

**D.A.V. PUBLIC SCHOOL, SECTOR -14, GURUGRAM**  
**CLASS XI**  
**SESSION 2022-23**

**PSG/CIR/604**

**DATED 19.05.2022**

Dear Parents,

Kindly make note of the following points:

1. The new session for class XI will commence on **Monday, 27 June 2022**.
2. Classes will be held in the offline mode from **7:55 a.m. to 2:15 p.m.**
3. Section wise OFFLINE Orientation sessions will be held for all the students along with their parents on **21<sup>st</sup> and 22<sup>nd</sup> June 2022**. Slots for the same will be given to you subsequently by the new class teachers.
4. Kindly procure the books and note-books in time.
5. Please ascertain that your ward has at least two sets of summer uniform and he/ she wears proper uniform to school every day. White uniform is worn on Fridays. Kindly ensure the same.
6. Please be cognizant of the fact that your ward wears a well fitted mask, carries his/ her own sanitizer and conforms to all COVID protocols. Also please adhere to COVID-19 Protocols whenever you visit the School.
7. Kindly note that canteen facility is NOT available in school hence, students should carry their own tiffins and water bottles.
8. Apart from this, personal appearance and hygiene should be given due priority. Hair, nails etc should be neatly trimmed and well kept.
9. In case your child wishes to avail the school transport, kindly verify the existing routes and stops before making your decision. It may not be possible to change/ extend the routes.
10. Second Saturday is observed as Parent Teacher Meeting from **8.30 a.m. to 11.00 a.m.** School remains closed on fourth Saturday of every month. On other Saturdays school closes one hour early. All Saturdays are off for Science Sections.
11. Please ensure that your ward always carries his/her I-Card while coming to the school.
12. As per Haryana Government's Gazette Notification dated 08 December, 2021 following amendment has been made in the Haryana School Education Rules, 2003; with reference to fee to be charged by Private Schools in the State of Haryana.:
  - A **Composite Monthly Fee** - Single Head Recurring Fee for all common facilities payable by all students. Any recognized school charging mandatory recurring fee under different heads (like Annual Charges, Tuition Fee, Development Fee, Computer Fee, Lab Fee etc.) shall, from the ensuing academic year, be required to club all such heads into a single head as composite fee (Recurring fees).

S.NO.	Composite Fee Structure	Payable	
		<u>Quarterly</u>	<u>Monthly</u>
1.	April, May & June	April	As per month
2.	July, August & September	July	As per month
3.	October, November, December	October	As per month
4.	January, February, March	January	As per month

- Parents have the option of depositing the fees for any number of months, in advance. But they must deposit fee as per the following schedule.
  - Transport Fee is to be paid separately. Kindly note that giving one month's notice is mandatory for withdrawal of transport facility. This will, however, be acceptable upto 31st August only and no withdrawal applications will be entertained thereafter.
  - It must be noted that except Security no other amount is refundable by the school.
  - Parents are requested to deposit the fee **using online fee payment mode available on our school website [www.dav14gurgaon.org](http://www.dav14gurgaon.org)**.
  - The last date for the payment of fees is the **20<sup>th</sup>** of every month through **online mode only**.
  - After **20<sup>th</sup>**, fine at the rate of ₹ 10/- per day will be charged up to the **25<sup>th</sup>** of the month. It may please be noted that the office remains open during summer vacation/ Dussehra Break/ Winter Break.
  - If the fee is not deposited till the last date as mentioned above, the name of student will be struck off the rolls and the re-admission will be considered according to the availability of the seats.
  - In case of withdrawal of the student due to any reason, application is to be submitted a month in advance.
13. 'Student Insurance' – Group Personal Accident Policy with a nominal annual premium of ₹101/- with effect from 1 April 2022 is applicable to all the students.
14. Now-a-days many parents are hiring Private Vans for the transportation of their wards. It is our earnest request to the parents to ensure the safety of their wards in the van. It is entirely the responsibility of the parents, if the child travels by any private mode.
15. Parents are requested to ensure that their wards do not drive any vehicle to the school, as underage driving is against the law.
16. We do not allow the parents/guardians to take the child home during the school hours, unless it is very urgent. In that case, parents have to come personally to take the child from the school.
17. Parents are requested to carry their school I-Cards on every visit to the school to ensure the safety of our students.
18. In case somebody else other than the parents comes to pick up the child, he/she should carry the parents' school I Card and a written application from the parents.

19. For the school to handle emergencies successfully, maintaining communication with parents and updating student data is very essential. Hence parents are requested to notify the change of address, Telephone Number and the email IDs to the school authorities at the earliest.
20. Parents should drop their children at Gate NO. 1 and Gate No.2. Please note that One Way Traffic norms will be followed during the morning hours. (Map enclosed)
21. Please note that carrying mobile phones, i-pads, expensive/ **smart** watches/fitness bands and any other gadgets to the school is strictly prohibited for students. If they bring such gadgets on any pretext, these will be **confiscated**. In case of emergency, students can use the telephone at the School Reception.
22. Our entire staff is fully vaccinated and follows COVID-19 Safety rules at all times.

We need your full co-operation in all matters relating to the healthy growth and development of your child, which we trust, will always be forthcoming in the interest of your ward.

WITH BEST WISHES,

Yours faithfully,



**PRINCIPAL  
D.A.V. PUBLIC SCHOOL,  
SECTOR 14, GURUGRAM  
#0124 - 4081594, 4081973  
#7290055777**

**FOR ACCOUNTS RELATED QUERIES PLEASE CONTACT OUR ACCOUNTS  
EXECUTIVE # 7290055776 BETWEEN 09:30A.M. AND 12:30 P.M. ON ANY WORKING  
DAY**

