

**D.A.V. PUBLIC SCHOOL**

No. 19, Sitaram Nagar, Velachery, Chennai – 42

Date: 30.03.2024

**IMPORTANT INFORMATION FOR CLASS U.K.G. - 2024-25**

Dear Parent,

**Greetings from DAVPS!**

- 1) **COMMENCEMENT OF NEW ACADEMIC YEAR (2024–2025) :** We propose to commence Classes for the Academic Year 2024 - 2025 from **10.06.24 (Monday)**. Any change in dates will be notified.
- 2) **Students are required to report at Main School Premises from 10.06.24**  
**Address: No.19, Sitaram Nagar, Velachery, Chennai – 42. School Landline: 044 - 66069806.**  
**Regular School Timings: 09.15 a.m. to 01.05 p.m**
  - a) **Punctuality:** Plan your time to leave home (keeping in view the traffic congestion) in such a way, that the student can be dropped comfortably 5 to 10 minutes before the **‘School Reporting Time’**
  - b) **School Office Visiting Time for Parents:** 9.00 a.m. to 9.30 a.m. on all weekdays.
- 3) **INFORMATION ABOUT LEAVE:** Parent must positively inform School about Student’s absence, through School’s leave email [davpsleave@gmail.com](mailto:davpsleave@gmail.com), addressed to Principal before 8.00 a.m. Leave has to be applied only in School’s Prescribed **‘Leave Letter Format’** which is posted in the ‘Parent Portal’ and refer **‘Leave Rules’** in it. The Printout of the **‘Leave Letter Format’** should be taken and submitted on the next joining day itself to the Class Teacher through your ward when the Leave is availed.
- 4) **MODE OF TRANSPORT:** The **‘Mode of Transport Badge’** identifies how a student comes to School and helps in quick dispersal of students when the School closes for the day.
  - Every student is required to wear **‘Mode of Transport Badge’ everyday**. You are required to tie the Transport Badge to the chord of the ‘Student’s Identity Card’ instead of using a safety pin.  
**PT - Private Transport :** Auto / Sumo / Mahindra Van / Omni / Any other.  
**P - Parent :** Students who come to School with Parent by Two Wheeler / Car / Walk.  
**R1, R2, R3 : Route wise School Transport :** Badge for Students who use School Transport.
  - In case the ‘Mode of Transport Badge is lost / damaged or the ‘Mode of Transport’ of your ward is changed, a **‘NEW’** Mode of Transport Badge can be collected from the School Office on Payment.
- 5) **STUDENT PARTICULARS FORM & TRANSPORT INFORMATION FORM :** Parents should submit the filled in **‘Student Particulars Form’ & ‘Transport Information Form’**, on the day of collecting School Uniform during 1<sup>st</sup> week of June without fail as this is a very Important Resource for maintaining School Records and for contacting Parents in case of an Emergency.
- 6) **IDENTITY CARD, PHOTOS AND LABELS :** i) Student Identity Card ii) 5 Stamp Size Photos and iii) Labels with Student’s Photo (40 in numbers) will be supplied by the Service Provider tentatively during 1<sup>st</sup> week of June 2024 and the same will be intimated.
- 7) **SCHOOL UNIFORM :**  
School Uniform will be supplied to the Students by the Service Provider tentatively during 1<sup>st</sup> week of June, 2024 and the same will be intimated. Students should wear black shoes with Velcro fasteners with white socks.
- 8) **LABELLING:** For easy identification of Textbooks, Note books, Bag, Water Bottle, Snack box and other belongings the student carries to School should be labelled with the student’s Name, Class and Section.

**9) TEXT BOOK & NOTE BOOKS :**

- Parents are advised not to bind the Textbooks and Notebooks.
- Textbooks can be preferably stitched to keep them in good condition for the entire year.
- All the textbooks and notebooks should be covered with transparent lamination sheets.
- Students need not bring any Textbooks to School until you receive information from the School.

Parents can purchase the 'Classmate Note books' on their own as per the quantity & type mentioned below.

S. No.	Note-Book Types	Classmate - Size (cm)	Pgs.	Cover	Subjects	Quantity
1	Four Ruled	19.0 X 15.5 (Small)	120	Soft	English	2
2	Double Ruled	19.0 X 15.5 (Small)	120	Soft	II Language	2
3	Check Ruled	19.0 X 15.5 (Small)	120	Soft	Mathematics	2

**10) GENERAL INSTRUCTIONS FOR THE STUDENTS :**

In the previous years, we have made a few observations and we would like to bring the same to your notice as well, **to ensure safety of the student in all respects.**

- ❖ Bangles, tiny clips and anklets **should not be worn to School.**
- ❖ **Gold ornaments are strictly not allowed.** School will not be responsible, if lost.
- ❖ Snacks, water bottle with straw, wooden fork and spoon and napkin should be brought in a small open basket which has a label with the Child's Name, Class & Section. Do not send bulky back-packs.
- ❖ Please send only light snacks like biscuits, fruits cut into small pieces, water and non-messy food items.
- ❖ Students should bring a handkerchief with them every day.
- ❖ Parents are required to trim the Nails of your ward regularly/every week.
- ❖ Your ward is strictly advised not to bring valuable articles like fancy stationeries, toys, watches, coins, keys and mobile phone. Kindly check your ward's school bag every day before dropping him/her at school.
- ❖ Instead of chocolates, encourage your ward to bring nutritious and healthy snack like groundnut / nut cookies on Birthdays.
- ❖ **Do not send cakes or any gifts during birthdays instead donate age appropriate books for Class Library.**
- ❖ Kindly toilet train your ward and ensure that your ward clears bowel before coming to School as it is practically not possible for so many students to use the School toilet. Keep one set of spare dress in the School bag.
- ❖ Parents are requested not to park their vehicles in front of the School Gate and wait for a long time until the child reaches the class. Kindly drop your child and leave the premises immediately to reduce Traffic Congestion.
- ❖ Do not park the vehicles in front of the gate of the houses in the neighbourhood as it might cause inconvenience for taking their vehicle out of their gate.

**11) Nobody will be allowed to come inside School for picking up their ward in between the day, to deliver any materials that their ward has forgotten. The Security Staff at the gate has been strictly advised not to accept anything from parents or guardians to be passed on to the students. This step has been taken on advice of the State Government Authorities. Students should be picked up only from outside the School gates. Parents/car/auto/ private van drivers will not be allowed inside the School premises during dispersal time. Co-operation of all concerned is solicited for safety of the Students.**