

Dear Parents please note that :-

1. **Absenteeism** before examination will result in the child losing 2 marks per paper, per day. So discourage your ward from being absent, as the School is giving preparatory holiday before **each exam**.
2. Any child caught using **unfair means** during any Exam will be **marked 0** as per C.B.S.E. rules and Disciplinary Action will also be taken against him/her.
3. **Disciplinary Cards** are being issued to the students for serious infringement of rules. These cards are being entered in the student's record and these have a serious bearing on his/her result etc. Therefore counsel your ward to strictly follow Rules and Regulations.
4. **Students have to wear regular School uniform during exams. Students are supposed to wear I-cards on regular basis.**
5. The students of class **VI to XII** will have OFF on the days when NO exams are scheduled. The School office will function as usual.
6. Classes from **LKG to V** will function regularly on all working days. Classes from **LKG to XII** will have an off on account of preparation for Half Yearly Exams on **18.09.25**.
7. During Exams i.e. from **19.09.25 to 30.09.25**, **School for all classes** will be over at 11.30 a.m. Parents are requested to pick up their wards accordingly from School gate.
8. **Regular School will resume from 03.10.25, on regular timings i.e. 7:15 a.m. to 1:45 p.m.**
9. **Students coming late will not be allowed to enter into the School.**
10. All the students are to keep their Unit Test answer sheets filed in the School folder for reference, as these help the student to prepare for further examinations. So ensure that your ward regularly files these answer sheets. Teachers will check these files on regular basis.
11. **Do not** allow your ward to log on to the internet **unsupervised**. Though social networking sites like face book are in vogue, be cautious when your ward is interacting on the sites as the incidences of **misuse** are on the increase.
12. **Students are not to carry or wear Smart Watches / Fitness bands /any other electronic devices etc. to the School. Students are also not allowed to carry fluids like whitener, E-hookah, refills & narcotic liquids etc. to the School. It will invite strict disciplinary action.**
13. A Parent Teacher Meeting to collect and discuss the progress of their ward studying in classes from **VI to XII** is scheduled on **01.11.2025**.
Students are required to dress up in proper school uniform for the same. Junior students should also be in proper uniform if accompanying parents. **If result is not collected the same day, it will be delivered only on request to School office, with a valid reason. Result will not be handed over to anybody else, other than parents.**
14. Class room teaching is being reflected on School website through the link **class room lectures**.
15. All parents are required to follow parents visit schedule. Kindly follow parent and teacher interaction schedule already given vide Circular No. 001/2025-26 to stream line the system.
16. Admissions for classes **U.K.G. & 1st** will begin from **23rd September '25**. Those desirous of availing admissions for their ward/relatives in the School may contact the School Reception for further information between 9 a.m. to 11 a.m.

Admission forms will be made available on our website:- www.neoconventschool.com

17. **Kindly update School's Contact nos. 011-49097900 & 41517900.**

Date : 01.09.2025

PRINCIPAL

“WITH BEST WISHES”

www.neoconventschool.com