

Ref No. DPSGFBD/ Circular/III& IV (of session 2025-26) / 005/2025-26

April 3, 2025

**FOR THE PARENTS OF CLASSES III & IV  
Strengthening Home-School Connections**

Dear Parent

**‘We cannot accomplish all that we need to do without working together’ – Bill Richardson**

We are pleased to welcome you yet another thrilling year in the school. At DPS Greater Faridabad, we are committed to providing a holistic education that nurtures every child. Our goal is to create an environment where students grow into independent learners, enriched by a strong sense of community and mutual respect that fuels both learning and achievement.

We view parents as equal partners in our Dipsite’s development. By integrating modern technology into our ever-evolving educational framework, we empower each student to rethink, reimagine, and reinvent their learning experience. This approach fosters self-directed learning, ensuring every child enjoys equal opportunities through inclusive education, activity-based learning, life skills development, and a well-rounded cultural and artistic curriculum. Together, let’s guide our Dipsites to become confident, resilient, and creative individuals.

As our Dipsites enter the school this academic year, we request your cooperation to follow the below given guidelines

❖ **The commencement of New Academic Session 2025-26 : Monday, April 7, 2025.**

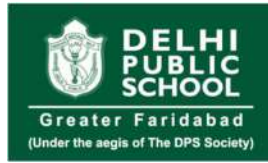
**A. Summer School Timings**

Class	School Summer Timings	Reporting Time	Bus Departure Time	Supervision Time
III	7:15 a.m. to 12 : 30 p.m.	7:10 a.m.	12: 40 p.m.	12:50 p.m.
IV	7:15 a.m. to 1 : 50 p.m.	7:10 a.m.	2: 00 p.m.	2:00 p.m.

**B. Uniform-** A school uniform instills pride, unity, and a sense of belonging. Please ensure your child arrives in the proper school uniform.

Kindly ensure that your ward comes to school dressed in proper school uniform.

- The I-Card must be worn daily.
- Track suits are permitted only on days with activities such as PE or Dance.
- No fancy clips, rubber bands, or headbands are allowed.
- Nails should be neatly trimmed; painted nails are not acceptable. If your child attended an event with nail art, please have it removed before coming to school.
- White cycling shorts are mandatory for all girls.



### **C. Interaction with Teacher**

- Please do not call the class teacher during school hours. For any concern you may take prior appointment from the Class Teacher to meet or talk/ message on phone in evening hours specified by the Class Teacher

### **D. Leave-**

- Ø All requirements of leave should be applied to the Edunext Parent Application.
- Ø In case of any infectious or contagious disease, a medical fitness certificate is required to be submitted when your ward rejoins school.
- Ø There is no provision of half day or short leave. A student will not be allowed to leave early for personal reason except in case of an emergency.

### **E. Punctuality-**

- Ø Reporting time to school is 7:15 a.m. in summers. Please ensure your ward reaches school on time as punctuality is a very important aspect of life.
- Ø Students need to be regular to school as each day is important and cannot be replicated.

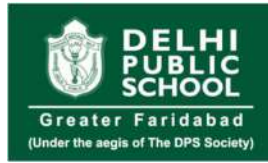
### **F. Home Assignments -**

- To inculcate regular study habits Classwork and Homework will be uploaded on the school Portal every day. Kindly keep a check on your ward's ERP Portal.

**G. Healthy Eating Habits** - A *healthy diet* is the basis for a well-functioning body. *Food* is the source of energy for our body. Apart from Lunch Break, munch break has been introduced for our Dipsite's would be at 8:10a.m. You may, please send any fruit, dry fruits or non-messy food for the Munch Break. Canteen facilities are not allowed for students of classed Mont to V.

### **H. Bus users**

1. The bus routes and bus numbers applicable for session 2025-26 have been uploaded on the school website – [www.dpsgfaridabad.com](http://www.dpsgfaridabad.com) under the heading '**Bus Routes for session 2025-26**'. For any queries, please contact Mr. M.P Singh (Transport In-charge), mobile No-9266673288.
2. In case of any change in the bus route, parents should inform the Class Teacher, the very next day in writing so that school records can be updated immediately. Kindly note -
3. Temporary Escort Card Format (2025-26) for Bus Users has already been shared via Circular no-637, dated-March 19, 2025. Kindly paste the passport-size photograph, fill in the details and get the card laminated and ensure that it is carried every day by the Escort/ Parent to show while picking up the ward from the school bus in the afternoon.



### Bus Rules :

- Students must be at their designated bus stop 5 minutes before time in the morning. The bus will not wait for more than a minute.
- Students must remain seated throughout the journey.
- Prior information needs to be given to the bus driver/helper, in case a child is going to be absent.
- Parents need to be at the stop before the time given to receive their ward and carry the Parent ID issued for security reasons. If there is no one to receive the child, he/she will be brought back to school and parents need to come and pick the child from school.
- Parents need to be cooperative. They should not deviate the bus stop and should not get in the bus.
- Students need to take care of their belongings and ensure that they do not leave anything in the bus.

I. **Supervision-** Parents/ guardians /cab drivers are required to carry their Escort Card every day when they come to pick the child from the school, without which your ward will not be handed over. Please refer to the table for the allotted supervision rooms for the session 2025-26.

S.No	Class	Supervision Venues	Pick up time from the venue
1.	III(A,E,F,G)	I-B	12:50 pm
2.	III(B,C,D)	I-C	12:50 pm
3.	IV (A,B,C,D)	Art Lab	2:00 pm
4.	IV (E,F,G,H)	I-A	2:00 pm

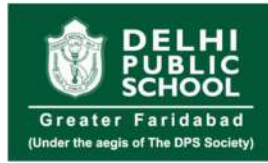
### **Kindly note -**

Temporary Escort Card Format (2025-26) for Private Dispersal has already been shared via Circular no-638, dated-March 19, 2025 –Parent/ guardian/cab driver is required to carry their Escort Card every day when they come to pick up their ward from the school, without which the student will not be handed over.

**\* Parent/ guardian/cab driver should kindly enter from Gate number 3, Block C of Junior Wing to pick the Dipsite**

### General Instructions

- Do talk about the day with your ward on daily basis.
- Label all the belongings of your ward by writing his/ her name, class and section. Also label the inner side of the shoe.
- Do not send any stationery item, gifts, cake etc. for distribution on your ward's birthday except 2 candies or a small chocolate. Your ward can wear casuals on his/her birthday.
- Refer to the school website on regular basis for the latest updates.
- Please check the emails sent by school regularly. Do read the circulars sent on mail/ERP / with your ward carefully. For any assistance in this regard, please contact the school ERP. Ms. Kavita or Mr. Amit at 0122555510 or drop an email at [erp@dpsgfaridabad.com](mailto:erp@dpsgfaridabad.com).



Below important forms/formats (as applicable) are attached. These forms must be filled **neatly with complete information in BLOCK LETTERS and submitted to the Class Teacher on the first day of school** in a sealed envelope with the child's name, class & section.

- **Say 'Hello' to your Class Teacher:** Kindly fill the form to help us understand your child better.
- **Health Information Form:** Kindly fill the format neatly with all relevant information requested.
- **Send 5 passport size recent photographs** of your ward in school uniform, properly labeled with name, admission number, class and section on April 15, 2025.
- **Horse Riding Consent** – Kindly fill the given link if opting for Horse Riding activity at additional charges by Monday April 7, 2025. **Interested parents will receive a Horse Riding activity form on E-mail.**

<https://bit.ly/41VULYo>

We thank you for your co-operation. Looking forward for a fruitful session ahead.

All the Best!

Principal