

NEO CONVENT SR. SEC. SCHOOL, PASCHIM VIHAR, NEW DELHI-63
CIRCULAR NO. 39/2025-26 (VI TO XII)

Dear Parents,

1. The School is celebrating its Sports Day on 17th October, 2025.
There will be **no School** for non-participants on 16th & 17th October, 2025.
2. All the participants will be allowed to leave **only after the entire function is over**. Therefore Parents are not supposed to approach the teachers/organizers during the program as it leads to a lot of inconvenience, confusion and spoils the decorum.
3. On **16th October, 2025 (rehearsal day)**, all participants (except Taekwondo students) 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 and they will be handed over to the parents from green rooms only, after the rehearsal is over.
4. On **17th October, 2025**, all the **participants** will be in the School by 1.30 p.m. in proper School uniform. Students of classes **IX-XII** will be handed over to the parents from Green Rooms only.
5. Ensure that your child is carrying a **Nutritious Lunch Packet**, preferably oil free & a water bottle along with him/her in labelled packets properly.
6. You are also requested not to take photographs during the function as the same causes inconvenience to all the viewers. **Photographs/Pendrive** will be displayed in the School and the same can be taken, as per the orders placed with the class teachers.
7. **Mobiles** may please be switched off during the programme, as these cause disturbance to the electronic system and hence to the on-going programme.
8. The School will remain closed from **18.10.2025 to 23.10.2025** on account of Deepawali and will re-open on **24.10.2025**. The School office will also be closed during these days. **Fees will be accepted on 24.10.2025 at regular fee timings.**
9. Students from VI to XII will accompany their parents on the day of the P. T. M. i.e. on **01.11.2025 as per schedule uploaded in circular link on School website**. The students will be in School uniform on the day of PTM. Junior students should also be in proper uniform if accompanying parents. Your presence is obligatory. **Result will not be handed over to anybody else, other than parents.**
10. School will shift to winter timings from **03.11.25**. School winter timings will be **7.45 a.m. to 2.15 p.m.** **Winter uniform** will be worn by the students from **03.11.2025** onwards.
11. **Disciplinary Cards** are being issued to the students for serious infringement of rules. These cards are being entered in the student's records. These have a serious bearing on his/her result / performance etc. Prohibited items like two wheelers, cell phones etc. will be confiscated. Therefore counsel your ward to strictly follow Rules and Regulations.
12. **Eatables** will not be allowed inside the function venue.
13. Please note that for security reasons, you are supposed to carry the **Parent I-Card** whenever you visit the School. Parents are also requested to dress properly / decently, to meet the teachers or to collect their ward.

(P.T.O.)

GREEN ROOMS

S.NO	WING	ITEM	ROOM NO.		FLOOR
1	VI - VIII	SAMADHAN KA MAIDAN	218,219,220	BOYS	SECOND FLOOR
			112,113	GIRLS	First Floor
2	IX-X	AAROHAN-SADHNA SE SAMADHAN	208, 209	BOYS	SECOND Floor
			108, 109	GIRLS	First FLOOR
3	XI-XII	SAMADHAN KA MARG, EKTA KE SUNG	206, 207	BOYS	SECOND FLOOR
			106, 107	GIRLS	First Floor
4	MUSIC ITEM (THEME SONG)	MARCHING/ THEME SONG	221	BOYS	SECOND FLOOR
			114,115	GIRLS	First Floor
5	PRIZE DISTRIBUTION	ACADEMIC & EVENTS	201		SECOND FLOOR
6	SEATING PLAN	VOLUNTEERS	101		First Floor
7	ART	DECORATION	223		SECOND FLOOR
8	ANCHORING	ANCHORING	017		Ground Floor

Please refer to all the above information before looking for your ward on **16th Oct., 2025 & 17th Oct., 2025.**

Date : 11.10.2025

PRINCIPAL

ACKNOWLEDGEMENT

I have read the circular No. 39 /2025-26 dt. 11.10.25 for the above information.

Signature: _____
(Father/Mother)

Date : _____ Student's Name _____ Class/Sec. _____