

# HANSRAJ MODEL SCHOOL

PUNJABI BAGH, NEW DELHI

28<sup>th</sup> March, 2018

Dear Parent,

Congratulations! Your ward is taking his/her first step into Hansraj Kindergarten where his/her stay will be full of fun activities and enjoyable experiences. Hansraj Model School feels honoured and proud to have you and your ward in our big family. We assure you of the dedicated efforts and cooperation of our faculty and look forward to your active support and encouragement. **The new session of class Pre School will commence on 3<sup>rd</sup> April, 2018 (Tuesday).** To ensure that these young children get used to campus routine, parents will send their wards in two different batches as per schedule given as under:

DISPERSAL INFORMATION	Roll Numbers	Time	Date
Parents would move in their own vehicle on 3 <sup>rd</sup> and 5 <sup>th</sup> April, 2018 (AFTERNOON TRIP ONLY) with the E-tech and confirm the transport. <b>SAME PROCEDURE TO BE FOLLOWED FOR PEDESTRIAN AND VAN USERS.</b>	1 – 20 I <sup>st</sup> Batch	8:00 a.m. to 12 p.m	03-04-2018 05-04-2018
Parents would move in their own vehicle on 4 <sup>th</sup> and 6 <sup>th</sup> April, 2018 (AFTERNOON TRIP ONLY) with the E-tech and confirm the transport. <b>SAME PROCEDURE TO BE FOLLOWED FOR PEDESTRIAN AND VAN USERS..</b>	21 – onwards II <sup>nd</sup> Batch	8:00 a.m to 12 p.m	04-04-2018 06-04-2018

❖ THE ABOVE TIMINGS ARE FOR ONE WEEK ONLY, TO SETTLE THE LITTLE ONES.

**Regular timings - 7:50 a.m to 12:30 p.m to be observed by the whole class from 09-04-2018 Onwards.**

**KINDLY NOTE THE FOLLOWING POINTS:**

1. Ensure that your ward comes to school regularly and punctually, dressed up smartly in school uniform. Child should wear his/her **identity card** and should pin-up **class logo** daily.
2. No short leave, half day leaves are allowed.
3. The books are available for the students at the book counter at senior school premises.  
However, the parents have the option to make purchases from any place of their own choice.
4. No temporary change of bus route/alternate transport is permitted.
5. **All Saturdays are holidays for children.** Parents can meet their respective teachers between 8:30 a.m. to 9:30 a.m. on all Saturdays except Second Saturday with prior appointment.
6. Coaching facility for skating by a professional coach is available on payment basis. Enrolment would be on first come first serve basis.

We look forward to your cooperation.

  
PRINCIPAL

Contact Numbers Main School: 011-45911500  
School Website: [www.hansrajmodelschool.org](http://www.hansrajmodelschool.org)

Kindergarten: 25229090, 25228133  
Email: [info@hansrajmodelschool.org](mailto:info@hansrajmodelschool.org)

## IMPORTANT INSTRUCTIONS

Kindly note the following instructions and preserve all circulars for future reference.

1. Wearing an I-Card with complete details is compulsory.
2. Parents are requested to fill the first page of the Student's Diary with complete details and **paste photograph clicked in summer school uniform.**
3. Keeping in mind the safety and security of our tiny tots, we are providing totally separate bus facility for them. This will reduce their travel time and kids will be safe and comfortable. Parents of children availing school transport facility may note that the school will not drop any child at any bus stop unescorted. The child will be brought back to the school by the teacher on bus duty and the parents will be required to pick the child from the Kindergarten school.
4. Kindly write your ward's section on the right-hand side collar and mode of transport on the left-hand side collar of the shirt with permanent marker after due confirmation about the mode of transport (e.g. B for Bus, V for Private Van and P for Pedestrian).
5. Regular School Timings (Monday To Friday) are 7:50 a.m to 12:30 p.m. Parents must observe regularity and punctuality and adhere to the timings always. Late coming will not be appreciated.
6. Please deposit all books / notebooks and stationery to the class teacher on Saturday, 7<sup>th</sup> April, 2018 between 8:30 a.m. to 10:30 a.m. (Please adhere to the timings).
7. Please send an application or a note in the diary if your child is absent even for a day.
8. Deposit 4 passport and 4 stamp size photographs of your ward in summer uniform only. Write the name & class of your ward behind the photograph with a black marker.
9. School observes a short fruit break in the morning. Please send any seasonal fruit in a separate box.
10. Send one napkin and spare shorts in your ward's bag daily.
11. **The class logo should be labelled & laminated with the child's name, class and section and should be pinned up daily. Label all the belongings of your ward e.g. bag, bottle, lunch box etc also.**
12. Any change in address and mobile number should be informed to the class teacher.
13. Wednesdays are observed as Activity Days. Send your child in the activity dress only.
14. Any change in mode of transport (if absolutely necessary) should be informed in writing to the Principal,
15. The child must come as usual in school uniform on his birthday. He / she is permitted to distribute ONLY 2 TOFFEES each on his / her birthday.
16. If the child is facing any medical problem, parents should inform the class teacher with complete medical report.
18. Kindly visit the school website [www.hansrajmodelschool.org](http://www.hansrajmodelschool.org) for all details.