

D.A.V. PUBLIC SCHOOL, SECTOR –14, GURUGRAM

PSG/CIR/

DATED : 21.02.2018

Dear Parents,

Kindly make note of the following points:

1. **15 March 2018** will be a full working day for classes **V, VI, VII;** **20 March 2018** for class **VIII** and **22 March 2018** for classes **IX & XI** respectively, when the students will be shown their final term answer sheets. The timings for the above mentioned dates will be **07.55 a.m. to 2.15 p.m.** School transport will be available on these days.
2. Result of the final examination (**Session 2017-18**) will be declared on **21 March, 2018** for grades **LKG – V** and on **23 March, 2018** for grades **VI –IX & XI**. Parents are requested to collect the result of their wards from their respective class teachers between **8.30 a.m. and 11.00 a.m.**
3. The new session will start from **26 March 2018** for classes I to X and from **12 March 2018** for **Class XII**.
4. The session for class XI will start from **23 April 2018**.
5. Children promoted from L.K.G. to U.K.G. will start coming to school from **09 April 2018**.
6. Students promoted from U.K.G. (Sector-14) to Class-I will come to the main school in the new session.
7. Please note the change in school timings, which will be effective from **26 March, 2018:**

For Grades I to III	:	7.25 a.m. to 12.30 p.m.
For Grades IV and V	:	7.25 a.m. to 01.30 p.m.
For Grades VI to XII	:	7.25 a.m. to 1.50 p.m.

Kindly note that late comers will not be permitted to enter the school. The School gates will open at 7.05 a.m. (summer timings).
8. From the new session onwards the **walking and private van students** of **grades IV & V** will be handed over to the parents and the Private Van drivers between **1.30 p.m. and 1.40 p.m.** after verifying the valid Identity Card issued by the school. Parents have to ensure that the van driver accepts full responsibility of the child's safety, once the child is handed over to him.
9. The senior students (Classes VI-XII) commuting by van will be allowed to move out only after the students who go walking, have dispersed.
10. The students commuting by the **school bus** will start leaving the school premises at:

Grades LKG – III	:	12.35 p.m. onwards
Grades IV – XII	:	02.00 p.m. onwards
11. Second Saturday is observed as Parents' Teachers' Meeting from **8.00 a.m. to 10.30 a.m.** School remains closed on fourth Saturday of every month. On other Saturdays school closes one hour early.
12. The school transport will run 30 minutes earlier than the present time w.e.f. **26 March, 2018**. Accordingly, students are advised to reach their respective bus stops 30 minutes early.

13. Please make sure that your ward has the required books for the new class and the summer uniform before the start of new session i.e. **26 March 2018**. The books will be available w.e.f. **15 March 2018**.
14. Please ensure that your ward always carries his/her I-Card while coming to the school.
15. Summer Vacation will commence from **21 May 2018 (Grades Pre-Nursery to IX)**, **19 May** will be the last working day. The school will reopen on **27 June 2018** at 7.25 a.m for **XI & XII** and on **2 July 2018** for other classes.
16. Special classes will however, continue to be held for the students of classes X, XI & XII till **31 May 2018**.
17. For information of the parents, fee can be deposited quarterly i.e. in the months of **April 2018, July 2018, October 2018 and January 2019** and in case of any difficulty fee can also be deposited monthly. Also kindly note that transport fee will not be charged for the month of June. Parents are requested to deposit the fee by cheque by writing the Name, Admn. No., Class & Section of their ward on the right hand top corner of the backside of the cheque or **by using online fee payment mode available on our school website**. Annual charges are to be paid along with the fee for the quarter starting in the month of April. In case of withdrawal of the student due to any reason, application is to be submitted for the same latest by **10 March 2018**.
18. Kindly note that for withdrawal of transport facility, one month's notice is necessary. This will, however, be acceptable upto **31 August only** and no withdrawal of this facility is allowed after **September**.
19. Now-a-days many parents are hiring Private Vans for the transportation of their wards. It is our earnest request to the parents to ensure the safety of their wards in the van. It is entirely the responsibility of the parents, if the child travels by any private mode.
20. Parents are requested to ensure that their wards do not drive any vehicle to the school, as underage driving is against the law.
21. During the school hours, we do not allow the parents/guardians to take the child home, unless it is very urgent. In that case, parents have to come personally to take the child from the school.
22. Parents are requested to carry their school I-Cards on every visit to the school to ensure the safety of our students.
23. In case somebody else other than the parents comes to pick up the child, he/she should carry the parents' school I Card and a written application from the parents.
24. Please note that carrying mobile phones, i-pads, expensive/ **smart** watches and any other gadgets to the school is strictly prohibited for students. If they bring such gadgets on any pretext, these will be **confiscated**. In case of emergency, students can use the telephone at the School Reception.

We need your full co-operation in all matters relating to the healthy growth and development of your child, which we trust, will always be forthcoming in the interest of your ward.

WITH BEST WISHES,

Yours faithfully,

PRINCIPAL

