

NEO CONVENT SR. SEC. SCHOOL, PASCHIM VIHAR, NEW DELHI - 63
CIRCULAR NO. 042 /2024-25

Dear Parents,

1. The school is celebrating its **Annual Day on 09th October, 2024.**
2. On **08th October, 2024 (rehearsal day)**, all participants of **L.K.G. - U.K.G.** are required to attend the School as usual i.e. from **08.00 a.m. to 12.30 p.m.**, participants from **I – V** will attend school from **07.15 a.m. to 01.45 p.m.** and participants of classes **VI - XII** will attend the School from **2.30 p.m. to 8.00 p.m.** All students will wear regular School uniform. Students coming at 2:30 p.m. will be handed over to the parents from green rooms only, after the rehearsal is over.
3. **05th October, 2024 (Saturday) will be working for LKG - XII due to Annual Day Practice as per regular timings. Students will wear House uniform on Saturday.**
4. On **09th October, 2024**, all participants of **LKG – V** will report to School at **3:00. p.m.** in the given **costume**. Every participant will bring a **Nutritious Lunch Packet, preferably oil free, water bottle & Hanky** along with him/her. Participants will bring School uniform in a labelled packet for change over.

On **09th October, 2024 by 3.00 p.m.** all students from **VI – XII** will come in School regular uniform.

5. On **08th and 09th October, 2024**, there will be no School for **non-participants**.
6. On the Annual Day, participants will be handed over to the parents **from the green rooms only after the entire function is over**. Parents are requested not to approach the teachers during the program as it leads to inconvenience and confusion.
7. Parents are also requested not to take photographs during the function as the same causes, inconvenience to all the viewers. Photographs/CD will be available in the **School** and the same can be ordered from the photographer directly.
8. **Mobiles may please be switched off during the program so as to avoid disturbance in the functioning of electronics.** Eatables will not be allowed inside the function venue.
9. A Parent Teacher Meeting has been scheduled for **LKG to V** on **19.10.2024**, and **VI to XII** on **26.10.2024**. Students are required to be dressed in proper School uniform for the same. The schedule for P.T.M. will be uploaded on School website. www.neoconventschool.com.
10. The School will remain closed from **10-10-2024 to 13-10-2024** on account of Dussehra and will re-open on **14-10-2024**. The School office will also be closed during these days.
Parents can also pay the School fee online.
11. The School will shift to winter timings & winter uniform to be worn from **01.11.2024**. The School timings will be as follows: -

CLASSES	TIME
LKG & UKG	08 : 30 a.m. - 01:00 p.m.
I-XII	07 : 45 a.m. - 02:15 p.m.

12. The information about the Green Rooms is as follows: -

ITEM	CLASSES	GREEN ROOM NOS.
AAO HUM SAB HATH MILAYE	LKG-UKG	LKG – UKG WING
DHARM KI SARTHAKTA	I & II	119, 120, 121 (1 ST FLOOR)
RIGHTEOUS	III - V	115, 117, 118 GIRLS (1 ST FLOOR) 218, 219, 220 BOYS (2 ND FLOOR)
DRISHTIKON	VI - VIII	112, 113, 114 GIRLS (1 ST FLOOR) 213, 214, 215, 217 BOYS (2 ND FLOOR)
DHARM AUR NAITIKTA	IX - X	108, 109 GIRLS (1 ST FLOOR) 208, 209, 212 BOYS (2 ND FLOOR)
KARAM HI DHARM HAI	XI-XII	106, 107 GIRLS (1 ST FLOOR) 206, 207 BOYS (2 ND FLOOR)
MUSIC (GANESH VANDANA & SCHOOL SONG)	VI-XI	122 GIRLS (1 ST FLOOR) 222 BOYS (2 ND FLOOR)
PRIZE DISTRIBUTION / SCHOLARSHIP STUDENTS		201 (2 ND FLOOR)
VOLUNTEERS		223 (2 ND FLOOR)

Please refer to all the above information, before looking for your ward after the **Annual Day** Celebration is over on **9th October, 2024**.

Date : 03.10.24

Our website - www.neoconventschool.com

PRINCIPAL