

NEO CONVENT SR. SEC. SCHOOL, PASCHIM VIHAR, NEW DELHI-63
CIRCULAR NO. 028/2018-19
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. Junior School will have **04.10.18** holiday on account of preparation for Half Yearly Exams.
2. During Exams from **05.10.18 to 17.10.18** the School for classes I-V will close at **11.30 a.m.** and for classes L.K.G - U.K.G, the School will close at **11.00 a.m.** Parents are requested to pick up their ward accordingly early, from School gate.
3. 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.**
4. 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.
5. Any child caught using **unfair means** during unit test will be **marked 0** as per C.B.S.E. rules and disciplinary action will also be taken against him/her.
6. **2 marks** will be deducted from the Unit Test of those who will avail leave on (Saturday) without any prior information.
7. It has been observed that the number of students taking leave for frivolous reasons after giving Unit Test on Monday and on other working days is increasing. If the reason is genuine then prior information should reach the School by Friday or working Saturday, else 2 marks will be deducted from the Unit Test of those who will avail leave on (Monday), after the Unit Test.
8. 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.
9. School will shift to winter timings from **01.11.18**. School timings for **LKG & UKG will be 7.55 a.m. to 1.00 p.m.** Timings for **I-V** will be **7.55 a.m. to 2.00 p.m.** Please prepare **winter uniform** and ensure uniformity in colour. This will be worn from **01.11.18** onwards.
10. Celebrations in form of Cakes, gifts, etc. on Birthdays or any other festivals are not allowed by the School. So do not send your ward with any of these to the School.

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. **The mobile/net services are not required to do regular School home tasks, until intimated through SMS / the School diary / the School website.**
13. After 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. 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 mentioned below for your reference.

<u>Day of the week</u>	<u>Classes</u>
I ST & III RD Monday	CLASS VI & VII
I ST & III RD Tuesday	CLASS V
I ST & III RD Wednesday	CLASS IX & X
I ST & III RD Thursday	CLASS U.K.G.
I ST & III RD Friday	CLASS I
II ND & IV TH Monday	CLASS VIII
II ND & IV TH Tuesday	CLASS L.K.G.
II ND & IV TH Wednesday	CLASS II
II ND & IV TH Thursday	CLASS IV
II ND & IV TH Friday	CLASS III
I ST & III RD 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.**

15. 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 be also available on our website.

DATE: 24.09.18

PRINCIPAL

Our website- www.neoconventschool.com