



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



Ph: 01127455245

Website: agdav.edu.in

e mail: office@agdav.edu.in

Ref. No. : AGDAVCPS/2018-19/C.No -1

Dated: 22.3.2018

Dear Parents,

“When you Enter this school Learning is fun & Cooperation is expected Our positive attitude & Mutual respect are part of Everything We do & say”

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.

DAV Institution constantly gives challenges to create a culture of transformation so that our children are motivated to move beyond themselves to express creativity, pursue innovation and discovery and become morally and socially responsible human beings committed to created a better society.

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

- ***The School timings are from 08:20 am to 12:50 pm.***
- ***ORIENTATION DAY for Pre-School parents will be on 07 April, 2018 at 09:00 am.* Kindly adhere to the timings.**
- ***Book set & Uniform will be available in school canteen.***
- ***Safety of our students is prime priority. School bus is undoubtedly the most convenient means of students transportation. The benefit of school bus includes reaching school on time, reducing pollution emission resulting from vehicle exhanusts and reducing traffic jams.***
- ***Session will start from 2nd April, 2018.***

LOOKING FORWARD FOR YOUR COOPERATION

PRINCIPAL

SUPERVISORY HEAD



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Ref. No. : AGDAVCPS/2018-19/C.No -1

Dated: 17.3.2018

Dear Parents

The year 2017-18 has been very productive and satisfying in all respects, taking our vision forward towards a holistic education. It was heartening to note that our students excelled in many scholastic and non-scholastic activities during this academic year and excelled in both intra and inter-school events. School was very happy to receive the support from the parents as required and we assure you that our commitment to our vision will be carried forward. School Management supported the staff with many Professional Development Programmes to benefit our cause towards quality learning. We take this opportunity to thank all the parents for their unconditional support in all our activities.

Please note the following with regards to the new academic session 2018-19:

1. Commencement of New Session

- CLASS XII Monday, 19 March 2018. *(Timings: 8:00 am to 12:30 pm upto 31 March 2018)*
- CLASS X Friday, 23 March 2018. *(Timings: 8:00 am to 12:30 pm upto 31 March 2018)*
- VII, VIII and IX Monday, 2 April 2018.

2. School Timings:

- Morning: 8:30 am. No student shall be allowed to enter school after 8:05 am, when the school gates will be shut.
- Dispersal: 12:50 pm.

3. Transport:

- Students using the school transport have to travel by the school bus every day. In case you have to pick your ward personally, please ensure that an application in writing is submitted at the school latest by morning of the day of the pickup.
- If your ward travels to and from school in a private van, please ensure that the driver and conductor are licensed; the vehicle is well – maintained and registered with RTA, and NOT running on LPG.
- It is very important that you immediately inform the class teacher and the school office about any change in the address / telephone number, so that we can contact you easily in case of an emergency.
- We don't allow any child to leave by the first trip so kindly don't request for the same. In case it's an emergency please come and pick the child yourself.
- In case your ward misses the bus in the first trip then please drop the child yourself to school. We would appreciate if you don't send your ward by second trip.
- Sometimes the bus is caught in a Traffic Jam due to Rallies or construction of road, if a delay is more than 15 minutes the school would send a message.
- For any queries regarding school transport, you may contact **Transport Incharge Mrs. Bindu Sanoriya – 9818094886**

4. Attendance:

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 final examination.** Half days will not be allowed to students on any day including pre-examination days.

5. E-PORTAL:

Please note that you can use the school website www.agdav.edu.in to enter the Student Portal and view the following details of your ward:

STEPS TO ACCESS STUDENT LOGIN

Log on to school's website 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.

6. SAFETY MEASURES:

- All school gates will be closed after 8:05 a.m. No entry for the parents or any outsider without valid ID Proof.CCTV Surveillance in all corridors, Reception, Ground, Entry Gate, Canteen Area, Classrooms etc.
- Restrooms are under the supervision of a teacher and Surveillance of CCTV. Separate washrooms for girls and boys are allocated class wise.
- During Break Time, Teachers will be on floor duty as per the allotted schedule.Driver/Conductor/Care Taker will not be allowed to enter the School premises as Water and Sanitation Facilities required by them are available only at School Main Gate. Regular check on their uniform, behavior, language and on their activities will be observed.

7. General Notifications:

- The Year Planner will be given to each student. This has information about all the activities, assessments and other schedules for the entire session. **Please refer to it regularly.**
- Please check the school website agdav.edu.in and stay connected with Snap Homework App regularly for circulars, updates and news about school events.
- 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.
- **No student is allowed to drive a vehicle to school.** Any student violating this rule will be reported to the police.
- We don't ask for money without a written communication. Please don't send the same with children unless specified. **Kindly fill the Performa given in the Student's Almanac (Diary) for acknowledgement from the concerned teacher.**

- Mobile phones are not allowed in the school. If any student brings a phone to school, it will be confiscated and not returned.
- The first page of the school diary must be filled properly; change of contact no. or address must be updated.

We look forward to a continued and fruitful relationship between the school faculty, parents and the students.

PRINCIPAL



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Ref. No. : AGDAVCPS/2018-19/C.No -1

Dated: 21.3.2018

Dear Parents

“The capacity to learn is gift, the ability to learn is a skill, the willingness to learn is a choice .”

The new session commences from 2nd April 2018.

**** Note the following important points.**

SCHOOL TIMINGS

- The regular timings for the Nursery wing are from 8:20 a.m to 12:50 p.m. Kindly ensure that your ward should reach school between 8:20a.m. Late Comers will be strictly dealt. Strict actions will be taken against defaulters. First three days i.e 2,3,4 April school timings will be from 8.20-10.30 a.m
- **Parents' I-Card is mandatory during every visit.**
- The timings for the Dispersal of children of ON FOOT is 1:10p.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/withdrawn. School is not liable for any security aspect during transportation of private vans students.
- **On foot Parents are requested to drop their children at school's gate no. 1 only and park your vehicles at least 50 meters away from the school gate.(beyond the barricade)**
- **All Saturdays will be observed as holidays for the children.**

SCHOOL UNIFORM

- Uniform pattern will be 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.**
- Summer Uniform will be resumed from 2nd April 2018. 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 issued soon to your ward.**
- **Kindly label all the belongings of your child which include Water bottle ,LunchBox,School Bag etc with permanent marker.**
- **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.

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.

DISCIPLINE

As we all know that Discipline is a code of behaviour 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 .

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 account.

SCHOOL WEBSITE

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. . Parents must check the school diary regularly and kindly acknowledge(sign) all the circulars and notices sent by the class teacher.

BREAK TIME INSTRUCTIONS

You are requested to send healthy and nutritious food for the healthy growth and development of your child. School will be providing Fruit Time for your ward,**Kindly Send fruits daily in a separate fruit box.**Student should carry following items-:

- 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.

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.

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 10:00 a.m. and these will be observed most strictly henceforth. Parents who will do attend the PTM will be immediately called by the supervisor.

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 Casual Dress as we need your support to maintain decorum of the school.**

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.

CHANGE OF ADDRESS

Any change in the address or telephone number must be intimated immediately to the school office and the class teacher. Kindly ensure that DND is deactivated on the mobile no. Provided by you.

CANTEEN TIMINGS

Canteen facilities will be provided from 7:30 am- 8:00 am and 3:00 - 3:30pm from 1st April 2018 on working days

STEPS TO ACCESS STUDENT LOGIN

Log on to school's website 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.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.2018 2222

Login Id **20182222**

Password **01-jan-1990**

SNAP HOMEWORK

The school is providing a platform where teachers can communicate with parents to keep them updated about the day to day activities and home assignments conducted in the school. Kindly follow the instructions given below to download the mobile app (snap homework)

Parent /student registration instruction for new user:

- Go to Google play store/App store and search “snap Homework”.
- Install and open app.
- Tap on New User.
- Tap on “parents”
- Enter your Name ,Email or Mobile Number & password.
- Tap on “create Account button “.
- Enter child Name and class code-_____and tap add child button.
- Tap on “done” on top right of your screen.
 - Now you will see all classroom updates in “activity”.
- School will use a new Mobile application “snap Homework” to communicate with parents.
- This app will allow teachers to easily communicate with parents.

BOOKS AVAILABILITY AND SUBMISSION

Books for the new session will be available on 26th March 2018 from 8:00 am to 1:00 pm. Submit the books and stationary properly labelled and covered to the class teacher on 26th March 2018 from 9:00 am to 12:00pm.

Kindly bring and submit the books in properly labelled jute bag.

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