



# DARBARI LAL DAV MODEL SCHOOL

BN - BLOCK, SHALIMAR BAGH, DELHI – 110 088

(Affiliated and Accredited to CBSE)

## CLASSES IV-V

Circular No: 1(IV-V) / 2024-2025

Dated: 20.03.2024

Dear Parents,

We extend a warm welcome to you all for the new academic session 2024-25.

You are our partners in Education. So, it is important for you to be aware of the rules and regulations of the school.

We request you to ensure that your wards adhere to these, enabling them to have an enriching educational journey with us.

- **New session for classes III – V begins on Monday, 1<sup>st</sup> April, 2024.**
- School Timings for students : **7:40 a.m. – 1:40 p.m.**
- Punctuality as a value should be inculcated in the students, so coming late to school should be discouraged. School gates will be closed at **7:40 a.m.** After that the child will be marked late. The child would be sent back after three late arrivals in a month.
- The “Student’s diary” is an important document which must be brought to school daily. Parents are requested to go through it thoroughly and guide their ward to follow the instructions given in it.
- Parents must fill the student’s details in the Student’s diary.
- Bullying is strictly prohibited inside the school premises and no such act will go unnoticed or unpunished.
- Students must abide by the **code of conduct** as mentioned in the school diary.
- Please check the School website regularly for latest updates.
- Please make it a point to meet the teachers during the PTMs between **8:00 a.m to 10:30 a.m.**
- Students accompanying their parents on PTM days should come in proper school uniform.
- Saturday is an off for the students. However, parents can meet the concerned teachers on Saturdays (excluding second Saturday) between **8:00 a.m. - 9:00 a.m.** and on normal working days between **1.30 p.m. - 2.00 p.m.** after taking prior appointment.
- The students should come to school in proper uniform as prescribed in the school diary.
- Track suit should be worn on the day of PT period as given in the timetable.
- **It is mandatory for students to appear in all the examinations/activities and submit all projects.**
- **Students Portfolio folder should be maintained from the beginning of the session.**
- Please ensure that your ward has at least 75% attendance in school according to CBSE norms.
- **Please do not ask for half day or short leave for students.**
- Kindly do not come to school to hand over the lunch boxes to the students during the school hours. Restrict daily pocket money as excessive spending should be discouraged.
- **Kindly check that your ward should not bring SMART DEVICES like mobile phones, tablets, watches & bands to school. If found, it will be confiscated and will be returned to parents at the end of the session. A fine of Rs. 5000/ will be charged for the same.**
- Mobile alerts are sent to parents for important information. Kindly ensure that your correct mobile number is registered with the school. Change in residential address or telephone number should be intimated immediately to school for necessary action with requisite proof.
- Students are issued I-Card which is to be worn by the students every day. Parents will also be issued I-Card which they must always carry while visiting school.
- School transport is available on existing routes. For details contact Transport Incharge - Mr Sunil Sharma during school working hours.
- **Parents and Van drivers will pick up the children from outside the School Gate. Kindly make necessary arrangements.**
- Kindly ensure that all fee dues are cleared before the due date.

Let us together ensure that our students enjoy their educational journey!

**Mrs. Reena Rajpal**  
PRINCIPAL