

DAV PUBLIC SCHOOL – BALLABHGARH

Ref : DAVPS/BLB/2018/

Dated : 14/03/2018

Information Circular

Dear Parent,

With the constructive conclusion of Session 2017 – 18, We are on the threshold of yet another academic year with hope of understanding worth of our realistic goals and their righteous fulfillment. For your assistance through the work ahead, kindly note :

Here to Help You

For any kind of assistance, parents may contact the following Coordinators/Incharges (Tel. No 0129 – 2241755, 2249642) (email – info@davblb.ac.in)

Pre Primary (LKG- II) <u>Academic & Activity</u>	Primary Wing (III –V) <u>Academic & Activity</u>	Senior & Secondary Wing (VI – XII)
Mrs Vandana Chowdhary	Mrs Sunita Dham	Mrs N.Nandwani : Activities, Events & Examination, Transport <u>Academics</u> Mr Virendra Sharma : IX to XII Mrs Vandana Gupta : VI to VIII Mr Vikasdeep Hooda : Discipline & Transport Mrs Anjali Sircar : House Activities (VI -XII) Mrs Priyanka Gaur : Club Activities, Assemblies (VI- XII)

Mr Prem Chand : Transport Incharge (LKG – XII)

Ms. Pratishtha Satsangi : School Counsellor

For New Comers

❖ *NEW ADMISSION:*

New Admission/Registration for the session 2018 – 2019 is open for classes LKG to IX and XI (Medical, Non Medical, Commerce & Humanities). The Registration Forms are available at the Reception Counter from 8.00 a.m to 2.00 p.m. on all working days.

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

LKG - 3 ½ + , UKG - 4 ½ + (as on 31st Mar 2018)

List of Supporting Documents to be produced by the 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

Dates to Remember

❖ **OPENING DATES FOR THE SESSION 2018 - 19:-** New Session (2018-19) for various classes shall begin as per schedule given below:

(i) LKG – IX : 03/04/2018 (Tuesday)

(ii) X & XII : 22/03/2018 (Thursday) - Timings : 8.30 a.m. to 12.15 noon

Following School Timings will be followed w.e.f 03rd Apr'18 :

LKG & UKG : 8.30 a.m to 1.10 p.m **I to V** : 8.30 a.m to 2.30 p.m

VI to XII : 7.10 a.m to 1.10 p.m

New session for new admissions in classes LKG shall commence on 27/03/2018. (Timings 8.30 a.m to 10.30 a.m)

Note : Please note that in the New Session, instead of Last Saturday, Second Saturday of every month will be a holiday.

❖ **FEE DEPOSIT :-**

- All tuition fees are payable bimonthly by the 15th of the first month for which charges are due except Jan & April. Late payment fine is Rs 10/- per day.
- Parents are requested to submit the fees with Fee Bill which will be given to their wards in advance for the stipulated period. Rs 20/- will be charged for issue of duplicate Fee Bill.
- All school dues are accepted in cheque in Cheque Drop Boxes in the school premises. If a student fails to pay school dues for consecutively three months, his/her name will be struck off and child will have to be readmitted. No outstation/ Non CTS cheques are accepted. For any uncleared cheque, Rs 250/- will be charged along with late fee. Online fee facility is also available.

❖ **REGARDING HOUSE ALLOTMENT**

The school has four houses- Dayanand, Hansraj, Shraddhanand and Virjanand. The grouping of the students in these Houses helps to discover their talents and potential and cultivates competitive spirit in them. A new admission is allotted a particular House by the class teacher on the first day of his/her joining the school.

Following Days are fixed for House Meet Day :

III to XII : Friday

❖ **LANGUAGE OPTION (SANSKRIT OR HINDI) IN CLASS IX:**

Students promoted to class IX have option to study either Hindi or Sanskrit. Students are required to fill up Language (Hindi/Sanskrit) option form and submit it to the class teacher on the first day of the session. Parents are requested to motivate their child to opt for language of his/her own choice as both the languages are equally important in Government Services.

❖ **TRANSPORT FACILITY:**

- (i) In order to ensure effective transportation for the students, existing bus students and new applicants who wish to opt for bus facility must collect and submit the completely filled in form to the respective class teachers.
- (ii) Parents of the new admissions shall contact Transport Incharge regarding 'pick and drop point' time of their ward.
- (iii) Students availing transport facility shall be issued separate identity cards for transport. Transport facility can be withdrawn by the school if any student is found damaging the school bus or not following the bus rules/discipline code. Any damage done by the student in the bus will be made good by him/her.
- (iv) Transport facility can be withdrawn from any route if it is not viable due to less number of students or bad condition of the road.
- (v) Transport facility is available for the whole session. No withdrawals are allowed in between except in case of transfer cases or change of residence for which an application is to be submitted along with documents well in advance (at least one month). In case of immediate withdrawal of transport facility, one month fee will be charged.

Simple Rules : Must Follow

- (i) Tiffin or belongings like charts, models, pencil boxes etc. will not be accepted at any entry gate or school reception for security concern of students.
- (ii) No half day leave will be given to any student. In case of emergency parents must pick up the student. He/She will not be allowed to leave alone. In case a child is sick, he/she should not come to the school. He/ She should apply for a sick leave along with medical certificate to the Principal.
- (iii) No student will bring mobile phone/electronic gadgets or jewellery of any kind to the school. Any student found having such things in the school premises will be expelled with immediate effect.
- (iv) Study plan, time table and school diaries will be issued to the students by the class teachers.
- (v) Students of Classes VI to XII are not allowed to wear casual dress on birthday's or etc.
- (vi) Parents are requested to observe strict discipline at the Reception and School Gates **not to move around in the school or outside the classrooms during school time.**
- (vii) **Parents are requested to strictly follow the formal dress code while visiting the school.**
- (viii) **Parents are requested to give their valid and correct mobile number and email id to avail SMS and mail facility provided by the school for effective communication. In case of change of mobile number, address, please, inform the respective class teacher and school office immediately.**
- (ix) **Only Books for Classes LKG to VIII** will be available in the school campus (Room No – 113) from **24th Mar'18 (8.00 a.m to 4.00 p.m).** The stationery list has been given to the parents. It is available in the open market. Stationery not available in school campus.
- (x) **School Uniform** is displayed in the **school premises.** Kindly follow the same pattern. It is available in the open market.