

Ref No-DPSGFBD/CIRCULAR/XI (Of session 2017-18 / 1214 /2017

Date: April 7, 2017

Dear Parent

Making a new beginning brings with it immense joy, new hopes and challenges !The process of learning anew, meeting new set of peers and adapting to a new environment will bring a wealth of skills and confidence too. We hope that your ward joining our school proves to be a truly fulfilling experience for your entire family. We look forward to welcoming your ward,

A. Commencement of New Academic Session 2017-18 for Class XI

Monday, April 10, 2017

B. School Timings:-

Class	Timings	Reporting Time At School	Departure of buses
XI	07:30 am – 02:30 pm	07:25 am	02:30 pm

C. Supervision & Transport details :-

The revised bus routes and bus numbers applicable for session 2017-18 has been uploaded on the school website –www.dpsgfaridabad.com, under the heading ‘Bus Routes for session 2017-18’. Please study the route applicable carefully and note the bus number, bus stop and timings and confirm the same to the Class Teacher on the first day of school.

Important Instructions for Private Dipersal of Students (classes VI to XI)

- Parents are required to please note that non-bus users, leaving for home on private arrangement will have a new system of departure .
- Students will now exit school from Gate I A (adjacent to Gate 1 (Main Gate)
- It will be the responsibility of parent to ensure personal pick up/ pick-up by authorized person /cab driver from outside Gate No –I A at 02:25 pm.
- The school will not take responsibility of students of class VI onwards , after they exit the premises.
- With school enrolment in classes VI onwards becoming high, it is not possible for school to contine with the present system of personal handing over as it will involve a very long wait.
- Parents are requested to talk to their ward at length on the need to disperse from school with utmost care and responsibility.
- Parents must carefully fill the **Undertaking for Private Dispersal** being enclosed with this circular and send it back to the Class Teacher on the first day of school.

D. IMPORTANT INSTRUCTIONS FOR THE FIRST DAY OF SCHOOL

- a) The child should not come in the school bus in the morning but should come with parents according to the given schedule:

Date of Joining	Class	<u>Reporting Time</u> Students are required to wait at the given venue. Teachers will escort them to their classes.	Venue	Entry form School Gate
April 10, 2017	Class XI	07:30 am	Outside Administration Office , Block A	Gate No-1

- d) The students should wear school summer uniform at the joining of new session. We are in the process of designing our Track Suits for students of classes I-XI which will be available shortly. This should be worn for PE classes, practice for cultural events and during monsoon, when there is threat of mosquitoes.
- e) A self attested copy of your ward's Adhaar Card (pls ignore if already submitted) should be submitted to the Class Teacher on the first day of the school.
- f) Latest 4 coloured passport size photographs of your ward in school uniform (of session 2017-18) should be submitted to the Class Teacher within one week from the day of opening of school, for the new session.

E) Important Forms -

The following forms are enclosed .Kindly fill in the details neatly in **BLOCK LETTERS** and submit to the Class Teacher on the very first day of joining school. Please enclose all the forms in a sealed envelope, labelled with child's name,class and section.

i) **Student's Personal Information Form**- Please ensure that all the information relating to your child is carefully and neatly mentioned in block letters. In case of any change in your address, telephone numbers etc or any other important information, you are requested to inform the school office at the earliest through an application. This will remain your responsibility all through your ward's school years.

ii) **Verification of Information vide :-**

(a) Use of Transport Facility Form (Bus users of classes Nur-XI)

(b) Use of Supervision Facility Form (Non-bus users of classes Nur-V)

(c) Undertaking by Parent for Private Dispersal (Non-bus users of Classes VI-XI)

Kindly fill in the details opting for either bus facility /supervision, as per your ward's requirement.

iii) **Temporary ID card format** – Kindly fill the format in neat **BLOCK LETTERS**, fix a passport size photograph and place it in the jacket for use. Kindly use a safety pin to pin up the card on the uniform. **THIS IS IMPORTANT.**

iv) **Health Information Form** –Kindly fill the format neatly with all relevant information requested.

v) **Horse Riding Consent Form**- Kindly fill in the details confirming participation in Horse Riding activity on chargeable basis of Rs.7000 /for the session 2017-18 for PE period , weekend and evening classes .

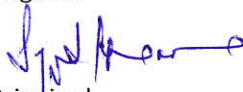
vi) **Protection of School Property Form (by all students from Class III onwards)**– To be duly filled & signed by parent and ward .

vii) **Leave Application Form**- To be submitted to the Class Teacher in advance for approval and in case of any unexpected emergency, the same must be submitted on the very next day of joining school .Leave application can also be sent on info@dpsgfaridabad.com

viii) **Fee Undertaking by Parent** To be duly filled and signed (**Please ignore if already submitted**).

You are welcome to contact us for any queries relating to the school. (**Ms Jyoti Sharma- 9999426777**).
Once again, a hearty welcome to our school family.

Regards



Principal