

IMPORTANT INFORMATION FOR STD. IV – 2024 - 2025

Dear Parent,

Greetings from D.A.V.P.S.!

- 1) **COMMENCEMENT OF NEW ACADEMIC YEAR (2024-2025):** We propose to commence for the Academic Year 2024-2025 from **03.04.24 (Wednesday)** and the last working day will be **26.04.24 (Friday)**. Any change in the same will be notified.
- 2) **CLOSING FOR SUMMER VACATION:** The School will be closed from **27.04.24 (Saturday)** and is proposed to open after Summer Vacation on **05.06.24 (Wednesday)**. Any Change in dates will be notified.
- 3) **Students are required to report at Vatika Premises from 03.04.24 (Wednesday)**
Address: Plot No. 131 & 132, Bhuvaneshwari Nagar, 2nd Main Road, Velachery, Chennai – 42
School Landline: 044 - 48629009
Regular School Timings: 8.30 a.m. to 2.45 p.m.
 - a) **Identity Card:** During Pre-Vacation Classes for easy identification, Students should wear Identity Card of previous class (2023-24) until the 'New Identity Card' is issued. New Admission Students should wear the Identity Card once it is issued by the Service Provider.
 - b) **Punctuality:** Plan your time to leave home (keeping in view the traffic congestion) in such a way, that the student can be dropped comfortably 5 to 10 minutes before the '**School Reporting Time**'
 - c) **School Office Visiting Time for Parents:** 9.00 a.m. to 9.30 a.m. on all weekdays.
- 4) **INFORMATION ABOUT LEAVE:** Parent must positively inform School about Student's absence, through School's leave email **davpsleave@gmail.com**, addressed to Principal before 8.00 a.m. Leave has to be applied only in School's Prescribed '**Leave Letter Format**' which is posted in the 'Parent Portal' and refer '**Leave Rules**' in it. The Printout of the '**Leave Letter Format**' should be taken and submitted on the next joining day itself to the class teacher through your ward when the Leave is availed.
- 5) **MODE OF TRANSPORT :** The '**Mode of Transport Badge**' identifies how a student comes to School and helps in quick dispersal of students when the School closes for the day.
 - Every student is required to wear '**Mode of Transport Badge**' **everyday**. You are required to tie the Transport Badge to the chord of the 'Student's Identity Card' instead of using a safety pin.
PT - Private Transport : Auto / Sumo / Mahindra Van / Omni / Any other.
P – Parent : Students who come to School with Parent by Two Wheeler / Car / Walk.
S – Self : Students who come to School by Walk. (Consent letter should submitted by the Parents to the Class Teacher)
R1, R2, R3: Routewise School Transport : Badge for Students who use School Transport.
 - In case the 'Mode of Transport Badge is lost / damaged or the 'Mode of Transport' of your ward is changed, a '**NEW**' Mode of Transport Badge can be collected from the School Office on Payment.
- 6) **'STUDENT PARTICULARS FORM' & 'TRANSPORT INFORMATION FORM' :** Parents should submit the '**Filled-in**' Student Particulars Form (2 copies) on or before **10.04.2024** to the Class Teacher, as this is a very Important Resource for maintaining School Records and for contacting Parents in case of an Emergency. The '**Filled-in**' Transport Information Form should be submitted on the day of collecting School Uniform during 1st week of June 2024.
- 7) **IDENTITY CARD, PHOTOS AND LABELS :** i) Student Identity Card ii) 5 Stamp Size Photos and iii) Labels with Student's Photo (50 in numbers) will be supplied on payment by the Service Provider tentatively during 1st week of June 2024 and the same will be intimated.
- 8) **TEXT BOOKS & NOTE BOOKS:**
 - Parents are advised not to bind the Textbooks and Notebooks.
 - Textbooks can be preferably stitched to keep them in good condition for the entire year.
 - All the Textbooks and Notebooks should be covered with transparent lamination sheets.

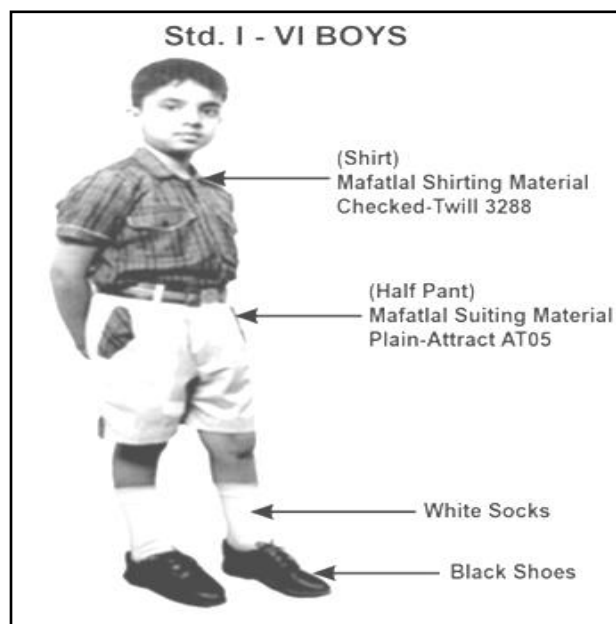
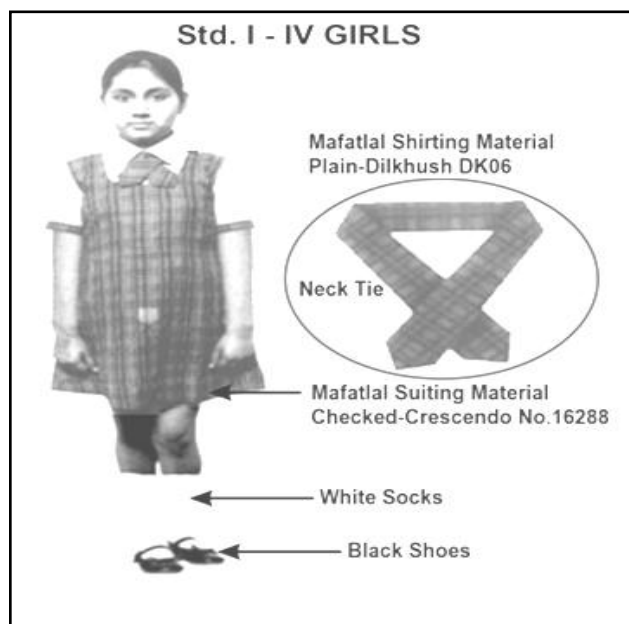
Parents can purchase the 'Classmate Note books' on their own as per the quantity & type mentioned below:

S. No.	Note-Book Types	Classmate - Size (cm)	Pgs.	Cover	Subjects	Quantity
1.	Single Ruled	24.0 X 18.0 (King's Medium)	120	Soft	- English - 2, II Lang. - 2 - III Lang. Hindi / Comp. Tamil - 2 - Social Science – 2 - Students to note down Home Assignments and Activities – I	9
2.	One Side Ruled	24.0 X 18.0 (King's Medium)	120	Soft	Science	2
3.	One Side Ruled	24.0 X 18.0 (King's Medium)	48	Soft	Mathematics Lab Activity	1
4.	Maths Ruled	24.0 X 18.0 (King's Medium)	140	Soft	Mathematics	4
5.	Single Ruled	33.0 X 21.0 (Legal Long)	64	Soft	II Lang, English (Composition)	2
6.	Unruled	33.0 X 21.0 (Legal Long)	64	Soft	Social Science (Map Drawing)	1

9) **LABELLING:** For easy identification of Textbooks, Note books, Lunch Bag, Water Bottle, Lunch box and other belongings the student carries to School, should be labelled with the student's Name, Class and Section.

10) **REGULAR SCHOOL UNIFORM :** Parents are required to get 3 'Regular School Uniforms' stitched, as per the Uniform Pattern and Fabric Specifications given below. Students should wear the Regular Uniform on Monday, Tuesday, Thursday and Friday. They should wear White Socks & Black Shoes with lace (Boys) and buckle (Girls) as shown in the picture. Parents should teach their wards to tie their shoelaces.

REGULAR UNIFORM PATTERN WITH FABRIC SPECIFICATION



11) **WEDNESDAY SCHOOL UNIFORM:**

Wednesday Uniform will be supplied to the Students by the Service Provider tentatively during 1st week of June 2024 and the same will be intimated. **Students should wear this Uniform with White Canvas Shoes and White Socks on Wednesday. No other type of shoe is allowed.**

12) Kindly note, we strongly advise against student wearing expensive accessories like gold ornaments, watches and other jewellery and bringing fancy stationery items to school. This is to ensure their safety and school will not be responsible for any damage or loss.

13) Instead of chocolates, encourage your ward to bring nutritious and healthy snack like groundnut/ nut cookies on Birthdays.

14) **Do not send cakes or any gifts during birthdays instead donate age appropriate books for Class Library.**

15) **Nobody will be allowed to come inside School for picking up their ward in between the day, to deliver lunch, any materials that their ward has forgotten. The Security Staff at the gate has been strictly advised not to accept anything from parents or guardians to be passed on to the students. This step has been taken on advice of the State Government Authorities. Students should be picked up only from outside the School gates. Parents/car/auto/ private van drivers will not be allowed inside the School premises during dispersal time. Co-operation of all concerned is solicited for safety of the Students.**