

IMPORTANT SCHOOL GUIDELINES

1. Holidays will be according to the given holiday list. Please collect it from the school. Kindly note that 2nd Saturday of every month will be a holiday.
2. Clean and Tidy school uniform including polished shoes is compulsory for all students. House dress (on every Wednesday) is compulsory for all students from class I to XII
3. Parents must look after the hygiene of their child and ensure that they come neat and tidy to the school. Hair & Nails of the student should be cut regularly.
4. Wearing Identity Card (I-Card) & bringing/maintaining school diary is compulsory for each student.
5. Whenever a child is absent from school, he/she must come back with a leave application (even if he/she has been away for a day only). For leave application due to illness medical certificate is mandatory. If a student is absent for 7 consecutive days without any information to the school then his name might get struck off.
6. Students will be given DUES BILL i.e. the fee payable for the next month on the last working day of the preceding month. Parents please collect it from their child and make sure they come to pay the fee with the dues bill for convenience.
7. Fees for the month of May+June combined shall be paid in the month of May only.
8. Holidays homework will be given to the child only after payment of school dues as applicable.
9. Fees should be paid before or on 10th of every month between 8:00 AM to 2:00 PM otherwise a fine will be levied @ Rs.2/- day after due date i.e. 10th of every month. Cheque bounce charge of Rs.200 will be imposed (if applicable)
10. Any exchange or refund of books will be done after 20th April. Amount shall be refunded & adjusted in the next month fees only.
11. For birthday celebration, child will come in the school uniform only. No casual dress.
12. Parents may please avoid taking leave for your child during school days & examination days.
13. Parents may please avoid picking back their child in the middle of the day.
14. Parents must ensure that their ward come to school with all the books and notebooks as per the time table. Students must complete their homework on time.
15. Students are required to maintain discipline and politeness in their behaviour. Any student found using abusive language or gestures then he or she shall be debarred from the school for atleast one week.

16. Date and Timing of the Parent-Teacher-Meeting will be specified in the Datesheet itself.
Kindly see the datesheet properly.
17. Any change in Telephone number/address MUST be intimated to the school in writing.
18. To avail school transport facility parents should contact the school authority with written application atleast 2 days in advance. Kindly note that one side transportation will not be allowed.
19. As per Directorate of Education directions students are not allowed to bring any costly item or mobile phone in school. Parents must look into this seriously.
20. Name of incharges:
- Junior Wing: Mrs. Pooja (Nursery to 5th)
 - Middle Wing: Mrs. Romi (6th to 8th)
 - Senior Wing: Mrs. Sudesh & Mr. Ravi (9th to 12th)
21. Parent's attendance of PTM for SA1 & SA2 is a must otherwise fine will be imposed.
22. School telephone numbers are:
- a. General Enquiry: 23814882
 - b. Fee Enquiry: 65454828
 - c. Bus Enquiry: 9313748920
23. School email id is gps@virendrapublicschool.com
24. Parents/Guardians are not allowed to visit wards/teachers in classrooms without prior permission of the Principal.

S. G. Th.

VICE PRINCIPAL