

Dear Parents please note that:-

1. 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. Classes from **LKG – V** will function regularly on all working days. **04.10.18** will be a preparatory holiday. Classes from **LKG - XII** will have an off on account of preparation for Half Yearly Exams.
2. During Exams i.e. from **05.10.18 to 17.10.18**, school for all classes will close at 11.30 a.m. Parents are requested to pick up their wards accordingly from School gate.
3. Minimum criteria for passing in an individual subject and aggregate is 40%. Any child caught using **unfair means** during Exam will be marked **0** as per C.B.S.E. rules and Disciplinary Action will also be taken against him/her.
4. **On a working Saturday during exams, students will dress up in House uniform, to avoid action. On rest of the days, students have to wear regular School uniform.**
5. **Absentism** before examination will result in the child loosing 2 marks per paper, per day. So discourage your ward from being absent, as the School is giving preparatory holiday before each exam.
6. Parents are requested NOT TO CONTACT the teachers, after **22.09.18**, till the Exams are over.
7. A Parent Teacher Meeting to collect and discuss the progress of their ward/s studying in classes from **VI to XII** is scheduled on **17.11.18**. The timings will be from 9.00 a.m. to 11.30 a.m. **Students are required to dress up in proper school uniform for the same. 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.**
8. School will remain closed from **18.10.18 to 21.10.18** on account of Dussehra holidays. Regular School will resume from **22.10.18**, on regular timings i.e. 7:25 a.m. to 1:30 p.m.
9. School will shift to winter timings from **01.11.2018**. School timings will be 7:55 a.m. to 2:00 p.m. Please prepare **winter uniform** as it will be worn from **01.11.2018** onwards.
10. **Disciplinary Cards** are being issued to the students for serious infringement of rules. These cards are being entered in the student's records and these have a serious bearing on his/her result etc. Therefore counsel your ward to strictly follow Rules and Regulations.
11. 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.
12. Registration for classes **U.K.G. onwards** will tentatively begin from **22nd October '18**. Those desirous of availing admissions for their wards/relatives in the School may contact the School Reception for further information between 9 a.m. to 11 a.m. Registration forms will also be made available on our website.
13. Though the School closes at 1.30 p.m., many students are found standing outside the School. They are not being collected either by **the Pvt. Van contractors** hired by the parents or few parents do not turn up to collect them on time. In such eventuality instruct your ward to wait inside the School, other wise School shall have no responsibility **in case any untoward incident happens with them.**
14. **2 marks** will be deducted from the Unit Test of those students who will avail leave on (Monday) for frivolous reasons after the Unit Test and on Saturday without prior information.
15. Celebrations in form of Cakes, gifts, etc. on Birthdays or any other festivals are strictly looked down by the School. So a disciplinary action will be taken if any student is found in possession of these.
16. **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**.
17. **The mobile/net services are not required to do regular School home tasks, until intimated through SMS / the School diary / the School website.**

Date: 19.09.18

“WITH BEST WISHES”
www.neoconventschool.com

PRINCIPAL

Acknowledgement Slip

Received a copy of Date sheet. Half Yearly Examination 2018-19 in respect of my ward
_____ studying in class / sec. _____

Signature _____

Father/Mother

Date : Sept., 2018

Name _____

Address _____

Telephone No. _____

NEO CONVENT SR. SEC. SCHOOL, PASCHIM VIHAR, NEW DELHI – 63
CIRCULAR NO. 38 /2016-17 CLASSES IX & X

1. During Exams i.e. from **01.10.16 and 03.10.16 school for all classes** will close at 11.30 a.m. Parents are requested to pick up their wards accordingly from School gate. After Exams i.e. on 04.10.16 to 07.10.16 School will function on regular timing 7:25 a.m. to 1:30 p.m.
2. A Parent Teacher Meeting to collect and discuss the progress of their ward/s studying from classes **VI to XII** is scheduled on **05.11.16**. The timings will be from 9.00 a.m. to 11.30 a.m. **Students are required to be dressed in proper school uniform for the same. (REM. report card any other person did not come)**
3. On a working Saturday during exams, students will dress up in **House uniform**, to avoid action. On rest of the days, students have to wear regular School uniform.
4. School will remain closed from **08.10.16 to 12.10.16** on account of Dussehra and Muharram holidays. Regular School will resume from **13.10.16**, with regular timings i.e. 7 : 25 a.m. to 1:30 p.m.
5. School will shift to winter timings from **02.11.2016**. School timings will be 7.55 a.m. to 2 p.m. Please prepare **winter uniform** as it will be worn from **02.11.2016** onwards.
6. 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.
7. **Disciplinary Cards are being issued to the students for serious infringement of rules.** These cards are being entered in the student's records and these have a serious bearing on his/her result etc. Therefore counsel your ward to strictly follow Rules and Regulations.
8. Registration for classes **U.K.G. onwards** will tentatively begin from **20th October '16**. Those desirous of availing admissions for their wards/relatives in the School may contact the School Reception for further information between 9 a.m. to 11 a.m. Registration forms will also be made available on our website.
9. Though the School closes at 1.30 P. M., many students are found standing outside the School. They are not being collected either by **the Pvt. Van contractors** hired by the parents or few parents do not turn up to collect them on time. In such eventuality instruct your ward to wait inside the School, other wise School shall have no responsibility **in case any untoward incident happens with them.**
10. **2 marks** will be deducted from the Unit Test of those who will avail leave on (Monday) frivolous reasons after the Unit Test and on other working days.
11. Celebrations in form of Cakes, gifts, etc. on Birthdays or any other festivals are strictly looked down by the School. A disciplinary action will be taken if any student is found in possession of these.

12. **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**.
13. You are once again requested to visit the teachers only on the assigned days to avoid chaos and confusion at the reception and disturbance to the teaching schedules of the teachers. The days / timings are once again being mentioned for your reference, below :

<u>Classes</u>	<u>Day of the week</u>	<u>Timings</u>
IX & X	IST & IIIRD Wednesday	Summer 7:15AM - 7:45AM} 1:30PM - 2:00PM}
		Winter 7:45AM - 8:15AM} 2:00PM - 2:30PM}

DATE : 19.09.16

PRINCIPAL