

NEO CONVENT SR.SEC.SCHOOL, PASCHIM VIHAR, NEW DELHI-63
CIRCULAR NO. 55/2025-26 [FOR CLASSES LKG TO V ONLY]

Dear Parents,

Academic session **2025-26** is coming to an end. Final Examination for classes VI onwards will begin from **19.02.2026**.

1. School will be working for **LKG to V till 17.02.26** as per regular School timings.
2. From **18.02.2026 to 05.03.26** School timings will be **07:45 a.m. to 12 noon for classes I - V and for LKG and UKG 08:30 a.m. to 11:30 a.m.** Parents may collect their wards accordingly. School will remain closed on **20.02.2026** for LKG - V due to **CBSE Examination Centre**.
3. A class party will be organized for classes LKG - V on **05.03.26**. Please send tasty homemade dry eatables for your ward.
4. Use of **Holi colours** inside as well as outside the school premises is prohibited. Disciplinary action will be taken against the students found indulging in such activities. School will remain closed on **3rd and 4th March, 2026** on account of **Holi**.
5. A Parents Teacher Meeting (**P.T.M.**) is scheduled for the parents of **LKG to V on 14.03.26** to collect the results of their wards from school. Please check the School website for PTM schedule. Students will come in proper School uniform. Results will only be handed over to the parents.
6. Send your ward to School in **new session** only after collecting his/her **Progress Report**.
7. School will remain closed from **06.03.26 till 23.03.26**. School office will remain open on all working days from **9.00 a.m. to 12 noon**.
8. Regular School for the session **2026-2027** will begin as per schedule mentioned below : -

<u>CLASS</u>	<u>TIME</u>	<u>DATE</u>
UKG	8:00 a.m. to 12.30 p.m.	02.04.26 (Thursday)
I - II	7:15 a.m. to 1.45 p.m.	30.03.26 (Monday)
III-V	7:15 a.m. to 1.45 p.m.	24.03.26 (Tuesday)

9. The children should be dressed in proper School-summer uniform for the upcoming session. **To check uniform details, refer the School diary for the session 2026-27.**
10. **Students are not to carry or wear Smart Watches / Fitness bands/any other electronic devices etc. to the School.**
11. **Students are also not allowed to carry fluids like whitener, E-hookah, refills & narcotic liquids etc. to the School.**
12. Students are supposed to arrange the School bag only according to **'THE WORKING DAY'S TIMETABLE,'** so as to avoid carrying extra books and notebooks in it.

13. The students, whose fees for the fourth quarter is pending, please clear the dues before, collecting the final results.
14. Please note that for security reasons, you are supposed to carry the **Parent I-card** whenever you visit the School. **Parents are also requested to dress properly / decently, to meet the teachers or to collect their ward from the School.**
15. PARENTS ARE SUPPOSED TO NOTIFY, TO THE SCHOOL OFFICE, THE CHANGES IN THEIR **RESIDENTIAL/OFFICE ADDRESS AND TELEPHONE NUMBERS AS AND** WHEN THEY ARE CHANGED. OTHERWISE IN CASE OF EMERGENCY THE SCHOOL MAY NOT BE ABLE TO CONTACT THE PARENTS.
16. Kindly provide Blood Group of your ward as it is mandatory to be filled in UDISE form to be submitted to Deptt. Of Education from the current session (2026-27). Also mention the same in School diary in the student Bio-data form.
17. **Disciplinary Letters** are being issued to the students for serious infringement of rules, like driving in School uniform, carrying cell phones, ipods, any objectionable material etc. These cards are to be taken seriously as they have a bearing on the performance of the students. The issue of a disciplinary card will also find mention in the certificates being issued to the student during his/her stay and also on seeking transfer/leaving the School.
18. Awards / Certificates will be **with held** in those cases where there is repeated infringement of School rules and also in cases where Disciplinary letter/card have been issued.
19. It is also observed that many students are not collected from the School after the School closes. Sometimes the students are made to stand outside the School by van drivers for long(over 30-45 mins). These children indulge in pranks and mischieves which result in injury / road accident at times. The School takes no responsibility of children outside, after the School closes.
Therefore, you are to ensure that your wards are collected from the school within 10 mins.of the closure of School. In case of emergency or difficulty, please instruct your ward to remain inside the School gates and inform the School office so that proper action is taken.
20. Parents of the children travelling to School by modes of pvt. Transport such as private vans are requested to **verify the records of the drivers** and instruct them to follow traffic rules strictly. The School will not be responsible for these.

DATE : 10.02.26

PRINCIPAL

Our website - www.neoconventschool.com

ACKNOWLEDGEMENT

We have read the circular No. 55/2025-26 dt. 10.02.26 and will attend the P.T.M. on **14.03.2026 (Saturday) for classes LKG - V.**

Student's Name: _____ Father/Mother's Name : _____

Date: _____ Signature: _____