

NEO CONVENT SR. SEC. SCHOOL, PASCHIM VIHAR, NEW DELHI-63  
CIRCULAR NO. 14/2018-19

Dear Parents,

1. The school will be closing for summer vacations from **12<sup>th</sup> May, 2018** for **classes L.K.G. to XII<sup>th</sup>**. The school will reopen after vacations on -  

<b>For classes III<sup>rd</sup> to XII<sup>th</sup></b>	<b>-</b>	<b>02.07.2018</b>
<b>For classes UKG to II</b>	<b>-</b>	<b>03.07.2018</b>
<b>For class LKG</b>	<b>-</b>	<b>04.07.2018</b>
  2. **LKG - III will have class party on 11.05.2018.** Please send home-made dry eatables for your ward.
  3. The school office will be manned sparingly till 12 noon on the working days. Parents who have not yet paid **fees for April to June, 2018** are to pay the same **immediately** so as to avoid the **deletion** of the **child's name from school rolls**.
  4. The holiday assignments are being given to the students. If done regularly, these assignments are **a pleasure to do**. Keep your child in regular touch with studies and make him/her follow a daily schedule. Efforts of children who do their assignments in a neat and systemic way, will be displayed and duly commended. These assignments for classes LKG to 12<sup>th</sup> along with the class-syllabus can be downloaded from our web site: [www.neoconventschool.com](http://www.neoconventschool.com) (Holiday assignments are available on Home page of school website).
  5. **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**.
  6. The school will be holding extra classes for JSTSE, NTSE, 10<sup>th</sup>, 11<sup>th</sup> & 12<sup>th</sup> classes, beginning from **11<sup>th</sup> June, 2018 [Timings 8.00 a.m.to 12.00 Noon]**. The classes are **free of charge** and it is **mandatory** for all the students to attend these. You will ensure that your ward attends these regularly.  
All subject courses will proceed as usual. The schedule can be downloaded from school website. [www.neoconventschool.com](http://www.neoconventschool.com).
- \*\* Disciplinary action will be taken against those students who absent themselves from the extra classes.**
7. The first **Unit Test** after vacations, for classes **I to XI** will be held on **09<sup>th</sup> July, 2018**. Please ensure that your child is regularly revising the curriculum covered in school till date.

(P.T.O.)

8. **Short-leave** on Monday i.e. U.T. day or any other working day has to be sanctioned before hand i.e. on last working day of the previous week. No student will be allowed to leave without prior permission of the coordinators. The student will be penalized by **4 marks** for taking short leave, if there is no prior permission granted.
9. **No student is to stay back after 1.30 p.m.** in School Campus, except for those, who have prior permission from the teacher and only after the parents have been duly informed.
10. You are allowed to meet your ward's class teacher on designated days as given below. It is observed that regular communication between the teacher and the parent helps in improvement of the child's performance. The schedule is as follows :

<u>Day of the week</u>	<u>Classes</u>
I <sup>ST</sup> & III <sup>RD</sup> Monday	CLASS VI & VII
I <sup>ST</sup> & III <sup>RD</sup> Tuesday	CLASS V
I <sup>ST</sup> & III <sup>RD</sup> Wednesday	CLASS IX & X
I <sup>ST</sup> & III <sup>RD</sup> Thursday	CLASS U.K.G.
I <sup>ST</sup> & III <sup>RD</sup> Friday	CLASS I
II <sup>ND</sup> & IV <sup>TH</sup> Monday	CLASS VIII
II <sup>ND</sup> & IV <sup>TH</sup> Tuesday	CLASS L.K.G.
II <sup>ND</sup> & IV <sup>TH</sup> Wednesday	CLASS II
II <sup>ND</sup> & IV <sup>TH</sup> Thursday	CLASS IV
II <sup>ND</sup> & IV <sup>TH</sup> Friday	CLASS III
I <sup>ST</sup> & III <sup>RD</sup> Saturday	CLASS XI & XII
Timings :	7:15AM - 7:45AM } Summer
	1:30PM - 2PM }
:	7:45AM - 8:15AM } Winter
	2:00PM - 2:30PM }

**\*\* PLEASE FOLLOW ABOVE MENTIONED SCHEDULE TO AVOID ANY INCONVENIENCE.**

11. It has been observed that after School closes at 1.30 p.m., many students are found loitering outside the school, who are not being collected either by the Pvt. Van contractors hired by the parents or few parents who do not turn up to collect them. School shall have no responsibility of such students, in case any untoward incident happens with them.
12. **New Uniform is compulsory w.e.f. 2<sup>nd</sup> April, 2018.**
13. To avoid misuse, when collecting Transfer Certificate please return Child & Parent I-Card to the office. Lost charges will be as per duplicate I-Card.

**\*\* Wishing you all a very happy vacation time.\*\***  
**God Bless!!**

Date : 08.05.18

PRINCIPAL