



VIRENDRA PUBLIC SCHOOL
70, Timarpur Road, Delhi-110054

CIRCULAR

Dear Parents,

Greetings of the day!

This is with regard to your child admission in our school in the new academic session. You are hereby apprised of the information below:

1. **School Office hours are from 08:00AM to 2:00 PM.**
2. **Parents are requested to visit school with prior appointment only.**
3. In case you wish to discuss or communicate any information/grievance regarding school or your ward you may **meet Vice Principal from 08:30 AM to 10:15 AM** only on any working day.
4. Regular communication will be done through school almanac or HelloParent App daily. **Parents are requested to check HelloParent App diary and messages daily.**
5. Parents are requested to **ensure punctuality and regularity of their ward in school.** In case of any **leave due to medical reason parents must submit Medical Certificate alongwith leave application** to the school. **Whenever a child is absent from school, he/she must come back with a leave application or parents can send application in Hello Parent app too (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. **Medical Checkup is done once a year** for every student in the school by a team of qualified doctors and report of the checkup will be given to the parents.
7. Each bus is provided with a mobile number so that you may know whereabouts of your child during his/her commute via school bus.
8. **Holidays will be according to the given holiday list. It will be shared in HelloParent App message as PDF.**
9. It is **Mandatory** for Students of class XI and XII to wear **School Track Suit** for **Practical Examination of Physical Education Subject.**

10. 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.
11. 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.
12. **Wearing Identity Card (I-Card) & bringing/maintaining school diary is compulsory for each student.**
13. Students will be given DUES BILL on HelloParent App only.
14. Fees for the month of May+June combined shall be paid in the month of May only.
15. Holidays homework will be given to the child only after payment of school dues as applicable.
16. 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.260 will be imposed** (if applicable)
17. Any exchange or refund of books will be done after 20th April. Amount shall be refunded or adjusted **at the Bookshop only.**
18. For birthday celebration, student will come in the school uniform only. **No casual dress. No food is allowed from outside.** Students can only distribute candies/toffees if they want.
19. Parents may please avoid taking leave for your child during school days & examination days.
20. Parents are requested to maintain and ensure full attendance of their ward during school time and **pick up their child in between school time only when it is utmost important.**
21. 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.**
22. 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.**
23. Date and Timing of the Parent-Teacher-Meeting will be specified in the Datesheet itself. Kindly check datesheet properly.
24. Any change in Telephone number/address MUST be intimated to the school in writing.
25. To avail school transport facility parents should contact the school authority with written application atleast one month in advance. Kindly note that one side transportation will not be allowed. **To discontinue bus facility, parents must submit an application a month prior.**
26. As per Directorate of Education directions students are not allowed to bring any costly items, smart watches or mobile phone in school. Parents must look into this seriously.
27. Name of incharges:
 - a. **Junior Wing: Ms. Navjot Kaur (Nursery to 5th) – 7065013992 (Call & Whatsapp)**

- b. Middle Wing: Ms. Ruby Rathore (Nursery to 5th) – 9891115307, 9311264023 (Call & Whatsapp)**
- c. Senior Wing: Ms. Ruchi Aggarwal (9th to 12th) – 9319493750 (Call & Whatsapp)**
- d. Exam Incharge: Ms. Ruchi Aggarwal (6th to 12th) -9319493750 (Call & Whatsapp)**

28. Parent's attendance in P.T.M is a MUST otherwise fine will be imposed.

29. Important School telephone numbers are:

- a. Vice Principal Office: 011-23816864**
- b. School Transport Enquiry: Mr. Jitender Kumar (Call & Whatsapp 8178680435)**
- c. General Enquiry: 9310115307 (Call & Whatsapp)**
- d. Admission Enquiry: 7065014000 (Call & Whatsapp)**

30. School email id is gps@virendrapublicschool.com

31. Parents/Guardians are not allowed to visit wards/teachers in classrooms without prior permission of the Principal.

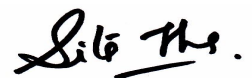
32. Application for discontinuation of bus facility should be made in one month in advance.

Discontinuation of transport facility will be allowed only in special cases like transfer etc.

NOTE:

- STUDENTS OF CLASS I-V WILL BRING ONLY ACTIVITY MATERIAL OF THEIR RESPECTIVE SUBJECTS ON 1ST AND 3RD SATURDAY.**
- STUDENTS OF CLASS NUR-V WILL WEAR ONLY BLACK VALCRO SHOES DURING ALL SCHOOL DAYS.**
- HELLO PARENT IS COMPULSORY APP FOR ALL PARENTS TO DOWNLOAD AND IT MUST BE ACCESSED BY PARENTS ONLY**

I hope you will cooperate with the school authorities while we strive to give best of the facilities and education to your ward.



VICE PRINCIPAL