

NEO CONVENT SR. SEC. SCHOOL, PASCHIM VIHAR, NEW DELHI-63  
CIRCULAR NO. 035/2025-26  
CLASSES L.K.G. - V

Dear Parents,

1. During the Mid Term examinations for classes VI-XII, Junior School i.e. **L.K.G to V** will function on all working days.
2. Classes from **LKG to V** will have an **off** on account of preparation for Half Yearly Exams on **18.09.25**. (VI onwards)
3. During Exams from **19.09.25 to 30.09.25** the Junior School for classes LKG-V will be over earlier than regular schedule. Parents are to pick up their wards accordingly from School gate.  
**Timings are as follows : -**

|   |  |   |
|---|--|---|
| <b>LKG - UKG</b><br><b>8:00a.m. - 10:50a.m.</b> | <b>I - II</b><br><b>7:15a.m. - 11:10a.m.</b> | <b>III-V</b><br><b>7:15a.m. - 11:30a.m.</b> |
|---|--|---|

4. During exams, timings to meet the teachers are 11.30 a.m. - 12.00 noon.
5. Students coming late will not be allowed to enter into the School.
6. Regular School will resume from 03.10.25 on regular timings.
7. All the Students are supposed to wear I-cards on regular basis to the School.
8. Students are not to carry or wear Smart Watches/Fitness bands/ any other electronic devices etc. to the School.
9. Students are also not allowed to carry fluids like whitener, E-hookah, refills & narcotic liquids etc. to the School.
10. All the students are to keep their **Unit Test answer sheets** filed in the School-folder properly 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. Students are supposed to arrange the School bag according to '**the DAY'S** Timetable, so as to avoid carrying extra books and notebooks in it.
12. Any student desirous of availing leave of more than 3 days is required to take **prior sanction** from the School. The request of leave should be made in School diary on the prescribed pages.

(P.T.O.)

13. **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**.
14. The mobile/net services are not required to do regular School home tasks, until intimated through SMS / the School diary / the School website.
15. After the School closes at 1.45 P.M., many students are found standing outside the School. They are not being pick up either by **the Pvt. van contractors** hired by the parents or few parents do not turn up to pick up them on time. In such eventuality, instruct your ward to wait inside the School, otherwise School shall have no responsibility in case any untoward incident happens with them.
16. 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.

Parents are advised to talk to the concerned teacher on the day to meet the teacher in case of any confusion. **Avoid approaching other students or parents.**

17. Admissions for classes **U.K.G. & 1<sup>st</sup>** will begin from **23<sup>rd</sup> September, 2025**. Those desirous of availing admissions for the wards/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](http://www.neoconventschool.com)**

18. Kindly update School's Contact nos. 011-49097900 & 41517900.
19. A Parents Teacher Meeting (**P.T.M.**) is scheduled for the parents of LKG to V to collect the result of their ward from school on **20.09.2025**. Timings **9.00 A.M. to 12 Noon**. Students will come in proper School uniform. Senior students should also be in proper uniform if accompanying parents. Result will be handed over only to the 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. **Refer to the School website for time slot.**

**DATE: 02.09.25**

**PRINCIPAL**

Our website- [www.neoconventschool.com](http://www.neoconventschool.com)

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#### **ACKNOWLEDGEMENT**

**I have read the circular No. 035/2025-26 dt. 02.09.25 for the above information.**

**Signature: \_\_\_\_\_**

**(Father/Mother)**

**Date : \_\_\_\_\_ Student's Name \_\_\_\_\_ Class/Sec. \_\_\_\_\_**