



**Arvind Gupta DAV Centenary Public School**  
**Model Town, Delhi-110009**



Ph: 01127455245

Website: [agdav.edu.in](http://agdav.edu.in)

e mail: [office@agdav.edu.in](mailto:office@agdav.edu.in)

Ref. No. : AGDAVCPS/2017-18/C.No -1(Class XI)

Dated: 18.3.2017

**CLASS XI**

Dear Parents

I congratulate you on the promotion of your ward to the next class. Your guidance, encouragement and your child's hard work has reaped fruits.

The new session commences from 21 March 2017. Classes will be held from 8:05 to 12:30 p.m. on all working days. **Due to CBSE Board Exam, there will be no class on 22 March, 29 March, 30 March, 12 April and 17 April 2017**

I request you to take note of the following points:

- a. Give adequate attention to the circulars or information conveyed through School Diaries. Also browse through the school website ([www.agdav.edu.in](http://www.agdav.edu.in)) regularly. Online students account should be checked regularly for assignments, tutorials and other relevant details.
- b. Please ensure timely payment of fees to avoid inconvenience. School bus service, if once opted by your ward, will not be withdrawn during the session and you have to pay the bus charges.
- c. Kindly ensure that your ward should reach school between 7:45 to 8:00 a.m. Late Comers will be strictly dealt with. Parents' I-Card is mandatory during every visit.
- d. You are requested to check that your ward is dressed decently in proper school uniform with Identity Card compulsory worn even on PTMs. Girls should not apply Mehandi, Nail Paints and wear Ornaments and their hair should be properly tied up.
- e. Kindly ensure that your ward's attendance is 75% every month as per CBSE Examination Bye laws - Rule 13.1 and 13.2. **If student fails to have min. 75% attendance, he/she will not be allowed to sit in first semester examination.** Half days will not be allowed to students on any day including pre-examination days.
- f. The timings of P.T.M's are from 8:30a.m. to 10:30 a.m. and these will be observed most strictly henceforth. On regular days parents may meet the teachers between 8:05 to 8:30 a.m. OR 1:00 p.m. to 2:00 p.m. strictly with prior appointment from the concerned teacher and the supervisor through school diary.
- g. Examination Schedule will be conveyed through school website. Kindly ensure that your ward appears in the exam with sufficient preparation and confidence.

**MALA SOOD**



**Arvind Gupta DAV Centenary Public School  
Model Town, Delhi-110009**



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e mail: [office@agdav.edu.in](mailto:office@agdav.edu.in)

Ref. No. : AGDAVCPS/2017-18/C.No -3

Dated: 08.04.2017

**CLASS IX**

Dear Parents

**“There is no elevator to success; you have to take the stairs”**

I congratulate you on the promotion of your ward to the next class. Your guidance, encouragement and your child's hard work has reaped fruits.

**The new session commences from 13<sup>th</sup> April 2017. Due to CBSE Board Exam, there will be no classes on 17 April 2017.**

I request you to take note of the following points:

- a. Give adequate attention to the circulars or information conveyed through School Diaries. Also browse through the school website ([www.agdav.edu.in](http://www.agdav.edu.in)) and student login regularly. Parents are requested to check and sign the diary daily.
- b. Please ensure timely payment of fees to avoid inconvenience. School bus service, if once opted by your ward, will not be withdrawn during the session and you have to pay the bus charges. Due Date for every Quarter is 25<sup>th</sup> of the month. Kindly pay the school fees timely otherwise Rs 5/- will be charged per day.
- c. Kindly ensure that your ward should reach school between 7:45 to 8:00 a.m. Late Comers will be strictly dealt with. Parents of on-foot students will be allowed to enter in the school premises only after 12:45 pm and for the private vans the time is 1 pm. For the students who are availing the private vans, school is not liable for any security during transportation. Parents' I-Card is mandatory during every visit.
- d. Summer Uniform will be resumed from 13 April 2017. You are requested to check that your ward is dressed decently in proper school uniform with Identity Card compulsory worn even on PTMs. Girls should not apply Mehandi, Nail Paints and wear Ornaments and their hair should be properly tied up in two plaits.
- e. The timings of P.T.M's are from 8:30a.m. to 10:30 a.m. and these will be observed most strictly henceforth. On regular days parents may meet the teachers between 8:05 to 8:30 a.m. OR 1:00 p.m. to 2:00 p.m. strictly with prior appointment from the concerned teacher and the supervisor through school diary.
- f. Kindly ensure that your ward's attendance is 75% every month as per CBSE Examination Bye laws - Rule 13.1 and 13.2. **If student fails to have min. 75% attendance, he/she should not be allowed to sit in first semester examination.** Half days will not be allowed to students on any day including pre-examination days.
- g. Books for session 2017 – 18 are available in school canteen.

- h. The Examination Schedule will be conveyed through School Website. Kindly ensure that your ward appears in the exam with sufficient preparation and confidence. **New Examination pattern is proposed by CBSE which will be followed from class V to X in all academic subjects including Sanskrit.**

### **ASSESSMENT STRUCTURE 2017 – 18 FOR CLASSES V TO X**

#### **1. Scholastic Area**

		<b>Total 100 marks</b> (Syllabus for assessment will be only Class-X)		
<b>Subjects</b>	<b>80 Marks (Board Examination)</b> Student has to secure 33% marks out of 80 marks in each subject	<b>20 Marks (Internal Assessment)</b> Student has to secure 33% marks out of overall 20 marks earmarked in each subject		
		Periodic Test (10 Marks)	Notebook Submission (5 Marks)	Subject Enrichment Activity (5 Marks)
		(i)	(ii)	(iii)
<b>Language 1</b>	Board will conduct Class-X Examination for 80 marks in each subject covering 100% syllabus of the subject of Class-X only.  Marks and Grades both will be awarded for Individual subjects.  9-point grading will be same as followed by the Board in Class XII.	Periodic written Test, restricted to three in each subject in an Academic Year. Average of the best two tests to be taken for final marks submission	This will cover: <ul style="list-style-type: none"> <li>• Regularity</li> <li>• Assignment Completion</li> <li>• Neatness &amp; upkeep of notebook</li> </ul>	Speaking and listening skills
<b>Language 2</b>				Speaking and listening skills
<b>Science</b>				Practical Lab work
<b>Mathematics</b>				Maths Lab Practical
<b>Social Science</b>				Map Work and Project Work

**MALA SOOD  
PRINCIPAL**



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Ref. No. : AGDAVCPS/2017-18/C.No -1

Dated: 21.3.2017

**CLASS V**

***“Success does not lie in “Result” but in “Efforts”.***  
***“Being” the best is not so important, “Doing” the best is all that matters the most.***

Dear Parents

The new session commences from **5th April 2017**. I request you to take note of the following points:

- a. Give adequate attention to the circulars or information conveyed through School Diaries. Also browse through the school website (www.agdav.edu.in) and student login regularly. Parents are requested to check and sign the diary daily.
- b. Please ensure timely payment of fees to avoid inconvenience. School bus service, if once opted by your ward, will not be withdrawn during the session and you have to pay the bus charges. Due Date for every Quarter is 25th of the month. Kindly pay the school fees timely otherwise Rs 5/- will be charged per day.
- c. Kindly ensure that your ward should reach school between 7:45 to 8:00 a.m. Late Comers will be strictly dealt with. Parents of on-foot students will be allowed to enter in the school premises only after 12:45 pm and for the private vans the time is 1 pm. For the students who are availing the private vans, school is not liable for any security during transportation. Parents' I-Card is mandatory during every visit.
- d. Summer Uniform will be resumed from 5 April 2017. You are requested to check that your ward is dressed decently in proper school uniform with Identity Card compulsory worn even on PTMs. Girls should not apply Mehendi, Nail Paints and wear Ornaments and their hair should be properly tied up in two plaits.
- e. The timings of P.T.M's are from **8:30a.m. to 10:30 a.m.** and these will be observed most strictly henceforth. On regular days parents may meet the teachers between 8:05 to 8:30 a.m. OR **1:00 p.m. to 2:00 p.m.** strictly with **prior appointment** from the concerned teacher and the supervisor through school diary.
- f. **BOOKS & UNIFORM**
  - i. DAVCMC had decided to introduce a common uniform in all DAV Schools therefore from the academic session 2016-17; the school would be following the common uniform pattern as per the guidelines of DAV Managing Committee. **It is strictly instructed to the parents to purchase the uniform from the School Canteen only as it adheres to the exact colour, pattern, quality etc. Uniform not meeting the set criteria will not be allowed.**

- ii. Book Set will be available in the school canteen as per the following schedule from 8:00 a.m. to 1 p.m. (Lunch Break- 1:00 p.m. to 2 p.m.)

VII – VIII	18 March and 20 March 2017
I – II	21 and 22 March 2017
PS – PP	24 March 2017
III – IV	23 and 25 March 2017
V – VI	27 and 28 March 2017

**LOOSE BOOKS ARE NOT AVAILABLE**

- g. Return gifts and cakes are not allowed to be distributed on birthday however sweets (toffees) can be distributed and child is supposed to come in proper school uniform.
- h. The Examination Schedule will be conveyed through School Website. Kindly ensure that your ward appears in the exam with sufficient preparation and confidence. **New Examination pattern is proposed by CBSE which will be followed from class V to X in all academic subjects including Sanskrit.**

**ASSESSMENT STRUCTURE 2017 – 18 FOR CLASSES V TO X**

It is mandatory for the parents of class V, promoted to class VI to attend the Orientation Programme for class VI for better understanding of the New Examination pattern. The date for the same will be announced later.

**1. Scholastic Area**

		<b>Total 100 marks</b> (Syllabus for assessment will be only Class-X)		
Subjects	80 Marks (Board Examination) Student has to secure 33% marks out of 80 marks in each subject	20 Marks (Internal Assessment) Student has to secure 33% marks out of overall 20 marks earmarked in each subject		
		Periodic Test (10 Marks)	Notebook Submission (5 Marks)	Subject Enrichment Activity (5 Marks)
		(i)	(ii)	(iii)
<b>Language 1</b>	Board will conduct Class-X Examination for 80 marks in each subject covering 100% syllabus of the subject of Class-X only.  Marks and Grades both will be awarded for Individual subjects.  9-point grading will be same as followed by the Board in Class XII.	Periodic written Test, restricted to three in each subject in an Academic Year.  Average of the best two tests to be taken for final marks submission	This will cover: • Regularity • Assignment Completion • Neatness & upkeep of notebook	Speaking and listening skills
<b>Language 2</b>				Speaking and listening skills
<b>Science</b>				Practical Lab work
<b>Mathematics</b>				Maths Lab Practical
<b>Social Science</b>				Map Work and Project Work

**MALA SOOD  
PRINCIPAL**

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Ref. No. : AGDAVCPS/2017-18/C.No -1

Dated: 20.3.2017

## CLASS VIII

Dear Parents

**“There is no elevator to success; you have to take the stairs”**

I congratulate you on the promotion of your ward to the next class. Your guidance, encouragement and your child's hard work has reaped fruits.

**The new session commences from 13<sup>th</sup> April 2017. Due to CBSE Board Exam, there will be no classes on 17 April 2017.**

I request you to take note of the following points:

- a. Give adequate attention to the circulars or information conveyed through School Diaries. Also browse through the school website ([www.agdav.edu.in](http://www.agdav.edu.in)) and student login regularly. Parents are requested to check and sign the diary daily.
- b. Please ensure timely payment of fees to avoid inconvenience. School bus service, if once opted by your ward, will not be withdrawn during the session and you have to pay the bus charges. Due Date for every Quarter is 25<sup>th</sup> of the month. Kindly pay the school fees timely otherwise Rs 5/- will be charged per day.
- c. Kindly ensure that your ward should reach school between 7:45 to 8:00 a.m. Late Comers will be strictly dealt with. Parents of on-foot students will be allowed to enter in the school premises only after 12:45 pm and for the private vans the time is 1 pm. For the students who are availing the private vans, school is not liable for any security during transportation. Parents' I-Card is mandatory during every visit.
- d. Summer Uniform will be resumed from 13 April 2017. You are requested to check that your ward is dressed decently in proper school uniform with Identity Card compulsory worn even on PTMs. Girls should not apply Mehandi, Nail Paints and wear Ornaments and their hair should be properly tied up in two plaits.
- e. The timings of P.T.M's are from 8:30a.m. to 10:30 a.m. and these will be observed most strictly henceforth. On regular days parents may meet the teachers between 8:05 to 8:30 a.m. OR 1:00 p.m. to 2:00 p.m. strictly with prior appointment from the concerned teacher and the supervisor through school diary.
- f. Kindly ensure that your ward's attendance is 75% every month as per CBSE Examination Bye laws - Rule 13.1 and 13.2. **If student fails to have min. 75% attendance, he/she will not be allowed to sit in first term examination.** Half days will not be allowed to students on any day including pre-examination days.

- g. Books for session 2017 – 18 will be available in school canteen from 8:30 a.m. to 1:00 p.m. as per the schedule given

VII – VIII	18 March and 20 March 2017
I – II	21 and 22 March 2017
PS – PP	24 March 2017
III – IV	23 and 25 March 2017
V – VI	27 and 28 March 2017

- h. The Examination Schedule will be conveyed through School Website. Kindly ensure that your ward appears in the exam with sufficient preparation and confidence. **New Examination pattern is proposed by CBSE which will be followed from class V to X in all academic subjects including Sanskrit.**

### **ASSESSMENT STRUCTURE 2017 – 18 FOR CLASSES V TO X**

#### **1. Scholastic Area**

<b>Total 100 marks</b> (Syllabus for assessment will be only Class-X)				
<b>Subjects</b>	<b>80 Marks (Board Examination)</b> Student has to secure 33% marks out of 80 marks in each subject	<b>20 Marks (Internal Assessment)</b> Student has to secure 33% marks out of overall 20 marks earmarked in each subject		
		Periodic Test (10 Marks)	Notebook Submission (5 Marks)	Subject Enrichment Activity (5 Marks)
		(i)	(ii)	(iii)
<b>Language 1</b>	Board will conduct Class-X Examination for 80 marks in each subject covering 100% syllabus of the subject of Class-X only.  Marks and Grades both will be awarded for Individual subjects.  9-point grading will be same as followed by the Board in Class XII.	Periodic written Test, restricted to three in each subject in an Academic Year. Average of the best two tests to be taken for final marks submission	This will cover: • Regularity • Assignment Completion • Neatness & upkeep of notebook	Speaking and listening skills
<b>Language 2</b>				Speaking and listening skills
<b>Science</b>				Practical Lab work
<b>Mathematics</b>				Maths Lab Practical
<b>Social Science</b>				Map Work and Project Work

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Dated: 21.3.2017

**CLASS I - IV**

***“Success does not lie in “Result” but in “Efforts”.***  
***“Being” the best is not so important, “Doing” the best is all that matters the most.***

Dear Parents

The new session commences from **5th April 2017**. I request you to take note of the following points:

- a. Give adequate attention to the circulars or information conveyed through School Diaries. Also browse through the school website (www.agdav.edu.in) and student login regularly. Parents are requested to check and sign the diary daily.
- b. Please ensure timely payment of fees to avoid inconvenience. School bus service, if once opted by your ward, will not be withdrawn during the session and you have to pay the bus charges. Due Date for every Quarter is 25th of the month. Kindly pay the school fees timely otherwise Rs 5/- will be charged per day.
- c. Kindly ensure that your ward should reach school between 7:45 to 8:00 a.m. Late Comers will be strictly dealt with. Parents of on-foot students will be allowed to enter in the school premises only after 12:45 pm and for the private vans the time is 1 pm. For the students who are availing the private vans, school is not liable for any security during transportation. Parents' I-Card is mandatory during every visit.
- d. Summer Uniform will be resumed from 5 April 2017. You are requested to check that your ward is dressed decently in proper school uniform with Identity Card compulsory worn even on PTMs. Girls should not apply Mehandi, Nail Paints and wear Ornaments and their hair should be properly tied up in two plaits.
- e. The timings of P.T.M's are from **8:30a.m. to 10:30 a.m.** and these will be observed most strictly henceforth. On regular days parents may meet the teachers between 8:05 to 8:30 a.m. OR **1:00 p.m. to 2:00 p.m.** strictly with **prior appointment** from the concerned teacher and the supervisor through school diary.
- f. **BOOKS & UNIFORM**
  - i. **Parents are instructed to purchase the uniform from the School Canteen only as it adheres to the exact colour, pattern, quality etc. Uniform not meeting the set criteria will not be allowed.**
  - ii. Book Set will be available in the school canteen as per the following schedule from 8:00 a.m. to 1 p.m. (Lunch Break- 1:00 p.m. to 2 p.m.)

VII – VIII	18 March and 20 March 2017
I – II	21 and 22 March 2017



PS – PP	24 March 2017
III – IV	23 and 25 March 2017
V – VI	27 and 28 March 2017

**LOOSE BOOKS ARE NOT AVAILABLE**

- g. Return gifts and cakes are not allowed to be distributed on birthday however sweets (toffees) can be distributed and child is supposed to come in proper school uniform.
- h. **It is mandatory for the parents of class IV, promoted to class V to attend the Orientation Programme for class V for better understanding of the New Examination pattern. The date for the same will be announced later.**

**STEPS TO ACCESS STUDENT LOGIN**

Log on to school's website [www.agdav.edu.in](http://www.agdav.edu.in) and click student login on the home page. Enter **Admission no.** of your ward in **Login Id** and **Date of Birth** of the student in the **Password**.

Students Admission Number should be entered in 8 digits. **If you have 4 digit Admission number, first add four times 0 and then admission number (0000admission number).** Students having 8 digit Admission number are not supposed to enter four times 0 before admission number.

Enter Date of birth of the student in the following format dd-MMM-yyyy i.e. 2 digits for date, first three letters of the month (jan, feb etc.) and year in 4 digits separated by –

**E.g. For a student having admission no. 2222**

**Login Id**

00002222

**Password**

01-jan-1990

In case of query, contact computer department.

**MALA SOOD  
PRINCIPAL**



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Model Town, Delhi-110009**



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Website: agdav.edu.in

e mail: office@agdav.edu.in

Ref. No. : AGDAVCPS/2017-18/C.No -1

Dated: 31.3.2017

Dear Parents,

**“When there is Teamwork, Collaboration and Support,  
Wonderful things can be achieved.”**

Heartiest welcome to your ward, who is now a part of AGDAV family which firmly believes in promoting knowledge through joyful and playful means thus providing a healthy atmosphere for the growth and development of your ward to the fullest.

Kindly pay close attention to the points mentioned below. You are requested to follow them so that your child may profit the most and everything may go smoothly between you, the teachers and the school.

**Preparing your child to get best out of his/her in the Preschool:**

### **SCHOOL TIMINGS**

**The regular timings for the Nursery wing are from 8:00a.m to 12:30p.m.** Kindly ensure that your ward should reach school between 7:45 to 8:05 a.m. Late Comers will be strictly dealt. No student is allowed to enter in the school premises after 8.10a.m. **Parents' I-Card is mandatory during every visit.** The timings for the Dispersal of children of **ON FOOT** is **12.50 p.m.** It is suggested that **avail school bus facility to avoid any kind of inconvenience.** In mid of the session the transport facility will not be provided/withdrawal. Parents those are availing for the Private Van school is not liable for any security during transportation.

- **On foot Parents are requested to drop their children at school's Gate No. 1 only and park your vehicles atleast 50 meters away from the school gate.(beyond the barricade)**

**All Saturdays will be a holiday for the children.**

### **SCHOOL UNIFORM**

DAVCMC has decided to introduce a common uniform in all DAV Schools therefore from the academic session 2017-18; the school would be following the common uniform pattern as per the guidelines of DAV Managing Committee **Uniform not meeting the set criteria will not be allowed.**

Summer Uniform will be resumed from 5<sup>th</sup> April 2017. You are requested to check that your ward is dressed decently in proper school uniform with Identity Card compulsory worn even on PTMs. Every child should wear the prescribed school uniform. It should be well washed and ironed. The uniform should be accurate in size. **Girls should not apply Mehandi, Nail Paints. The temporary I-Cards are to be worn by your ward in case of non availability of formal I card which will be issue soon to your ward.**

Kindly label all the belongings of your child which include Water bottle, Lunch Box ,School Bag etc. Paste a passport size photograph of your child on the school bag.

**No ornamental or fancy clips to be worn only Black clips and Black hair bands are allowed.** Girls are not allowed to wear any kind of precious jewellery. The school will not be responsible for the loss of any unlabelled article. Girls should have two pleats and boys should have short hair cut.

Kindly check the bag of your ward everyday to ensure that no unwanted objects like CD'S, toys ,mobiles or valuable things are carried to the school.

### **REGULAR ASSESMENTS**

Regular assessment will be done in the class so you are requested to give practice to your ward regularly at home of all the work done. No exams would be held. **Woksheets will be uploaded on the student's login id on every 7<sup>th</sup> of the month and the students have to submit to the class teacher by 30<sup>th</sup> of every month.** The steps to access student login given below.

### **STEPS TO ACCESS STUDENT LOGIN**

Log on to school's website [www.agdav.edu.in](http://www.agdav.edu.in) and click student login on the home page. Enter **Admission no.** of your ward in **Login Id** and **Date of Birth** of the student in the **Password**.

Students Admission Number should be entered in 8 digits. **If you have 4 digit Admission number, first add four times 0 and then admission number (0000admission number).** Students having 8 digit Admission number are not supposed to enter four times 0 before admission number.

Enter Date of birth of the student in the following format dd-MMM-yyyy i.e. 2 digits for date, first three letters of the month (jan, feb etc.) and year in 4 digits separated by – .

**E.g. For a student having admission no. 2222**

Login Id

**00002222**

Password

**01-jan-1990**

In case of query, contact computer department.

### **SCHOOL WEBSITE**

Give adequate attention to the circulars or information conveyed through School Diaries. Also browse through the school website ([www.agdav.edu.in](http://www.agdav.edu.in)) and student login regularly. Parents are requested to check and sign the diary daily. . Parents must check the school diary regularly and kindly acknowledge (sign) all the circulars and notices sent by the class teacher.

### **MEETINGS**

**Parents Teacher Meetings should be attended regularly and follow the given timings strictly to make the meeting fruitful.** The timings of P.T.M's are from 8:30a.m. to 10:30 a.m. and these will be observed most strictly henceforth. On regular days parents may meet the teachers/Supervisor between 1:00 p.m. to 2:00 p.m. strictly with prior appointment from the concerned teacher and the supervisor through school diary. Parents who will not attend the PTM will be immediately called by the supervisor on the very next working day.

**Leave application must be produced to the class teacher whenever the child is absent.**

## **FEE PAYMENT**

Please ensure timely payment of fees to avoid inconvenience. School bus service, if once opted by your ward, will not be withdrawn during the session and you have to pay the bus charges. **Kindly follow the instructions given in the FEE STRUCTURE booklet.**

## **BREAK TIME INSTRUCTIONS**

You are requested to send healthy and nutritious food for the growth and development of your child. School will be providing Fruit Time for your ward, **Kindly Send fruits daily in a separate fruit box.** Lunch Packet must contain:

- Red cloth table mat
- Red cloth Apron
- Clean handkerchief
- A spoon

**Send an extra pair of clothes every day in your child's bag to avoid any type of inconvenience.**

## **PARENTS PERSONA**

As you are the role models for your children and your distinctive personality reflects permanently on their minds. **So you are requested whenever you are entering into the school premises for the meetings ,for office work or for the pick up your child in the noon you must not wear Informal Dress as we need your support to maintain decorum of the school.**

## **DISCIPLINE**

As we all know that Discipline is a code of behavior and children also learn so many things from disciplined environment. To maintain such ambience, parents facing any kind of issue in any of the discipline kindly be polite enough with the school's employee in the school premises or outside or in school buses. Kindly come through proper channel we assure you that your query will be resolved by the Nursery Supervisor. Use school diary for the communication with the class teacher. No personal discussions and no personal numbers of the class teachers will be shared.

## **PERSONALITY DEVELOPMENT**

Remember your child needs you and you must give some of your time to your child. Inculcate a courteous attitude(thank you, sorry, please, excuse me, may I, Good morning) Keep away your child from hearing abusive language so that it may not become part of his /her vocabulary. Observe and check the unusual behaviour of your child to bite/hit/kick/throw objects at others etc. As your ward is heading towards formal school Kindly give him/her toiletry training and make him learn some basic manners such as hand wash before and after meals,buttoning ,lacing etc.

## **CHANGE OF ADDRESS**

Any change in the address or telephone number must be initiated immediately to the school office and the class teacher.Make sure that you only provide that mobile no. Of yours in which there is no DND (Do Not Disturb)service activated so that you can easily receive the SMS send by the school. **For further details log on to [www.agdav.edu.in](http://www.agdav.edu.in)**

### **CANTEEN TIMINGS**

Canteen facilities will be provided from 9 am to 10:30 am in working days

### **BIRTH DAY CELEBRATIONS**

Return gifts and cakes are not allowed to be distributed on birthday however branded sweets (toffees) can be distributed and child is supposed to come in proper school uniform.

### **BOOKS SUBMISSION**

Kindly adhere to the timings given to you. Annual Planner/Almanac/I card will be provided to your ward soon.

LOOKING FORWARD FOR YOUR COOPERATION.

**PRINCIPAL**

**Supervisory Head (PS-PP)**