



N.K. BAGRODIA PUBLIC SCHOOL

SECTOR-9, AHINSA MARG, ROHINI, DELHI-110085

CIRCULAR

Dear Parent

Date: 18.07.2022

Namaskar!!

We would like to thank you profusely for extending all your help in ensuring smooth opening of the school post COVID-19 pandemic and for motivating your ward(s) to attend the school enthusiastically. We look forward to your continued support in the times to come and would solicit your valuable inputs/feedback in future to ensure that the tripolar process of education becomes even more meaningful and worthwhile.

We have taken a strong foot forward and a considerable time period has elapsed in the new session. Conscious efforts have been put in to educate the students mindfully and heartfully enough. In order to improve the overall organization and functioning of the school we have made a couple of changes and would like you to take a note of the following:

1. There is a slight change in the **dispersal schedule** w.e.f. **Wednesday, 20.07.2022.**

Sl. No.	Department	Classes	Entry Time	Dispersal time	Dispersal/Entry Gate
1.	Primary	I-V	7.45 am	2.00 pm	Gate No. 2
2.	Middle	VI-VIII	7.45 am	2.10 pm	Gate No. 2
3.	Secondary	IX-X	7.45 am	2.15 pm	Gate No. 1
4.	Senior Secondary	XI-XII	7.45 am	2.15 pm	Gate No. 1

2. Kindly ensure that you **do not drop your ward(s) before 7.30 am** at the school gates. Also, ensure that your ward(s) **report to the school latest by 7.55 am**. The late comers may be denied entry and will be sent back home after counselling on a few occasions.
3. Your ward(s) is expected to report to the school in **proper school uniform** only. It is mandatory for your ward to carry the Almanac to the school on a daily basis.
4. Kindly refrain from **escorting your ward(s) back home during school hours** on one pretext or the other. It will be allowed only in case of an emergency.
5. Kindly **do not send your ward(s) to school in case he/she is unwell**. Also, an application signed by registered medical practitioner should be sent in such a case.
6. We request you to **not to hand over tiffin box, water bottle or any other article of any kind at the School Gate/Reception during school hours** for security reasons.
7. Kindly **double check the facts before sending a complaint mail** to the school. Also, it is obligatory on your part to meet the Principal/Incharges upon being called in the school.
8. We request you to **liaison with the school reception for all concerns related to your ward(s)**. You are not supposed to foray into the classrooms or in the medical room without taking necessary approval from the reception.
9. **Use of lift by the students** is strictly prohibited until and unless a proper permission is obtained from the Principal/Incharge in writing in this regard.
10. You are requested to **pay the tuition fee of your ward(s)** on monthly/quarterly basis as per the schedule and clear all pending arrears in time. Kindly understand that regular follow up gobbles up a considerable amount of time which can be effectively utilized otherwise.

We expect you to extend your wholehearted cooperation to improve the overall functioning of the school and the discipline thereof.

With regards

Prashant Parashar B.
Principal/Manager