

HANSRAJ MODEL SCHOOL, PUNJABI BAGH, NEW DELHI – 110026

March 20, 2018

Dear Parent,

Congratulations! Your ward has done extremely good and has been promoted to his/her next class. Welcome to the new session 2018-2019. Now onwards your ward will be coming to the main school building. You are requested to note the important instructions given below.

PRINCIPAL

INSTRUCTIONS

1. Students of class I will report to Kindergarten on 22nd March 2018 in their respective classes as usual and from 23rd March, 2018 onwards they will report in the main school (Mehr Chand Mahajan Block).
2. On 22nd and 23rd March, 2018, the students are required to bring their Lunch Box, Water Bottle and Crayons only.
3. Parents are required to confirm their mode of transport (in case of bus and van users) to their respective class teacher on 20th March, 2018. Bus users can note their Bus No. And Dispersal Gate No. from the Bus Routes displayed on the board.
4. Important Date and Timings

Reporting Date & Time	Dispersal Time	Mode of Transport	Reporting of Parents
22-03-2018 7:50 a.m. As usual in kindergarten campus	12:40 p.m.	Bus Users	Outside school near allotted gate no. of your bus – at 12:30 p.m
	12:00 noon	Pedestrian	Gate No. 1 – at 11:45 a.m.
	12:00 noon	Van Users	Gate No. 5 –at 11:45 a.m.
23-03-2018 7:50 a.m. Children will come to Main School in their respective classes	12:40 p.m.	Bus Users	Outside school near allotted gate no. of your bus – at 12:30 p.m
	12:00 noon	Pedestrian	Gate No. 1 – at 11:45 a.m.
	12:00 noon	Van Users	Gate No. 5 –at 11:45 a.m.
26-03-2018 onwards 7:50 a.m. in their classroom	12:40 p.m.	Bus Users	Students will go by their buses as usual
	1:00 p.m.	Pedestrian	
	1:00 p.m.	Van Users	
Parents / Guardians will accompany their wards from the main school in the outgoing first trip on 22 nd and 23 rd March, 2018			
From 26 th March onwards outgoing trip will be at 12:40 p.m. and Pedestrians and Van Users will leave at 1:00 p.m.			
Please adhere to the timings for the smooth dispersal of the students.			

5. Regular school timings (Monday to Friday) are from 7:50 a.m. to 12:40 p.m. Please encourage your ward to be regular and punctual and report by 7:50 a.m. The school gates will be closed after that for students.
6. Please bring 2 passport size photographs of your ward in the summer school uniform and submit the same to the class teacher on the Book Submission Day i.e. on 24-03-2018.
7. Kindly write the class and section and B.No. ____ for bus users/ V for Van Users and P for Pedestrians on the left collar of your ward's shirt with Black Ball Point Pen.
8. In case of any enquiry related to the transport, please contact the concerned teacher at help desks counters on 20th March in Dispensary Ground and Main Ground as mentioned below :
For Bus Users – Mrs. Usha Kapoor and Mrs. Shweta For Van Users – Mrs. Jyotsna
9. Please ensure that your ward do not bring any dangerous / sharp object in his/ her bag.
10. Students should bring books according to the time table only.
11. No request for temporary change in the mode of transport will be entertained.
12. If the parents are not there to receive their ward (s) at the bus stop, he/she will be brought back to the school and parents are required to collect their ward (s) from the school reception.
13. If your ward is suffering from any medical problem then parents must inform the class teacher with complete details and photocopy of the medical reports.

We look forward to your support in nurturing the children to be wonderful citizens.