

M.M. PUBLIC SCHOOL  
VASUDHA ENCLAVE  
PITAMPURA, DELHI-34

MMPS/Circular/04/2014

Dated:- 1/04/2014

Dear Parents,

I take this opportunity to wish you and your wards a very fruitful and satisfactory new academic session which commences from 1<sup>st</sup> April 2014 onwards. As parents you need to be specially congratulated for your child's success and promotion to the next class as it could not have been possible without your contribution to his/her academic as well as extra curricular pursuits. We seek your co-operation in all the future ventures and projects that we have in our mind for all round development of our students.

We wish to lay more stress on certain areas in the new session. First and foremost is of course, discipline, which forms the backbone of all learning activities. Our endeavour shall be to enforce already existing rules and regulations more strictly. We request better understanding from your end in this regard.

Sound knowledge of computer is the need of the hour for a global education. This year we propose to bring in computerization in many of our systems and academic programmes and expand its reach. It has been felt for quite some time that our children need to develop more confidence and smartness to meet the growing challenges of life. We wish to lay more emphasis on personality growth this session through various projects particularly based on improvement of spoken English.

We look forward to your ward's participation in academic, sports and cultural activities with renewed vigour and enthusiasm. The School on its part shall strive to attain excellence in all spheres. I seek your attention to the following points.

**DRESSING NEATLY IN PROPER SCHOOL UNIFORM**

Summer Uniform will be resumed from 1<sup>st</sup> April onwards. You are requested to check that your ward is dressed in proper school uniform. Inners and vests must be worn without fail. The length of the skirt, tucking of shirt in pants or skirt, wearing school shoes, socks and tie, decent hair cuts, nail cuts & tying of hair neatly for girls must be taken care of. Water bottles must be carried daily.

**ACTION AGAINST STUDENTS FOUND CARRYING EXPENSIVE THINGS/ELECTRONIC ITEMS**

Many students are found to be carrying expensive gadgets like expensive watches, pens and mobile phones, wearing gold ornaments and excessive pocket money. Please note that all such items are banned in the school and may be confiscated if brought by a student. In order to inculcate good habits and avoid unnecessary punishment you are requested to keep a strict vigil on such practices and check school bags of your wards regularly.

**LANGUAGE-A REFLECTION OF ONE'S PERSONALITY**

Speaking in English in School is compulsory. Parents must encourage their wards to use it more frequently at home and social gatherings. Besides, politeness in speech, decent language, low volume enhance a child's personality and should be inculcated from an early age. Arrogance, argument, rudeness, in difference must be discouraged. It has always been our endeavour in the school to mould the total personality of the child; to cultivate right values, to inculcate qualities of head and heart and to lay foundations of a sound character. We seek your co-operation and support to help us create a bright future for your ward.

**REGULAR ATTENDANCE IN P.T.M.'S-A MUST**

To discuss the performance and problems of a child, it is very important for parents to attend parent teacher meeting regularly. It is advised that the students dressed in proper school uniform should accompany their parents. Parents should also carry the school diary with them. The timings of P.T.M are from 8.30 a.m. to 10.30

a.m. and these will be observed most strictly henceforth. Parents will not be entertained after 11.00 a.m. Parents may meet the teachers on all Saturdays between 8.00 a.m to 9.00 a.m except second Saturday.

**REGULARITY IN ATTENDING SCHOOL**

It should be particularly noted that half days will not be allowed to students on any day including pre-examination days. If any emergency occurs student will be handed over to their parents only. Any permission of such nature should be directly sought from the Principal. Parents are requested to send their wards to school without fail. 80% of total attendance of the student for all the classes is compulsory. Admit Card will be issued to XII class student on the basis of their 80% attendance at the end of the year. Taking leave before exams must be particularly discouraged. In case leave has been taken by a student, leave application must be submitted the next day.

Daily attendance as per rules is intimated to the parents by SMS. Therefore, you are requested to update your mobile number (parents only) with respective class teachers.

**DISCIPLINE**

Late comers will be sent home. No request in this regard will be entertained.

Students should carry their lunch packets themselves to the school as it will not be allowed to be delivered thereafter by their parents.

Very serious view will be taken of all cases of indiscipline be it in the form of hooliganism, destruction of school property, use of abusive language or rudeness towards teachers and fellow students.

Wearing an I Card to the school is compulsory for all the students.

Each student has to appear in all the exams/tests 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 parents must submit a medical certificate to the class teacher.

Students who are caught cheating during an exam will not be promoted to next class.

Kindly check that your ward should not bring mobile phones to school. If found, it will be confiscated and will not be returned under any circumstances.

Change in residential address or the telephone number should be intimated immediately to the School for necessary action.

The student should carry relevant books/exercise books according to the time table for the working day.

Parents should go through the planner (given in the diary) for further reference.

The students must prepare the entire syllabus thoroughly as questions can be asked from anywhere in between the lessons for all the subjects.

In case of any change, you will be intimated accordingly.

I hope that above points will be seriously pondered over and sincerely emulated. The school will extend all its co-operation in every respect.

  
PRINCIPAL