



Delhi Public School, Siliguri

(Affiliated to CBSE, Delhi, Affl. Code No. 2430083)

Under the aegis of THE DELHI PUBLIC SCHOOL SOCIETY, Registered under Societies Registration Act 1860)

Ref: DPSSL/CL/19/06-05

24th June 2019

Dear Parents

Greetings to you all. I welcome all the students back to school after the long Summer Break. I would also like to take this opportunity to stress upon a few points for the proper functioning of the school. After certain observations and keeping the latest CBSE guidelines in mind, the school authority has decided to implement few measures which everyone has to strictly follow.

1. **Attendance:** It is compulsory for students to complete 85% attendance to make them eligible to take the Semester Exam. The students of Classes X and XII will also not be allowed to write the Exam if they do not meet the CBSE attendance criteria.
2. **Taking Leave:** If a student remains absent for 2 consecutive days or 2 days in a week without any prior notice, then the parents will be required to come and hand over the leave letter personally to the undersigned **failing which the students will not be allowed to attend the class.**
3. **Late Arrival:** No student under any circumstance would be allowed to enter the school premise after 8.15 a.m. (for 1st shift) and 9.45 a.m. (for 2nd shift). Parents escorting the children are requested not to leave the students at the School Gate after the scheduled time.

Students if they miss the 1st Shift bus will not be allowed to come to school in the 2nd Shift.

4. **Uniform:** The parents should monitor the uniform, shoes, hair, nails and overall appearance of their ward before they come to school. It is mandatory for all the students to wear their ID cards and carry their Almanacs to school regularly.
5. **Discipline:** Any kind of indiscipline would be dealt with firmly. After the initial warnings, strict action would be taken if the student fails to show any improvement.
6. No student is allowed to carry mobile phones or any other electronic gadgets to school. **If found, it will be immediately confiscated and not be returned under any circumstance.**
7. No student will be allowed to apply nail polish/mehendi/tattoo designs or dye the hair under any circumstance.

We appreciate your full co-operation which you have rendered throughout in the smooth functioning of the school and we expect the same in our future endeavours too.

Warm regards,

SUKANTA GHOSH
VICE-PRINCIPAL

Received Circular No. : _____ Dated _____

Signature of the Parents: _____

Signature of the Student: _____

School Address

Darjeeling Road, P.O. Pradhan Nagar, Siliguri-734003, Dist. Darjeeling, (W.B.)

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