

Circular No. S-19/24

Date: 10/12/2024

DAV PUBLIC SCHOOL
BRS NAGAR, LUDHIANA

Dear Teachers

The class teachers from classes III – XII must take care of the following points:

- 1) Check the tiffin, fruit box and water bottle of your students regularly while checking the bags, to ensure that the students do not bring any barred items like sharp edged kada / heavy thick kada, knife or any other sharp objects, cold drinks, phone or any other electronic device, vape etc.
- 2) If any of these barred items are found in the bag, tiffin or water bottle of any student it should be confiscated, noted in the anecdotal record of the child and parents be informed with a written warning.
- 3) Daily checking of bags and tiffins etc. should be completed in your teaching period with the help of line monitors. No class teacher should miss it due to any reason.
- 4) Complete the totaling of attendance in the attendance registers well in time and share the attendance of the students with their parents by 5th of every month.

Principal