



**G D GOENKA PUBLIC SCHOOL, HABRA**

**SESSION 2024-25**

**STD-NUR-VIII**

**PH NO: 8282824452/3291**

**Mail us: [info@gdghabra.com](mailto:info@gdghabra.com)**

**[admin@gdghabra.com](mailto:admin@gdghabra.com)**

**Circular No: GDGPSH/INT./CIR./24-25/001**

**Date:28.3.24**

**GUIDELINES FOR PARENTAL ADHERENCE TOWARDS SMOOTH AND DISCIPLINED RUNNING OF THE SESSION 2024-25:-**

1. Commencement of the session: **Std I-VIII- on and from 3.4.24**  
**NURSERY-UKG-on and from 8.4.24**
  2. School timing: Std I-VIII- 8.50a.m-3.10p.m.  
**NURSERY-UKG- 8.50a.m-12.30 p.m**
  3. **Reporting time : 8.40a.m.**
  4. **School Gate closes at 8.50a.m.**
  5. Working days: Std III-VIII- MONDAY – FRIDAY & 2 SATURDAYS/MONTH (see Almanac)  
**NURSERY-STD II- MONDAY – FRIDAY**
  6. It is mandatory for students to present themselves in designated and tidied school uniform along with school identity card. Transport availing students will use Red Lanyard and rest will use Grey Lanyard in their I cards.
  7. All pending documents like Report cards of the last school attended, T.C, Aadhaar card etc., are to be submitted within 31.3.24.
  8. Students must carry books and copies according to the Time Table. No extra books and copies are to be brought to the school.
  9. It is mandatory to fill 'Student Details ('Let me Introduce Myself' section) in the Almanac.
  10. Please Read, sign and send the school Almanac daily through your ward.
  11. Use 'Parent Communication' pages of the Almanac for any information that you need to give to the class teacher regarding any query.
  12. For any other urgent discussion, you are requested to fix up an appointment by calling at the office number or mailing us in the given mail ids.
  13. If your ward is absent for a day, the absent note is to be written in the 'record of absence' section of the Almanac.
  14. Long absence other than on medical ground is not encouraged.
  15. Label your child's belongings (water bottle, tiffin box, bag, uniform, pencil box etc.) in bold letters to avoid mix-up/misplacement.
  16. Do not send any expensive item or wearable to the school.
- FEE RELATED INFORMATION:**
17. **Tuition fee & transport fee to be deposited within 10<sup>th</sup> of first month of every quarter (I.e. April, July, October & January).**
  18. **Transport facility cannot be discontinued in the middle of the session.**
  19. Late fee charges of Rs 20/day shall be levied from 11<sup>th</sup> of the first month of the quarter in which the school dues are to be paid, till the date of payment.
  20. School office will remain open 9am to 3pm from Monday to Friday & 9am-1pm on Saturdays.

***"Empowering futures together: Parents & Schools United"***