



D.A.V. PUBLIC SCHOOL

ASHOK VIHAR PH-IV DELHI -52

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CIRCULAR



DAVPS/AV-IV/CIR/25-26/01

Date: 21.3.2025

Circular: Guidelines for Parents – New Academic Session 2025-26

Dear Parents,
Greetings!

As we begin a new academic session, we seek your cooperation in ensuring a smooth and enriching learning experience for your ward. Please go through the following important guidelines carefully and adhere to them strictly:

1. T.C. Application:

Parents wishing to apply for Transfer Certificate (T.C.) must do so before 31st March 2025

2. School Uniform:

All students must come to school in proper school summer uniform, including PTM days.

Mandatory to wear the school sports track suit during the sports period.

For uniform-related queries, kindly contact the school canteen.

3. Dress Code:

Boys (Pre-School to Class XII): Red half-sleeve shirt and fawn trousers

Girls (Class VI to X): Short kurta and fawn trousers

3. Entry and Exit Rules

- Late comers will not be allowed after 8:05 am. Punctuality is essential.
- Half-days are not permitted.
- Parents are not allowed to enter classrooms without prior permission. Kindly cooperate with the school security and staff.
- Parents must switch off or put mobile phones on silent mode and submit them at the Guard Room before entering school premises.

4. Communication & Updates

Ensure the first page of the School Diary is filled accurately.

Any change in phone number or residential address must be informed in writing to the class teacher and at the fee counter.

5. Student Attendance

- Attendance on Saturdays is compulsory.
- 1st & 3rd Saturdays: Full working day for students of Classes V to XII
- 2nd & 4th Saturdays: Holiday for students.
- All Saturdays OFF for Classes Pre-School to IV.
- Students with 100% attendance will receive a certificate of appreciation.
- Students absent for more than 8 days without intimation will have their names struck off.

6. Transport Guidelines

Two-wheelers are NOT allowed for students.

In case of private transport, the school does not bear any responsibility. Kindly inform the class teacher about the driver's name, vehicle number, and contact number.

School transport will be operational from 25th March 2025

7. Mobile Phones

Students are not allowed to carry mobile phones. If found, it will be confiscated.

In case of emergency, parents must send a written application, and the mobile must be submitted at the guard room at 8:00 am.

8. Book Reading Initiative

Encourage your children to read books and newspapers daily to enhance their knowledge and language skills.

9. Donation Appeal

Interested parents may donate old book sets, bags, and uniforms (washed & ironed) in the Library.

10. Fee Payment

Please ensure fee dues are cleared on time.

11. School Timings: New Timings: 8:00 am to 1:50 pm

Nursery Wing: 8:30 am to 1:00 pm

12. Book & Uniform Counter (Sunday Timings):

23rd March – 9:00 AM to 1:00 PM

30th March – 9:00 AM to 1:00 PM

Important Note: Only full book sets are currently available. Loose books will be available 2 days after the commencement of the new session for your child.

13. Parent-Teacher Interaction

Parents are expected to attend meetings with class/subject teachers when requested, as regular interaction supports the holistic development of your child.

We look forward to your cooperation in fostering a disciplined, secure, and conducive learning environment for our students.

With regards,

Principal

DAV Public School, Ashok Vihar, Ph-IV, Delhi