visiting the school infirmary.
9. **Communication with the teachers:**
  - a. Parents to provide their latest mobile numbers to the class teacher for communication. However we would appreciate if the communication is facilitated through the almanac as and when required.
  - b. For appointments please refer to page 13 of school almanac.
  - c. Parents are requested not to call up the teachers during school hours. Calls may be made between 7.00 pm to 8.00 pm. For emergency during school hours, kindly call up the School Front Office at 7086055501/02/03.
  - d. On days when there is any change from your side related to the departure of your ward from school, do notify the class teacher through the almanac in advance.
10. **Attendance and Leave:**
  - a. A student who reports to school every day, but has been marked 'Late Arrival' or avails early departure will not be eligible for 100% attendance certificate.
  - b. Refer to page 158 of school almanac for early departure norms.
  - c. Your ward must furnish a leave application stating the reason of absence on the day he/she reports back to school after an absence. It needs to be supported with an almanac note in the page 'Record of Absence'. A medical certificate needs to be attached along with leave application during medical leaves. This applies to leave availed during the Weekly and Unit Tests also.
  - d. Parents need to follow up with the pending work whenever their ward remains absent from school.

*Principal*

