

DAV PUBLIC SCHOOL – BALLABHGARH

Ref : DAVPS/BLB/2024

Dated : 23/03/2024

Information Circular

Dear Parent,

It is with great pleasure and a wonderful sense of anticipation that the school extends a warm welcome to you and your ward to the new academic session 2024-25. The start of a new academic year brings with it a sense of apprehension, opportunity and growth. It's time to set new goals, embrace new challenges and expand horizons.

Students being the heart and soul of the institution, need to remember that greatness is not achieved overnight, but through perseverance, determination and steadfastness as patience, persistence and perspiration make an unbeatable combination for success.

With your unflinching support, we are confident that together, we can overcome any obstacle that may come our way. Let's approach this new academic year with optimism, determination and a commitment to excellence.

Once again, welcome back and we look forward to a rewarding and successful year ahead.

Here to Help You

For any kind of assistance, parents may contact the following Coordinators/Incharges (Tel. No 0129 – 2241755, 2249642) (email – davpsblb@gmail.com)

Pre Primary (Nursery- II) Academic & Activity

Mrs Vandana Chowdhary

Middle Wing (VI – VIII) Academic & Activity

Mrs Nishi Nandwani

Primary Wing (III –V) Academic & Activity

Mrs Sunita Dham

Senior Secondary Wing (IX – XII) Academic & Activity

Mr Virendra Sharma

Activities, Events & Examination, Transport Discipline	:	Mrs N.Nandwani
Time Table Incharge	:	Mr Vikasdeep Hooda
Information Technology Coordinator	:	Mr Devkinandan
Transport Incharge (Nursery – XII)	:	Mrs Rita Jindal
Coordinator (Administrative Department)	:	Mr Prem Chand
	:	Mr Shambhu Prasad

❖ The new Academic Session (2024- 2025) will start as per the following schedule :-

Classes VIII to XII	:	28/03/2024 (Timings : 7.50 a.m to 1.50 p.m)
Classes III to VII	:	28/03/2024 (Timings : 7.50 a.m to 1.50 p.m)
Classes I & II	:	01/04/2024 (Timings : 7.50 a.m to 1.50 a.m)
Classes Nursery, LKG & UKG	:	01/04/2024 to 19/04/2024 (Timings : 7.50 a.m to 11.00 a.m)

Further timings will be intimated later.

❖ **NEW ADMISSION:**

New Admission/Registration for the session 2024-2025 is open for classes Nursery to IX and XI (Medical, Non Medical, Commerce & Humanities). The Registration Forms are available at the Reception Counter from 9.00 a.m to 12.30 p.m. on all working days.

Age requirement for admission to Nursery to & UKG is as follows :

Nursery - 3 + , LKG - 4 + , UKG - 5 + (as on March 31, 2024)

Mandatory Admission Requisites :

Documents to be produced by Parents along with Admission Form :

- Birth Certificate of the candidate
- Two Passport size photographs of the candidate as well as of the parents
- School Leaving Certificate (if applicable)
- Latest Report Card of the last school attended (if applicable)
- Transport Form duly filled by the parent
- Medical Proforma duly filled by the parent
- Aadhar Card of Child & Parent
- Parivar Pehchan Patra

SMS Facility: Please provide / update your valid and correct mobile number to avail SMS facility being provided by the school. Kindly intimate any change in the address or mobile number in writing to the School Office by April 30, 2024 to avail better and effective communication.

Kindly note the change in the Fee Criteria from the Session 2024 – 2025.

Five Installments in all

I Installment will be from April to June. (To be paid on quarterly basis)

II, III & IV Installments – to be paid Bi-monthly.

(July – August, September – October & November – December)

V Installment – will be from January – March. (To be paid on quarterly basis)

- **Late fee will be charged @ Rs 20/ per day. To avoid late fee fine, please deposit the fee by 15th of the first month of each Quarter/Bi – Month**

TRANSPORT FACILITY:

School Transport: School Bus facility is being provided to the students of Classes LKG to XII. It is advised that you use school transport keeping in view the safety and security of your ward. Students seeking School Bus facility (New) will have to fill in a form and get it signed by the Transport In-charge before depositing the first installment of the fee. **STUDENTS ARE NOT ALLOWED TO DISCONTINUE THE SCHOOL BUS FACILITY DURING THE SESSION.**

Private Transport: The parents of all such students who use a private van to commute to school are once again strongly advised to thoroughly check the credentials of the van driver. Please ensure that the driver has a valid driving license, police verification, strictly follows the safety norms of driving the school-children and is a trustworthy custodian of your ward. It is also advised that to ensure safety and security of your children. Please send them to school **ON TIME** and not before.

For a personal meeting with the teacher kindly take an appointment between 7:30 am to 8:00 am or 1.40 pm to 2:10 p.m.

Thank you for your continued support.

Regards

Namita Sharma
Principal