



DELHI PUBLIC SCHOOL R. N. EXTENSION

(Under the aegis of the Delhi Public School Society, New Delhi)

DPSRNE/Cir/24-25/02/230

Date: 5 February 2025

CIRCULAR FOR PARENTS

REGARDING: PUNCTUALITY, REGULAR ATTENDANCE AND SCHOOL UNIFORM

(Through: School ERP/Website)

Dear Parents,

Greetings from Delhi Public School R. N. Extension!

As we approach the end of the academic year, I wanted to take a moment to reflect on the progress our students have made and express my gratitude for your ongoing support. However, I wanted to touch base with you about three important matters that impact our students' educational experience.

- 1. PUNCTUALITY:** Punctuality is an essential life skill that benefits our children in many ways. Students are expected to arrive on the premises at least 10 minutes before the bell which helps them develop good habits and a sense of responsibility. While we understand that unforeseen circumstances may arise, **please note that late entry will be allowed till 5 minutes before the bell. After that the school gates will be closed.** To reinforce the importance of punctuality, we will be implementing the following policy:
 - After **THREE** instances of late arrival, we will notify you and discuss ways we can support your child in getting to school on time.
 - If late for a **FOURTH** time, I regret to say that, we will have to **send your child back home.**
- 2. REGULAR ATTENDANCE:** Apart from punctuality, **regular attendance** is crucial for academic success. We expect all students to attend school regularly. Excessive absence and tardiness can negatively impact a student's performance. We encourage you to monitor your child's attendance and punctuality closely. If your child is absent or late, please provide a valid reason in writing to the school.
- 3. SCHOOL UNIFORM:** Lastly, we have observed that some students are not adhering to the prescribed School Uniform. Wearing the correct and complete uniform is an important part of our school culture and identity. It helps our students develop a sense of pride and belonging. We request that you ensure your child wears correct and complete uniform and ID Card to school every day.

As valued stakeholders in your child's education, we appreciate your role in helping them develop the habits and routines that will serve them well throughout their lives. Thank you for your continued support and cooperation.

Warm regards,

Aparna Magee
Principal

Copy to: All Staff Members