



DAY PUBLIC SCHOOL

SECTOR-49, GURUGRAM

CBSE AFFILIATION NO. 531179

Charu Maini
Principal

GENERAL GUIDELINES

LOST AND FOUND

The school maintains a lost and found service to aid students who misplace their belongings. A check with the Supervisory head or caretaker may help locate materials.

PARENT - TEACHER MEETING (PTM)

Formal Parent Teacher Meetings are held on Fourth Saturday of every month unless informed otherwise, Parents are requested to meet and discuss their ward's progress with the teachers and share their observations regularly through these PTMs.

PRIVATE TUITION

Private tuitions should, as a rule, be discouraged as they sap the initiative of the students. In case special coaching is necessary for the wards, the parents should consult the Principal for assistance and advice.

SCHOOL TRANSPORT

The school has to depend on private operators to run the buses for the students. The bus service provided by them may develop snags and interruptions occasionally. In case a bus is more than 15 minutes late, parents should drop their wards to the school. No efforts for the safety of the students are spared but the school should not be held responsible for any road accidents in which the buses may, unfortunately be involved.

The responsibility of safe conduct of the students to the points from where the buses pick them up and on return drop them is that of the guardians.

ENTRY TO THE SCHOOL

In the interest of the safety and security of our children, entry into the school is Restricted. Parents would be allowed to enter the school only through the main gate (Gate No. 2) during regular working hours, PTMs and functions. It is compulsory for the parents to carry their I card whenever they visit the school, The I-cards should not be tampered with. Loss of a card must be reported immediately so that a duplicate card may be issued,

SAFETY AND SECURITY OF CHILDREN

The heavy vehicular movement in the morning and noon is a matter of concern for the residents as well as the school authorities. Hence, we carefully request you to follow the guidelines given below;

1. In order to avoid any rush and inconvenience, parents may drop their wards at Gate No. 2. The gate will open at 7:30 am in Summers and winters respectively.
2. Kindly move in a single row on the road in front of the school. Do not overtake or form a second row.
3. The school staff has been posted on the front gate to help your ward get off from the car/van. Make your ward seated on the left hand side with the bag and water bottle so that he/she may alight from the vehicle quickly and any possible traffic jam maybe averted,
4. Please show respect to the staff on duty. They are only performing their assigned duty for the smooth movement of traffic.
5. It is advised that the students use the school transport as it will reduce the number of private commuters and ease out the traffic jam in the morning/noon and also reduce inconvenience to the residents.
6. All students commuting on their own should be picked up at gate no-3 for (Class Pre-Nursery and 4 to 12) and at gate no. 2 for students of (Class LKG -3)

SECURITY CHECK OF ITEMS

1. If there is/are item/items to be dropped at school, the parent may accompany the child and drop it at Gate No-1
2. Kindly allow the security personnel to check the items in the interest of safety and security of all our students.
3. If your child has forgotten to carry his/her tiffin or water bottle, please do not send it through rivers or unknown persons as it will not be accepted.

BUS RULES

1. The buses will not wait for the latecomers.
2. All students must occupy seats immediately after boarding their respective buses.
3. No. student should leave his/her seat until the bus stops at the designated stop.
4. Students are expected to be disciplined while travelling in school bus and follow instructions of the teachers and lady attendants present in the bus.
5. If any student creates indiscipline in the school bus or does not reach for bus
6. If any student creates indiscipline in the school bus or does not reach for bus attendance in time, the school may be forced to withdraw the bus service for such students.
7. If the student fails to reach the bus room for attendance and misses his school bus in the afternoon, parents will be called to come and collect the child from the school's reception
8. Students are not allowed to change their bus and have to go in their respective buses only.
9. The students of classes (IV-XII) should commute by the same Bus Route No. in the Morning as well as the afternoon,

GUIDELINES FOR PARENTS OF STUDENTS USING OWN ARRANGEMENTS TO DROP & PICK THEIR WARDS

1. Parents should drop their children at gate no. 2.
2. At the time of dispersal, children to be picked up from gate no. 2. Parents are requested to park their vehicles in a systematic manner.
3. A parent wishing to pick up a student on his/her friend's request would have to Submit a photocopy of his/her ID card. an authority letter from the Student's parent and an undertaking ensuring the safety and security of the Child.



PRINCIPAL