



# G.D.GOENKA PUBLIC SCHOOL

Sector 10, Dwarka . New Delhi 110075 . India  
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>> CIRCULAR  
Dt. 01 March 2019

## GENERAL ADVISORY CLASSES X & XII

Dear Parent,

Parents support in shaping the personality of students is as crucial as the school environment. We request you to read the following carefully so that we may co-operate with each other in looking after our children.

- School reopens on Tuesday, 5<sup>th</sup> March 2019
  - Kindly note the summer school timings:
    - a) Reporting Time: 8:05 am Departure Time: 12:00 pm for the month of March (5<sup>th</sup> -13<sup>th</sup> **March only**)
    - b) Reporting Time: 7:40 am Departure Time: 2:00 pm (w.e.f – 1<sup>st</sup> April 2019)
  - Dress Code: Summer Uniform
  - Please ensure that your ward adheres to the reporting time at school. Help your ward to develop respect for time.
  - **Late comers will not be permitted to enter the school premises after the second bell at 7:45 am.**
  - **Please ensure that your ward reports to school in the prescribed uniform and is always neatly turned out. Any student entering the school campus must be in school uniform, even on PTM days / extra classes and practice sessions.**
  - Your ward must wear the Identity card to school every day.
  - All your ward's belongings should be properly labelled.
  - Students are allowed to leave the bus / school without an escort on prior request by parents.
  - Kindly fill the first five pages of the Almanac, and go through it on a daily basis to be updated with the school activities. Communication between parents and teachers will be done through the relevant pages of the almanac.
  - Kindly apprise the class teacher of any medical history of your ward which requires special medical attention.
  - Please ensure that your ward adheres to the rules while travelling by the school bus. Any misbehavior in the bus may lead to withdrawal of the bus facility.
  - Kindly login to the parent portal on the school website [www.gdgoenkadwarka.in](http://www.gdgoenkadwarka.in) for the latest circulars and to access the class work & homework of your ward's class. The syllabus/date sheet and all other resources would be available on the website in due course of time.
  - Please go through the notebooks of your ward regularly.
  - Assignments are designed to help a student develop skills for research and presentation which are crucial for higher level of academics. Kindly ensure that the assignments are submitted on time.
  - Please attend all PTMs and sessions that you are invited for.
  - If you need to personally meet with a teacher/Coordinator/the Principal, kindly take prior appointment through the reception or through the almanac.
- Timings: Friday **2:30 pm to 3.30 pm**

- Exaggerated birthday celebrations are not permitted in school. The children may distribute sweets though. Please note that **cakes/pastries are not permitted.**
- We discourage students from carrying more than Rs. 100 to school. In case your ward carries more than Rs. 100, kindly put a note about it in the almanac explaining the reason. Coupons for refreshments are available at the cafeteria.
- No **electronic gadgets / mobile phones** are allowed in the school. Once confiscated, the same **WILL NOT BE RETURNED and will be donated to charity.**
- School is committed to provide safe, positive and productive educational environment. No student shall be subjected to harassment, intimidation, bullying or cyber bullying in the school campus/school bus.
- An **Anti Bullying Committee** ideated by the Principal has been constituted. Any reported case will be dealt strictly. School reserves the right to detain/suspend students whose conduct is harmful to school community in general.
- Just a reminder that **cyber bullying** and **under age driving** is a **crime** as per the INDIAN PENAL CODE.

Note: Strict action would be taken against those not adhering to any of the above mentioned norms.

Your co-operation in the above will be highly appreciated.

Regards,



Anita Khosla  
Principal