



## IMPORTANT INFORMATION FOR PARENTS

1. School Timings :  
(Nursery to II) 8:30 am - 12:15 noon;  
(III - X) 8:00 am - 2:20 pm (XI - XII) 8:00 am - 12:30 pm
2. Parents may meet the Head of the Institution, HM (Middle & Jr. School) on all working days with prior appointment. Parents are welcome to send e-mails to the school at [info@dpsnewtownkolkata.com](mailto:info@dpsnewtownkolkata.com) for any suggestion and queries along with the student's details.
3. Please ensure that all relevant details are duly filled in the personal data form in the almanac in duplicate.
4. **Students are not allowed to bring mobile phones, ipods, music systems or any other form of electronic gadgets or large amounts of money to school.** If such items are found, they will be confiscated and will be returned only after the session is over. No requests in this matter will be entertained.
5. Parents are requested to send only toffees, preferably Eclairs, to celebrate their child's birthday. It has been suggested that a pen, pencil or an eraser (value not more than Rs. 5/-) may be given instead of toffees & Eclairs. Students from Classes I upwards are not allowed to wear coloured clothes on birthdays.
6. Guardians coming to drop their wards should be on time [should enter school by 7:55 am (III-XII) & 8.30 am (N-II)]. No Student shall be allowed entry into the school after 8:00 a.m. and 8.30 a.m. respectively. Students who are late will be sent home.
7. Guardian /Escorts should carry the Escort Card whenever they come to collect their ward from school or the bus stop. This is compulsory for students of classes Nursery to V, for their security. If a guardian does not carry the escort card, the child will be brought back to school.
8. Please note that no child may be taken home during school hours unless there is an emergency, in which case the Principal may be approached for permission. No parent will be allowed to meet his/her ward in school during school hours. Principal's decision will be considered final.
9. **Incase your child is unwell and not fit to come for the class tests, please send a leave note with a Medical Certificate for follow up within 2 days of rejoining. Under no circumstances will the child be permitted to go home after the Monday Test. If your child is unwell, please do not send your child to school.**
10. Any change in the residential address, telephone number and other details given at the time of admission / mid session should be intimated by a written application to the Student's Care Executive in the Front Office



routed through the Class Teacher. This is very important for your child's security and for us to contact you in case of an emergency.

11. Every student is expected to take part in all school activities. This regulation also applies to such activities that take place beyond normal school hours and outside the school.
12. **The following are not permitted in school with NO EXCEPTIONS - hair colouring, perming, mehendi, nail polish, body tattoos, kajal, eyeliner, perfumes, deodorants, hair-gel, nose-rings, bangles, expensive watches, fancy accessories etc. No fancy hair cut will be allowed.**
13. You are also requested to be vigilant and keep a check on the kind of literature, CD/DVD, website being read and viewed by your ward.
14. Students are to address their teachers and all members of the school staff with due respect and politeness.
15. Chewing gum, "Pan Masala" or any other form of addiction, irregular attendance, disobedience, misconduct, any form of verbal / written demonstration of obscenity, using unfair means in examinations, damage to school's/other's property, use of foul language, causing physical harm to others, bullying, rowdiness, misconduct in the school bus etc. will lead to stern disciplinary action. Repeated misconduct may call for suspension from school.
16. Students are responsible for the safe custody of their books and belongings. Each article should be labeled with the student's name.
17. **It is compulsory for all students to speak only in English within the school campus.**
18. **It is mandatory for each and every student to bring the school Almanac and wear the ID-Card to school daily. In case of loss of the Almanac Rs.100/-and ID-Card Rs. 200/- has to be deposited at the Front Office along-with an application, for issuing a new one.**
19. Saturdays and Sundays will be holidays. Parents are advised to fix their appointments with teachers on Saturdays marked as T.W (Teachers' Working) between 9:15 am and 11:00 am only. Telephonic conversation with teachers during school hours is NOT ALLOWED. Saturdays will be 'working days' to compensate for unforeseen situations (Strikes, Water-logging etc.). **Kindly check our website for updates in such cases. No SMS will be sent.**



20. Parents should come to school for the Open House regularly according to the time given by the teachers. Open House timings will be intimated to the parents well in advance. Kindly make yourself available as per the schedule given in the year planner. **Parents will not be entertained for Open House if they are late. Students should come in school uniform along with their parents for the Open House. Only then will they be marked for the attendance.**
21. No teacher will be called from the class for a meeting with the parents or on the phone during class hours.
22. Parents are requested to check the details of the car pool, if availed, and ensure that all the safety measures are adhered to, as prescribed by the transport dept. Govt. of West Bengal.
23. Please do not allow your child to watch TV serials or movies and play computer games that have violence & abusive language in them. Please monitor what your child is watching.

**Discourage your child from accessing Face Book / Social Networking sites.**