

# **Delhi Public School, Gandhinagar**

Session 2024-25

## **General Instructions**

Dear Parents,

Greetings from Delhi Public School Gandhinagar, Primary Wing!

You are requested to follow the following instructions while sending your ward to school:

- Your ward should come to school in proper school uniform and his/her shoes should be polished & should speak in English (inside the school premises).
- His/her nails must be trimmed every week.
- Boys should have their haircuts done properly without any styles.
- Girls should have their hair plaited using green rubber bands, if they have hair beyond shoulder length. White bloomers for girls are compulsory.
- Handkerchief is to be carried daily.
- Mehndi and nail polish are not allowed, whatsoever the reason may be. Girls must not apply lipstick when they come to school ( even on Birth day)
- Table napkin should be used during recess time. Kindly send it every day.
- Kindly send healthy food in the tiffin.
- Birthday gifts of any kind will not be accepted. Child can distribute chocolates of Rs 01 to 10/- on his/her birthday.
- Children will not bring any fancy items to the school.
- Minimum Three sharpened pencils are to be brought every day (I –III).
- On Sports activity day also, children are expected to wear regular black school shoes. Cricket, Taekwondo, Football and skating are the four options along with Swimming (Pool day once in a month) that children will get for activity period (in Class I – III).
- Leave application should always be written on an A4 size paper as per the format in the almanac.
- Instructions given in the almanac must be read carefully and must be followed.
- Do send the required books and notebooks only as per the Time Table and your ward must bring the almanac every day. Same must be checked and signed by either of the parent regularly.
- Please don't send money along with your ward without writing a note in almanac and putting the same in envelope, writing the name and section over the envelope and do staple the same inside the almanac. Please tell your ward to hand over the same to his/her class teacher in the very first period and show the almanac to teacher where you have written your remarks/note; stating the reason for sending the money.

( P.T.O)

- In case you want to meet H.M/ Principal, do take prior permission from the receptionist. HM & Class Teachers will be available on all working days for meeting (If any parent wants) between 08:00am to 09:00am.
  - Please do attend the PTM and Open House without fail to get the feedback on your ward`s progress.
  - Do check the notebook of your ward regularly and contact class teachers, in case of any doubt or problem.
  - The whole session will be divided into two terms. And Criteria for Assessment will be Periodic Assessments, Note Book Writing as per set parameters, Subject Enrichment Activities and Half Yearly and Annual Examinations. The details of the same is given on the Evaluation Strategy Sheet, please adhere to it.
  - When child is suffering from any disease (Communicable), he/she should not be sent to school without medical fitness certificate issued by a doctor.
  - Please check the new rules of Assessment and evaluation given in the Evaluation Strategy Sheet and make sure that your ward/wards does/do not miss any Periodic Assessment (PA) or Half Yearly and Annual Examination.
  - Class Teachers will share his/her whatsapp number, do save the same in your mobile as teachers will send you urgent message through whatsapp broadcast group. Please note that it would be one way communication from class teacher to parents.
  - Please read other information and rules of school given in the School Almanac and in case of any clarification please feel free to contact us.
-