

**NEO CONVENT SR.SEC.SCHOOL, PASCHIM VIHAR, NEW DELHI-63
CIRCULAR NO. 44/2018-19 [FOR CLASSES LKG TO V ONLY]**

Dear Parents,

Academic session 2018-19 is coming to an end. Final Examination for classes VI onwards will begin from 01.03.2019. **Junior School will be closed on 28.02.2019 for preparation for (VI onwards) Final Exams.**

1. Timings will be 8 a.m. to 12 noon for classes I - V and for LKG and UKG 8 a.m. to 11.30 a.m. on 01.03.2019. Parents may collect their wards accordingly.

2. **Unit Test which was scheduled on 04.03.2019 has been preponed to**

01.03.19 due to School being centre for Board Exams. A class party will be organized for classes LKG - V on 01.03.19. Please send home made dry eatables for your ward.

3. A Parents Teacher Meeting (P.T.M.) is scheduled for the parents of LKG to V to collect the results of their wards from school on 16.03.2019. Timings 9.00 A.M. to 12 Noon. Students will come in proper School uniform. Result will not be handed over to anybody else other-than parents.

4. School will remain closed from 02.03.19 till 02.04.19. School office will remain open on all working days from 9.00 a.m. to 12 noon.

5. Regular School will begin as per schedule mentioned below :
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<u>CLASS</u>	<u>TIME</u>	<u>DATE</u>
UKG	7:25 a.m. to 12.30 p.m.	08.04.19
I	7:25 a.m. to 1.30 p.m.	08.04.19
II - V	7:25 a.m. to 1.30 p.m.	03.04.19

Note : - It is a 5 days week for classes L.K.G. to III i.e. from Monday to Friday.

HOUSE UNIFORM WILL BE WORN BY THE STUDENTS OF LKG-III ON ALL FRIDAYS & THE DAYS OF PHYSICAL EDUCATION PERIOD.

6. The children should be dressed in proper School-summer uniform from

03.04.19. (Refer school diary for the session 2019-20 to check uniform details).

7. Students are supposed to arrange the School bag according to **'the DAY'S** Timetable, so as to avoid carrying extra books and notebooks in it.

8. **Students are not to carry or wear Smart Watches / Fitness bands/any other electronic devices etc. to the School.**

9. **Students are also not allowed to carry fluids like whitener, E-hookah, refills & narcotic liquids etc. to the School.**

10. Parents of the children travelling to School by modes of pvt. Transport such as private vans are requested to **verify the records of the drivers** and instruct them to follow traffic rules strictly. The School will not be responsible for these.

11. It is also observed that many students are not collected from the School after the School closes. Sometimes the students are made to stand outside the School by van drivers for over 30-45 mins., after the closure of School. These children indulge in pranks and mischief which results in injury / road accident at times. The School takes no responsibility of children outside, after the School closes. **Therefore you are 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 is taken.

12. **Disciplinary Letters** are being issued to the students for serious infringement of rules, like driving in School uniform, carrying cell phones, ipods, any objectionable material etc. These cards are to be taken seriously as they have a bearing on the performance of the students. The issue of a disciplinary card will also find mention in the

certificates being issued to the student during his/her stay and also on seeking transfer/leaving the School.

13. Awards / Certificates will be **with held** in those cases where there

is repeated infringement of School rules and also in cases where Disciplinary letters/card have been issued.

14. 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.

15. The students, whose **fees for the fourth quarter** is pending, please

clear the dues before, collecting the final result.

16. Parents of **LKG to III** are requested to donate the old text books of

their wards to the class teacher on the day of PTM in the School. These will be used by the underprivileged children attending the Afternoon classes under **Neo Shiksha Abhiyan** of our School.

17. PARENTS ARE SUPPOSED TO NOTIFY, TO THE SCHOOL OFFICE, THE CHANGES

IN THEIR **RESIDENTIAL/OFFICE ADDRESS AND TELEPHONE NUMBERS AS AND**

WHEN THEY ARE CHANGED. OTHERWISE IN CASE OF EMERGENCY THE SCHOOL

MAY NOT BE ABLE TO CONTACT YOU.

DATE : 25.02.19

PRINCIPAL

Our website - www.neoconventschool.com

ACKNOWLEDGEMENT

We have read the circular No. 44/2018-19 dt. 25.02.19 and will attend the

P.T.M. on **16.03.19**.

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

Date: _____

Signature: _____