

NEO CONVENT SR. SEC. SCHOOL, PASCHIM VIHAR, NEW DELHI-63
CIRCULAR NO. 038 /2018-19

Dear Parents ,

1. Students from **LKG–V** will accompany their parents on the day of the P.T.M. i.e. on **22-12-18 (9.00 to 11.30 a.m.)**.

A P.T.M. is scheduled for the students of class **XII on 24.12.18** from **8.00 a.m. to 9.00 a.m.**

The students will be in school uniform on the day of P.T.M. Rest of the School will have off on the days of P.T.M.

- **Result will not be handed over to anybody else, other than parents.**

2. (a) **Classes VI – IX will have an off on 22.12.18 due to P.T.M. of Primary Classes.**
(b) **Classes X – XII will attend the classes from 7.55 a.m. to 2.00 p.m. on 22.12.18.**

3. The schedule for winter break is as follows :-

CLASSES	CLOSED	RE-OPEN
LKG - UKG	24.12.2018 – 07.01.2019	08.01.2019
I - V	24.12.2018 – 06.01.2019	07.01.2019
VI - IX	22.12.2018 – 06.01.2019	07.01.2019
X - XI	24.12.2018 – 06.01.2019	07.01.2019
XII	25.12.2018 – 02.01.2019	03.01.2019

- Class **XII** will begin with **2nd Revision Test** on **03rd January, 2019**
 - **Timings** 8.00 a.m. to 11.30 a.m. on 03rd & 05th January, 2019 **only**.
4. **Unit Test on 07.01.2019** for the students of classes **I – XI** will be held as per schedule. Please prepare your ward for the same.
5. Class parties for classes **L.K.G. – III** will be organized on **21.12.2018** before winter break. Kindly send dry home made eatables in the tiffin box.
6. Assignments for winter vacation will be uploaded on school web site before the beginning of winter break. The assignments are to be down loaded and shown by the students to their class teachers by **20th December, 2018**.
7. Completed **Assignments** given for the winter break will be submitted on the first working day of the School after winter break.
8. **Parents are requested to come in respectable / decent dress to meet the teachers or to collect their ward. Parents are requested to carry their Parent I - Card whenever they visit the School.**
9. **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**.

10. Cellular phones etc. are not permitted inside the school premises. The phones etc. will be **confiscated** and will be returned only at the end of the session. Further disciplinary action will be taken against such students.
11. The School Office will be open from **08th January, 2019** onwards for collection of Fee. Timings being from **8.00 a. m. to 11.00 a. m.** **Fee will be accepted till 20.01.2019. Please pay by cheques.**
12. 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 indulging in any such activity.
13. It is regularly observed that the students are not being collected on time from the school after the closure of school. Sometimes the students are made to stand outside the school by **van drivers** for over 30-45 mins. after the closure of the school. You are requested to ensure that your wards are collected from the school within **10 mins** of the closure of school. In case of emergency or difficulty please instruct your ward to remain inside the school gates and inform the school office so that proper action can be taken.
14. **Disciplinary Cards** are being issued to the students for serious infringement of rules. These cards will have a negative bearing on the performance and the same will find mention in the documents being issued to the student during his/her stay and on seeking transfer/leaving the school.
15. School is holding **Inter House chart** making competition. These charts will be prepared during the winter break. Best Charts will be duly awarded. **Student's own efforts will be considered prime in chart making.** The topics are as follows : -

SL.NO.	TOPICS	CLASSES
1.	ANIMAL KINGDOM	LKG - UKG
2.	SMART CLASSES & THEIR IMPORTANCE	I - II
3.	INDIAN ARMY – PRIDE OF OUR NATION	III - V
4.	YOGA – MENTAL & PHYSICAL EXERCISE	VI - VIII
5.	SELF DISCIPLINE MAKES LIFE WORTH WHILE	IX - XII

“WISHING YOU ALL A VERY HAPPY & PROSPEROUS NEW YEAR.”

May God bless you !!

Date: 17.12.18

PRINCIPAL

Our website -www.neoconventschool.com

ACKNOWLEDGEMENT

We have read the circular No. 038/2018-19 dt. 17.12.18 and will attend the P.T.M. **(LKG - V)** on **22.12.18.**

Student's Name: _____ Father/Mother's Name : _____

Date : .12.18

Signature: _____

**NEO CONVENT SR. SEC. SCHOOL, PASCHIM VIHAR, NEW DELHI-63
CIRCULAR NO. 037/2018-19**

Dear Parents,

Your ward is a member of _____ Club.

The activity _____ of the Club will be held on **21st December, 2018** from **2.00 P. M. to 2.45 P. M.** You are to ensure that your ward attends the same and you can collect him/her from school at **2.45 P.M.**

Any student driving two wheeler in the morning and during dispersal shall attract disciplinary action.

DATE: 17.12.18
INCHARGE

CLUB

Our website- www.neoconventschool.com

ACKNOWLEDGEMENT

I have read the circular No. 037 /2018-19 dt. 17.11.18 for the above information.

Signature: _____
(Father/Mother)

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

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Signature: _____
(Father/Mother)

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