



# VEDA VYASA D.A.V. PUBLIC SCHOOL VIKAS PURI, NEW DELHI

## CIRCULAR FOR CLASSES Pre-Primary / I (NEW ADMISSION) (2024-25)

VVDAV/VP/24-25/01

16.12.2023

Dear Parent,

We take great pleasure to welcome your ward to Veda Vyasa D.A.V. fraternity. Our school is based on the four pillars of education i.e. learning to know, learning to do, learning to live together, and the most important of all, learning to be. We nurture our students as catalysts for change who are not only able to sustain themselves in a competitive world but also lead it without compromising on their values and principles. DAV stands for its uniqueness of blending modern teaching with Vedic Culture and value education. The school encourages students to imbibe sublime elements of our culture and civilization, along with developing a scientific temperament and spirit of inquiry.

All dimensions of learning namely - Life skills, Value education, Aesthetic education, Kinesthetic training, Ecological concerns and Community outreach are incorporated in the curriculum with great care. We are committed towards the UN Sustainable development goals and that reflect in all our pedagogical practices. We are geared up to begin the session with new aspirations and dreams of our learners.

We would like you to make a note of the following points:

Date	Scheduled Events	Timings	Specifications
10 <sup>th</sup> Feb, 2024 and 11 <sup>th</sup> Feb, 2024	Purchase of uniform, books and stationery.	9.00 a.m. to 1.00 p.m.	Please Carry your own Cloth/Jute bag for books and stationery items.
23 <sup>rd</sup> March, 2024 (Saturday)	Display of list of allotted sections.	9.00 a.m.	The lists will be displayed on the school website. <a href="http://www.vvdav.org">www.vvdav.org</a>
1 <sup>st</sup> April, 2024 (Monday)	Commencement of New Session	7:40 a.m.	Students to report to school.(Entry from Gate No.- 3)

- You are requested to give all the necessary details like the email-ids of parent (father and mother) and the mobile numbers (to be used for the purpose of creating broadcast groups and online classes).
- You are requested to keep checking the school website regularly, to stay updated.

**QUALITY CONTROL MEASURES FOR STUDENTS**  
*(For the academic session 2024-25)*

**We hope this will be a productive year of participation and co-operation.**

**Please read the following circular carefully as it has important information for you before school year commences.**

### **1. School Timings**

- Monday to Friday – 7:50 a.m. -12:30 (PP to II) (All Saturdays are off)
- The students are therefore expected to reach school between **7:40 a.m. – 7:50 a.m. This applies to students using personal transport.**
- The school gate shall close at **7:50 a.m.**
- **A word of advice: *Please do not leave your ward outside the school gate once it is closed. School will not take responsibility of the students who are left outside.***
- Please ensure that your child is regular and punctual to school. Undue absence is viewed seriously.
- In case your child is on leave, send a leave note in the almanac, or send a mail at [info@vvdav.com](mailto:info@vvdav.com)
- In case of long leave, prior intimation and approval of the class teacher is compulsory.
- In case of medical leave, a medical certificate signed by a registered medical practitioner has to be sent along with the application; and a fitness certificate must be sent once the student joins the school.

### **2. Escort Identity Card**

For the safety of children and for seamless dispersal i.e. handing over of students to parents, we have an ESCORT IDENTITY CARD system.

- You will receive 3 copies of escort cards from the school stationery shop.
- Fill all the three ESCORT cards with the required details, affix the required photographs on them, and get them LAMINATED.
- Submit one laminated ESCORT card to your wards class teacher within three days of the commencement of classes.
- Retain one copy with you, and the third copy should be carried by the escort( other than parent) who comes to pick your ward in the afternoon.
- In case your ward is a van user, one copy is to be given to the van driver.
- The ESCORT IDENTITY CARD should be shown compulsorily by the parent/authorized person to collect your child during dispersal time.

### **3. School Transport**

- Prefer using school transport. Kindly check the bus routes and the timings.
- If the parent/escort is not carrying the **Escort Card**, we will not handover the child to the parent/ or any escort person. In this case, the child will be brought back to the school; thereafter, it will be your responsibility to collect from school.

<p><b>(MORNING)</b>  <b>DROP OF STUDENTS BY PARENT/ ESCORT/ VAN DRIVERS</b>  (at the school gate only)  <b>GATE No. 3 – 7:40 a.m.-7:50 a.m.</b></p>	<p><b>(AFTERNOON)</b> <u>Dispersal from respective classrooms</u>  <b>ENTRY OF PARENT/ESCORT</b>  <b>GATE No. 3</b> (in their respective classrooms)  <b>For Classes - PP to II - 12.30 p.m.</b>  <b>For Classes – III to V – 1:35 p.m.</b>  <b>ENTRY OF VAN DRIVERS -Gate No.- 3</b>  <b>For Classes PP to II - 12:45 p.m.</b>  <b>For Classes III to V – 1:45 p.m.</b></p>
<p><b>ARRIVAL OF BUSES</b>  <b>7:40 a.m. - 7:50 a.m.</b></p>	<p><b>DEPARTURE OF BUSES</b>  <b>For Classes PP to II - GATE No. 3 - 1:00 p.m.</b>  <b>For Classes III to V – GATE No. 2 – 1:50 p.m.</b></p>

- In case the parents are hiring vans for transport, they are requested to give an undertaking that they have done the verification of the van drivers with reference to all the documents mentioned by the transport in charge. Copies of all documents need to be handed over to class teacher.
- Please instruct the van drivers to adhere to the school timings. **The van drivers are supposed to collect the children from their respective classrooms in the afternoon by producing the Escort card given to them by the parents.**
- Students using the school bus will have to travel by the same bus route number. No request through almanac/ letters will be entertained for permission to allow students to go by another bus route or on their own. In case of an emergency, the parent must personally come to pick up their ward from the school reception.

#### 4. Things to bring to school

- **Please buy an extremely light weight school bag for your ward.** It should be able to carry a water bottle, lunch box, fruit box, napkin, apron, mat, and the almanac. The bag should have not more than 2 zipped partitions.
- **Please label all the belongings of your child with permanent black marker pen.** eg. bag, bottle, apron, mat, handkerchief, shoes, fruit box and lunch box.
- One extra set of casual dress/ under pants for change. It should be well labeled and should be kept in the bag always.
- **Please avoid giving fried food, junk food, rice and gravy items** to the children for lunch.
- Keep a reusable plastic spoon/ fork or steel spoon in the lunch box daily. **Single use plastic spoon/ fork NOT allowed.**
- **FRUIT TIME** –To inculcate healthy eating, the kids will have a fruit time in their classroom after the assembly. Send any seasonal fruit (properly cut into pieces) in a small box and a plastic fork/ spoon. Avoid sending mango. Do not send whole fruit except banana.

#### 5. Uniform:

- The students must wear neat and well ironed prescribed school uniform. The shoes should be polished daily. Their nails and hair should be trimmed.
- **Students must wear their Identity Cards to the school daily.**
- Jewellery items, fancy hair cuts, henna are not allowed.
- On **Club Days**, students must wear prescribed club uniform and school shoes.
- Uniform may be purchased from the school uniform counter.

## **6. Birthday celebration:**

- The child should come in school uniform for his/her birthday.
- No gifts items are to be sent on the occasion of birthdays. (Small toffees/chocolates allowed)
- It is recommended that parents can send age appropriate story books for class library/students. We can help you source them.

### **General Instructions:**

- Parents are not allowed to escort their ward inside the school premises. Please encourage your ward to be independent.
- If at any time during the academic year, any personal detail undergoes a change, please inform the school authorities immediately.
- Prepare your ward in advance for all the functions/presentations/class activities.
- Spend quality time with your child. Encourage the child to express confidently.
- **PTMs are held regularly. If parents wish to meet the class teacher on Saturday(1<sup>st</sup>, 3<sup>rd</sup>, 4<sup>th</sup>). Please schedule an appointment.**
- **The students are supposed to come in proper school uniform on PTM days.**
- Maintain a folder for your ward's work and keep it at home. All the work that your ward carries on paper, should be maintained in that folder. We will be asking for that folder from time to time.
- **Parents are advised not to park their vehicles in front of the school gate.**

**Looking forward to your whole hearted support in the new session.**

**PRINCIPAL**