



Dear Parent,

Greetings!!!

As we embark into another academic year, I welcome one and all with renewed vigor and enthusiasm. With the new session 2017-18 opening new vistas I seek your attention to the following points:

1. **ALMANAC:** School Almanac should be brought to school daily. Please fill up the page on personal memoranda along with your specimen signature and affix a recent passport size colour photograph of your ward in school uniform. Please go through the almanac carefully for PTM's, Open House, examination schedule, vacations, school rules, activities, etc. and adhere to the dates/guidelines thus mentioned.
2. **ATTENDANCE**– As per CBSE guidelines each child must achieve the target of 75% attendance in school. Failing to do so, a student shall not be allowed to write the examinations.
3. **ASSESSMENTS:** Each student has to appear in all the exams/tests (refer almanac) conducted in the academic year. If he/she is unable to appear in any of the subject in the exams/tests due to medical reasons, the parent must submit a medical certificate issued by registered medical practitioner, with prior information to the class teacher stating reason for his/her absence in the almanac as well as the leave pro forma on the day he/she reports back to school after an absence. **Late comers will be sent back home and no request in this regard shall be entertained.**
4. **Medical record** of any chronic ailment and the first aid that your ward may require in school during any contingency should be furnished to the respective class teachers.
5. **FEEDBACK, COMPLAINT AND SUGGESTIONS-** Parents are always welcome to intimate the Principal of any problems or difficulties their ward may face with regard to academics or any other aspect of your child's development and growth. As it may not be convenient for parents to meet the Principal in person always, you are welcome to forward your concerns, in writing or meet the VP, Headmistress, Academic Mentor, Discipline & Transport in-charge(s) with prior appointment. Please share your feedback with us in the pro forma attached in school almanac.
6. **GENERAL :**
 - Change in residential address or the telephone number should be intimated immediately to the school front office for necessary updating.
 - The school organizes remedial classes (on request) from 2 – 3 PM through out the year. Interested parents to submit the duly filled in performa to the class teachers by the 1st week of May 2017. Kindly note that two days are allotted per subject and buses ply only on select routes at 3 PM. Kindly submit the duly filled in consent slip (Annexure "E") available with the Class Teacher.
 - With fresh allotment of sections in the new academic session, children may show mixed feelings. Acknowledge their overwhelming feeling of apprehension, fear and anxiety. This has been done keeping in mind various aspects of growth of your ward; hence we require your support to help make this transition an easy one for them. Change in section once allotted is not permissible hence any request made shall not be entertained.
 - School will also continue to send regular class updates via **snap app** mobile application. Through this application parents will receive classroom updates – homework, worksheets, host of information on current academic assignments as well as messages from teachers. Please download FREE mobile app Snap Homework from App Store/ Google Play. For immediate support you may call us @ +91-8882221009 or email - support@snaphomework.me or Whatsapp - +91-9899146739.
 - Kindly log on to our school website at www.dpsguwahati.in to keep abreast of the latest happenings and major circulars.
7. **Sports activity:** There will be no sports classes during the day as part of regular school timetable. Students who are interested for sports have to opt specialized coaching (not mandatory) from 2.00 pm – 4.00 pm. This will enable us to provide individual attention to each child opting for a sport. For the ibid kindly submit the duly filled in consent slip (Annexure "A") available with the Class Teacher on or before 12th April, 2017.
8. Various options to different streams of **Music & Dance** (Indian Classical & Western) are offered to students of classes VI to VIII as a part of their regular curriculum to enhance & establish their inner artistic ability & skill thereby helping to reach their ultimate vision. Parents are requested to provide a written consent (Annexure "B", available with the Class Teacher) on or before 12th April, 2017 for the stream of music or dance selected by their child. Parents shall assist the child to carry the respective musical instrument to school as and when it would be felt necessary. When at home, it is assumed that parents shall care about the right kind of musical ambience & exposure to be given to the child.
9. In order to harness the creativity of pupils, the school provides the following **club activities** (not mandatory) for students of classes VI – VIII. a. Heritage club; b. Health Club; c. Creative Virus club; d. Literary club; e. Quiz club; f. Astronomy Club; g. Wild life club; h. Environment Conservation club; i. Know your neighbourhood club; j. Photography club; k. Consumer Awareness Club; l. Energy Club; m. Commerce Club; n. MUN; o. Dramatics Club. Each student may opt for one club activity throughout the year. These club activities are normally organized after school (from 2 PM to 3 PM) or during holidays. You may give your consent for the same by 12th April 2017 in the format available with the Class Teacher.
10. Parents who are specialized and highly accomplished are requested to volunteer to deliver **Lecture/s** as a partnership programme of the school. For the ibid kindly inform the class teacher about your willingness and our team shall reach out to you ASAP.

With sincere regards,


Principal
