



D.A.V. PUBLIC SCHOOL, NEW PANVEL

Plot No. 267, 268, Sector-10, New Panvel,
Navi Mumbai-410206 (Maharashtra).
Phone 022-27468211, 27451793, Tel-fax-27482276
E-mail – davnewpanvel@gmail.com, www.davnewpanvel.com

Date:- 30.04.2015

CIRCULAR **(NURSERY TO STD.II)**

Dear Parents please note the following:

- Kindly fill the Declaration form and I-card format, submit it to the class teacher if not yet submitted.
- **School timings:**

Class	School timings
Nursery, Jr. K.G.& Sr. K.G.	9.00 am to 12.00 noon
Std. I and II	12.50 pm to 5.30 pm

- Students of Nursery, Jr.K.G. & Sr.K.G. should reach the school by **8.55 am**.
- Students of classes I & II should reach the school by **12.45 pm**

- Write the name of your ward on all his / her belongings like school bag, water bottle, pencil box, crayon box, napkins, umbrella, raincoat etc.
- Send a napkin with your ward every day.
- Send one extra dress **in case of Nursery students**.
- **Leave note** should be submitted **in case of absence**.
- Fees should be paid before **20th of every month without fail. Rs. 50 will be charged as fine after 20th of each month.**
- Fees is to be paid by crossed cheque and in favour of D.A.V Public School New Panvel at the fee counter or can be dropped in the cheque box with the following details: Name of the student, Std, Div and Contact No. Rs. 150 will be charged if the cheques are not honoured by the bank.
- Children availing the school transport facility should fill the required form and submit it in the School Office.
- Send your ward to school in complete school uniform. **Black rainy sandals are allowed during the rainy season only.**
- Girls are to wear white hair band and in case of long hair two plaits to be tied.
- No valuables should be worn or brought to school by the students.
- **In case of Birthdays, only chocolates can be distributed.**
- Change of address or contact number should be intimated to the class teacher and office in writing, immediately.
- You are requested not to enter the class rooms or meet teachers during the school hours. You can visit the school to meet the Principal, Coordinators and Teachers on the 4th Saturday of every month. Timings for classes Nursery to V from 11.30 am. to 12.30 pm. and for classes VI to XII from 12.30 pm. to 1.30 pm, other days by prior appointment only.

Thanking you for your continued co-operation.

Mrs. Jayashree Khandekar
Principal



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Date:- . 27.04.2015

CIRCULAR **(STD.III TO V)**

Dear Parents,

- Kindly fill the Declaration form, I-card form, Bus form and submit it to the class teacher if not submitted.
- Parents need to ensure that their child arrives at school on time and is collected promptly after school hours.
- Students should reach the school between **12.45 pm. to 12.50 pm.**
- **Leave note** should be given **in case of absence.**
- If the child is not well, please see that you are not sending him / her to the school during evaluation period.
- We strongly request the parents not to take children before time from school during evaluation period.
- Send your ward to school in complete school uniform.
- Girls are to wear white hair band and in case of long hair two plaits to be tied. Nails to be trimmed properly and no Mehendi or nail polish to be applied.
- No valuables should be worn or brought to school by the students.
- During rainy season, umbrellas are not allowed.
- Send a napkin with lunch box every day.
- Send the tiffin and all the other material required to carry out the day's work with your ward only. **The school office shall not accept the tiffin or any material** and will not take the responsibility to deliver it to the children in the class.
- During celebrations like Diwali and Christmas, avoid giving money to the students for the class party. Such celebrations are not encouraged by the school.
- **In case of Birthdays, only chocolates can be distributed.**
- Fees should be paid before **20th of every month without fail. Rs. 50 will be charged as fine after 20th of each month.**
- Fees is to be paid by crossed cheque and in favour of D.A.V Public School, New Panvel at the fee counter or can be dropped in the cheque box with the following details: Name of the student, Std, Div and Contact No. Rs. 150 will be charged if the cheques are not honoured by the bank.
- Change of address or contact number should be intimated to the class teacher and office in writing, immediately.
- You are requested not to enter the class rooms or meet teachers during the school hours. You can visit the school to meet the Principal, Coordinators and Teachers on the 4th Saturday of every month. Timings for classes Nursery to V from 11.30 am. to 12.30 pm. and for classes VI to XII from 12.30 pm. to 1.30 pm. Other days by prior appointment only.
- Kindly check the school website www.davnewpanvel.com for regular school updates.

Thanking you for your continued co-operation.

Mrs. Jayashree Khandekar
Principal