



DLF Public School

The Learning Academy
(Managed by - Darbari Lal Foundation)



DLPS/CIR/2019-20/02
April 3, 2019

IMPORTANT INFORMATION

Dear Parent,

We look forward to welcome our Delfites to the **new Session-2019-20**. With a view to ensure efficient and effective functioning of the school machinery and also in the interest of safety and security of our delfites, we hope for your support, cooperation and compliance of the following *school norms*:-

1. Delfites must adhere to the School Uniform norms as mentioned in the School Almanac and must wear School Uniform during PTMs. They must wear their ID Cards at all times. Students should be habitually clean and neatly dressed. They must refrain from wearing make-up or jewellery to school. Ensure the hair is neatly done/trimmed and nails are also clipped regularly. Also ensure that your ward carries school almanac every day.
2. On the occasion of the birthday of your ward, please do not send any return gifts except 2 candies each for the classmates.
3. Please appreciate that the school procedures do not allow for **sanction of gate passes** and we do not encourage *children leaving the school premises during school hours (in case of medical appointments, please carry medical prescription to avoid delay)*.
4. The school **will not accept** any lunch boxes, water bottles, books, assignments, swimming dresses, projects etc., (no matter how important it is to the child) during school hours. This initiative is being taken in the interest of our students' safety. This is to avoid the remotest risk of a stranger sending unwanted food/object to a child with a malicious intent. We rather advice you to help us encourage children to be more responsible.
5. Please note that it is illegal to **drive below the age of 18 years**. We do not appreciate parents putting their wards at risk by allowing them to use scooters, motor cycles and cars to come to school. Parents wishing to permit their wards for the same must submit a copy of driving licence to the Principal, else the vehicle shall be confiscated.
6. Parents are requested to adhere to a formal and decent dress code when visiting school. Please refrain particularly from **wearing shorts, bathroom slippers and night suits** to the school. Please note that entry will be strictly prohibited in that case.
7. In the interest of safety of **children Gate no. 1 will be open to parents for entry and exit during and after the school hours. Gate no. 2 will be open only in the mornings and in the afternoon during dispersal (entry 7:45 a.m. to 8:10 a.m./8:45 a.m.-9:10 a.m., exit 12:45 p.m. /2:05 p.m.)** It is requested to kindly refrain from honking around the school premises during school hours considering the amount of noise pollution it causes.
8. We don't recommend private vans for pick up and drop of school children. It has been observed the van drivers collect children from the school and leave them waiting on the road or outside the school premises. Also, in such cases to ensure safety of students we shall not be allowing any van later than **2:30 p.m.** for pick up.
9. Entry to school during school hours is restricted. Parents/Guardians are expected to present the Parent ID Card to the Security Guard while entering details in **Visitors' Register**.
10. Parents who wish to meet the **Principal/Executive Director**, need to seek a prior appointment from the school reception (**Via an email/call**). A notification will be sent to confirm the appointment.

Parents may fix an appointment to meet the **Mother Teacher/Subject Teacher/Coordinator on Thursday (between 2:30 p.m. to 3:15 p.m.) or on Saturday (between 12:45 p.m. to 2:00 p.m.)**.

Looking forward to your kind support and cooperation as always.

Wishing you a great session ahead!

PRINCIPAL