

**Schedule for the session 2019-2020****RE-OPENING:**

The school will re-open after winter vacations w.e.f.

- 12th February, 2019 (for staff)
- 25th February, 2019 (Class 1st to 10th)
- 05th March, 2019 (For LKG & UKG)

ADMISSION SCHEDULE FOR OLD STUDENTS (UKG TO 10TH STD.)

- Admission without late fee - 12th February, 2019 to 16th February, 2019.
- Admission with late fee of Rs. 50/- per day - 18th February, 2019 to 23rd February, 2019.

ADMISSION SCHEDULE FOR NEW STUDENTS (LKG TO 10TH STD.)

- Registration for new admission will start w.e.f. 20th December, 2018.
- It is informed that the admission will be given subject to the clearance of the entrance test in case of seeking admission from Class UKG to 9th which will be conducted on **18th & 21st** February, 2019 at 11:00 a.m. in the school itself whereas the criterion for the admission in LKG will be first come first serve.
- Availability of seats in respective classes will be another criterion for the admission to take place.

Documents required for new admission:

- a) **LKG class:** Date of birth certificate (Age of child should be minimum 3 years as on 01.03.2019) & Aadhar card.
- b) **UKG to 10th std.:**
- 1) School Leaving Certificate from last school attended.
 - 2) Progress Report card of previous class.
 - 3) Aadhar Card.

TEXT BOOKS AND NOTE BOOKS:

1) **LKG to Class 12th:** The books and note books for class LKG to 12th will be available in the school tuck shop and will be provided to the students on payment basis w.e.f. 12th February, 2019.

SCHOOL UNIFORMS:

- The students are supposed to wear regular uniform from Monday to Thursday as described below:
- **Track suits** will be worn on Friday and Saturday with plain white P.T. shoes, plain white socks and white satin ribbons for girls. (U.K.G TO XII)

	BOYS (Nursery to XII)	GIRLS (Nursery to X)	XI & XII
Summer Code 15 th April, to 15 th October	<ul style="list-style-type: none"> * White shirt (Half Sleeves) * Grey Pullover (Without Sleeves) * Grey Trousers * Grey Summer Socks * Black leather shoes with laces. * School belt * Blue turban (In case of Sikh boy) * House T. Shirt (On Saturday) 	<ul style="list-style-type: none"> * White shirt (Half Sleeves) * Grey cardigan (Without Sleeves) * Grey Knee length skirt * Grey Summer socks * Black leather shoes with a strap and a buckle. * School belt * Sky blue satin ribbons. * House T. Shirt (On Saturday) 	<ul style="list-style-type: none"> * Pink Knee Length Kurta. * Grey cardigan (Without Sleeves) * Grey Salwar * Grey Summer socks * Black leather shoes with a strap and a buckle. * Grey scarf * Grey satin ribbons. * House T. Shirt (On Saturday)
Winter Code 16 th October to 14 th April	<ul style="list-style-type: none"> * White Shirt (Full Sleeves) * Grey pullover (Full Sleeves) * Grey Trouser (Same as Summer) * Grey Socks (Warm) * School Blazer insignia is a must. * School Tie. * School Belt. * Black shoes. * Blue Turban. 	<ul style="list-style-type: none"> * White Shirt (Full Sleeves) * Grey Pullover (Full Sleeves) * Grey Trouser * Grey Socks (Warm) * School Blazer insignia is a must. * School Tie. * School Belt. * Black shoes. 	<ul style="list-style-type: none"> *The winter code for girls of XI & XII will be the same as summer code. The only addition will be the school blazer.

Parents are informed that there is no prescribed shop for the school uniform. They are free to purchase the same from wherever they feel convenient

FEE HIKE:

Keeping in view the increasing expenditure over the infrastructural needs and finance to be incurred on the various academic & co-curricular activities a 10% Fee hike will be done in the fee of the forth coming session.

Uniform for **LKG** students will change from this session i.e. 2019-2020. Detail of the uniform will be given at the time of admission in February, 2019.

INSTRUCTIONS REGARDING AVAILING LEAVE:

1. No half day leave will be granted. Parents are requested not to ask for the same unless it is an emergency.
2. While availing one day leave, a duly signed leave application needs to be forwarded to the class teacher. In case of non-availability of resource to send the application, telephonic information to the class teacher will do.
3. In case the child has to avail a leave for more than one day, the same needs to be forwarded through proper channel (put in an application in school office) for final sanction.
4. It has become a practice that children escape exams from time to time by putting up one reason or the other like attending a marriage or so. Even the parents are requested to keep the ceremonies during the time when the children do not have exams as it creates a state of affairs where it becomes difficult to take decision about the applied leave and the case becomes even worse when the child remains absent from exam without any information. This is disheartening and against the school norms. Kindly discourage this practice with utmost constructive approach keeping in view the benefit of your child.
5. As per guidelines of CBSE and DAV CMC for the safety concern of the students half day leave will be granted for only those students whose Parents/Guardian will come to receive their ward(s) in the school them self.

SPECIAL INSTRUCTIONS:

1. It has been felt at times that in order to escape a test or a class, the children make lame excuses to the parents about no teaching happening in the school due to activity or some other certain reasons and hence take an advantage to sit at home. Kindly deal this seriously by discussing it with the school authorities and do not entertain such excuses.
2. The contact numbers submitted with the school by your good self need to be reconfirmed as in most of the cases especially in senior classes the number goes either unattended or not reachable/does not exist and as a result a state of helplessness arises in order to contact the parent.
3. If your child avails transport facility, little patience is looked forward to from your side. In case of bad weather conditions, traffic jam and apple season or delay in arrival of buses, even the school authorities feel helpless at times. These are the cases of natural calamities or eventualities which are not under anybody's control. The unpleasantness over the phone and the use of derogative language is no solution to the problems. Your co-operation in this regard is solicited.
4. In case of severe illness, kindly do not send your ward to the school from home itself. In case of any exams or activity, ignore the illness if possible and make an effort to send the child to the school.
5. Shall there be any meeting, or call from school, kindly ensures the school insignia (Logo) printed on the instruction slip. In case of absence of this insignia, do not pay any heed to it as it has no connection with the school.
6. In case of any query or suggestions, kindly feel free to talk to the Principal in his office preferably during 03:00 p.m. to 05:00 p.m. on all working days. We assure your good self that your queries and valuable suggestions will be accepted with utmost priority.
7. It has been felt that some of the parents show indifferent attitude while they are called in the office to get them informed about their ward's performance and finally they take all pride putting the whole responsibility of the unsatisfactory performance of their ward on teacher's shoulders. It is hereby requested that kindly take such calls positively and seriously as well.
8. It is compulsory for the students to appear in Cyclic Tests, Periodic Tests and Pre-Board Exam. No re-test will be taken for remaining absent in any of the paper mentioned in the date sheet.
9. A fine of Rs. 10 per day will be charged for remaining absent from the school without information and Rs. 100 per paper will charged as a fine for remaining absent in any of the above examination mentioned in point no. 8.

CLASS LIBRARY:

10. Bad to build up library is to create a life. It's never just a random collection of books. You are requested to donate a book instead of sending sweets and all on the occasion of birthday of your ward. Let us make the birthday more meaningful for each one of us through this noble cause.

11. The school timing for the respective wing will be as follows.

Nursery to KG	9:20 a.m. - 1:20 p.m.
1 st to 5 th	9:20 a.m. - 2:30 p.m.
6 th to +2	9:20 a.m. - 3:30 p.m.

NOTE - DATES ARE TENTATIVE

For more details, contact 01781-238185

Wish you all a Merry Christmas & a Happy New Year 2019

Principal