

**NEO CONVENT SR. SEC. SCHOOL, PASCHIM VIHAR, NEW DELHI-63**  
**CIRCULAR NO. 023/2019-20**

Dear Parents,

1. The school will be closing for summer vacations from **13<sup>th</sup> May, 2019** for **classes L.K.G. to XII<sup>th</sup>**. The school will reopen after vacations on -

|                    |   |          |                   |
|--------------------|---|----------|-------------------|
| <b>For classes</b> | <b>III<sup>rd</sup> to XII<sup>th</sup></b> | <b>-</b> | <b>03.07.2019</b> |
| <b>For classes</b> | <b>I to II</b>                              | <b>-</b> | <b>04.07.2019</b> |
| <b>For class</b>   | <b>UKG</b>                                  | <b>-</b> | <b>08.07.2019</b> |
| <b>For class</b>   | <b>LKG</b>                                  | <b>-</b> | <b>09.07.2019</b> |

2. **Unit Test** scheduled on 13.05.19 has been preponed on 10.05.19 due to elections in Delhi.
3. **LKG - III** will have class party on 10.05.2019. Please send home-made dry eatables for your ward.
4. The school office will be manned sparingly till 12 noon on the working days. Parents who have not yet paid **fees for April to June, 2019** are to pay the same **immediately** so as to avoid the **deletion** of the **child's name from school rolls**.
5. The holiday assignments are being given to the students. If done regularly, these assignments are **a pleasure to do**. Keep your child in regular touch with studies and make him/her follow a daily schedule. Efforts of children who do their assignments in a neat and systemic way, will be displayed and duly commended. These assignments for classes LKG to 12<sup>th</sup> along with the class-syllabus can be downloaded from our web site: [www.neoconventschool.com](http://www.neoconventschool.com) (**Holiday assignments are available on Home page of school website**).
6. **Do not** allow your ward to log on to the internet **unsupervised**. \_\_\_\_\_  
Though social networking sites like face book are in vogue, be cautious when your ward is interacting on the sites as the incidences of **misuse** are on the **increase**.
7. The school will be holding extra classes for JSTSE, NTSE, 10<sup>th</sup>, 11<sup>th</sup> & 12<sup>th</sup> classes, beginning from **10<sup>th</sup> June, 2019 to 28<sup>th</sup> June, 2019 [Timings 8.00 a.m. to 12.00 Noon]**. The classes are **free of charge** and it is **mandatory** for all the students to attend these. You will ensure that your ward attends these regularly.  
All subject courses will proceed as usual. The schedule can be downloaded from school website. [www.neoconventschool.com](http://www.neoconventschool.com).

(P.T.O.)

8. The first **Unit Test** after vacations, for classes **III to XII** will be held on **08<sup>th</sup> July, 2019**. Please ensure that your child is regularly revising the curriculum covered in school till date.
9. **Short-leave** on **Monday** i.e. U.T. day or any other working day has to be sanctioned beforehand i.e. on last working day of the previous week. No student will be allowed to leave without prior permission of the coordinators. The student will be penalized by **4 marks** for taking short leave, if there is no prior permission granted.
10. **No** student is to **stay back after 1.30 p.m.** in School Campus, except for those, who have prior permission from the teacher and only after the parents have been duly informed.
11. It has been observed that after School closes at 1.30 p.m., many students are found **loitering** outside the school, who are not being collected either by the Pvt. Van contractors hired by the parents or few parents who do not turn up to collect them. School shall have no responsibility of such students, in case any untoward incident happens with them.
12. **Students are not to carry or wear Smart Watches / Fitness bands/any other electronic devices etc. to the School.**
13. **Students are also not allowed to carry fluids like whitener, E-hookah, refills & narcotic liquids etc. to the School. A strict disciplinary action will be taken.**
14. 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.
15. 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.
16. A student will be deprived of getting any award certificate in case of receiving a disciplinary card, during the session.

**\*\* Wishing you all a very happy vacation time.\*\***

**God Bless!!**

**Date : 06.05.19**

**PRINCIPAL**