Circular No. S-03/22   **Date: 12.03.2022**

<u>DAV PUBLIC SCHOOL</u>
BRS NAGAR, LUDHIANA

Dear Staff Members
Good Morning

Please note the following points for strict compliance –

1. Class teachers from Pre KG to IX and XI must instruct the parents with fee pendency to meet office staff in the Accounts department before seeing the answer sheets/assessment sheets of their wards.
2. CTs will not show the answer sheets/assessment sheets to the parents without taking the 'No Dues Slip' duly signed by the parents and Mrs. Chander Prabha from the Accounts deptt. of the school.
3. The bulletin boards in the classrooms should be nicely done up before showing the answer sheets. Class teachers must display the result of different Olympiads showing the ranks like first 5 ranks in the school, state rank, national/international rank etc. on the class bulletin boards, with personal congratulatory messages to boost the morale of their students.
4. Any certificates/ medals/ prize money received in the name of the students from different Olympiad Organizations have to be given away to the concerned parents on the Result Day of their class. Class Teachers should take signatures of the parents in their attendance registers.
5. Instructions to the students regarding offline classes from 4th April,2022, proper school uniform & ID cards, all the material including the student diary they need to carry to the school, should be duly put up on the class bulletin boards before the result day.
6. We are not changing the locations of different classrooms in the upcoming session. The location of the new class to which the children will get promoted now should be informed to the students so that they reach their classes without any problem on the first day.
7. After the result, CTs from Pre KG to IX and XI will request the parents to leave the existing class WhatsApp groups after posting a message that 'new groups will be made by the new CTs in April'. New CTs will create their Class WhatsApp groups after taking a nod and their next time table from the school authorities.

Thanks

Principal