

Dear Parent,

The fraternity of G. D. Goenka Public School takes great pleasure in extending warm welcome to your child for the session 2019-20. We hope his /her stay with us will be happy and long.

Let me assure you that your child will be welcomed into our institution with the same love and warmth that he /she receives at home. Your trust in us is a responsibility that we take very seriously. The initiation of your child into the world of knowledge is a momentous event not only for you but for us too.

The primary objective of our pedagogical practices is:

- To provide a learning environment that encourages each child to attain his / her maximum development.
- To help the child develop his/ her potential in all areas of communication so that he / she may listen attentively, read skilfully, write / speak effectively.
- To teach and encourage correct social behaviour and etiquettes.
- To help develop leadership qualities, initiative and resourcefulness
- To provide opportunities for aesthetic appreciation and creative expression through a wide range of experiences.

Kindly Note:

- 1 School timings :
- 2 (Summer Timing-07:45 am to 2:15 pm and uniform will be applicable from 1st April to 31st October)
School will remain closed on all the Saturdays. For rest of the holidays please refer to the holiday Calendar, that will be given to all students.
- 3 Two I-D cards will be made available to the students. The student I-D card should be worn by the child every day. The other I-D card needs to be kept by the parent which will be used for picking up the child from School. If the I-cards are lost, duplicate I-cards will be issued on receipt of a nominal penalty amount.
- 4 75% attendance is compulsory for promotion to next class.
- 5 Five stamp sized coloured (Labelled) photographs of your child in school uniform should be submitted to the class teacher within the first three days.
- 6 It should be ensured that the students carry the almanac to school daily right from day one.
- 7 The school diary (almanac) should be checked everyday. Please read all instructions, rules and regulations given in the Almanac. The students profile, medical history, and undertaking pages should be filled and signed on the first day itself. These will then form a part of the student's record file. Circulars appended in the school almanac need to be acknowledged. Any note by the teacher needs to be signed on the same day.
- 8 If the child is unwell please don't send him / her to school. In case the child is absent from the school, kindly fill the leave record column. Leave application is required for absence for more than three days in a row. In case of illness a medical / fitness certificate by a registered medical practitioner should be appended
- 9 Parents should seek prior appointment with the class teacher through the almanac in case they want to discuss something about their wards urgently.
- 10 To make your child independent and responsible you are requested to leave your child at the school gate by 7:30 am. The child shouldn't be sent to school if he/she is unable to reach school on time as no child will be allowed to enter the premises after the designated school timings. Kindly send your child regularly to school in proper, neat and clean uniform.
- 11 Kindly inform the school office and teachers if there is any change in the address, phone number, E-mail ID and bus route number through an E-mail and an application for us to have a smooth communication with the parents.
- 12 The school has an effective School Parent Communication system. All School circulars and other important information viz. examination, absenteeism, holiday homework etc are

communicated through the school website. It is therefore imperative to register a working and valid telephone number and an email id with the school.

- 13 Parents should be very polite and cordial while interacting with the school staff. They **MUST** not address the teachers with their First Name alone. (Please address them as "Seema Ma'am" or "Gupta Ma'am"). The child will learn to respect you and the teacher only when s/he sees you doing so.

TRANSPORTATION

1. In case you have opted for **SCHOOL TRANSPORT** -

Parents / students to report to the bus stop 5 minutes prior to the designated time for smooth running of routes on time. You are requested to satisfy yourself about the bus routes / stop assigned to you. No requests will be entertained for a change in school bus routes / stops at a later stage.

Kindly contact the transport in-charge in case of a query.

Transport In-charge Name: Mr. Anuj Malhotra, Mobile No: 8826695843.

2. In case the child is not using the school transport, it is mandatory that the custodian (parent, servant, private transport operator) carry the parent I-Card.
3. In case of private transporters, the driver's antecedents need to be verified and deposited at the school reception. Only the authorized driver should deposit and collect the child from the school premises. The onus of responsibility and instructions of private vehicles drivers, however, rests with you.

SCHOOL UNIFORM & SHOES

FOR UNIFORM DETAILS REFER TO THE SCHOOL ALMANAC PLEASE.

BIRTHDAYS

Children can wear casual dress till class II only. No expensive gifts and cakes to be sent. In case you wish to celebrate your child's birthday, you can send gifts (only Rs 10/-per unit)for the fellow classmates. **Only two sweets per child should be sent.** Children can come in their usual transport and not escorted by the parents on that day. You can contribute a book towards the class library in your child's name.

Initial settling does take time, but over a period of time the child will settle into the school routine happily. Give them time and they will surely rise above the stars.

Advisory:

School Phone No's: 7289880880/7289850850

School Email Id: info@gdgoenkakarkardooma.com, principal@gdgoenkakarkardooma.com

Website: www.gdgoenkakarkardooma.com, www.gdgoenkaeastdelhi.com

We look forward for your support and cooperation.

With kind regards and best wishes

Anupama Chopra
Principal

