

## OUR FATHER

OUR FATHER, who art in heaven,  
Holy be your name,  
Your kingdom come,  
Your will be done,  
On earth as it is in heaven.  
Give us this day our daily bread  
And forgive us our sins  
As we forgive those who sin against us  
Do not bring us to the test  
But deliver us from evil  
For yours is the kingdom, the power and the Glory  
For ever and ever. Amen.

## PRAYERS FOR MORNING ASSEMBLY

1. O Heavenly Father, this day is your gift to us, filled with all the blessings of life, the good things of earth which come from your hands. We stand in wonder at all that you have given us, and ask what we can give you in return. All you ask of your children is that our love for each other be real. May we now set aside all that is empty and shallow, all that keeps us at a distance from each other and from you. Help us to break through to that area of human life where men can touch each other in love. We also commit the staff, parents and students unto thy hands. Protect each one of them. Those who are sick, touch them and heal them. All glory be to you. Father, now and forever.
2. O Divine creator of all, bless my beloved country. Make it prosperous and rich. Bless all its people and give light and wisdom to its rulers. Keep it away from all ungodliness and materialism and give its leaders courage to lead it to you.  
  
Bless the poor of my country, and let them see justice done to them. Fill them with hope and faith in your Divine providence and give them daily food and shelter.

## FOREWORD

*Dear Parents,*

This institution is committed to excellence and provides a strong foundation for its young children. Opportunities are provided to all to excel not only in academics but also in various activities which are innovative and creative to instill confidence to face the challenges of life. Always discipline has been given top priority with lots of importance to ethics and values. School diary gives you all relevant information regarding academic and extra curricular activities of the school which has been outlined with the schedule for your ready reference.

Along with the calendar, exam schedule, school celebrations, competitions and holidays are meant to familiarize you with the year long programme well in advance so that you may approach these with a measure of preparedness and anticipation. You are expected to adopt a positive attitude towards every activity your child participates in the school.

**As we sow the seeds of values and discipline, we look forward to your co-operation in moulding and nurturing our students into good human beings.**

**I am glad to inform all that this year new activities are introduced, keeping in mind students learn good manners, life skills, debating skills most importantly writing skills which are the wane. right from class 1st to 8th. All the activities are intended to build self confidence, ability to express themselves to stand out among others and learning to face challenges of life.**

**Parents are expected to go through all the rules and regulations specified in the diary and adhere to them strictly. Parents have to furnish the correct information in the personal memo page which will be utilized for sending messages through SMS and hence parents are by requested to fill up and sign the personal memo sheet carefully and correctly.**

**M. Boyaz**  
Principal

## SCHOOL UNIFORM - SUMMER

1st April 2019 to 31st October 2019

Monday, Tuesday, Thursday, Friday and Saturday

CLASS	BOYS		GIRLS
I	Approved Pattern	I	Approved Pattern
I to XII	<b>Shirt</b> : Approved Pattern Half sleeves shirt with school monogram	I to XII	<b>Shirt</b> : Approved Pattern Half sleeves shirt with school monogram
I to V	<b>Pants</b> : Half pant Worsted Brown	I to V	<b>Skirt</b> : Worsted Brown Terricot
VI to XII	<b>Pants</b> : Full Pants Worsted Brown Terricot	VI to XII	<b>Skirt</b> : Divided skirt worsted Brown (Must be below the knee)
I to XII	<b>Socks</b> : Worsted Brown with two cream stripes.	I to XII	<b>Socks</b> : Worsted Brown with two cream stripes.
	<b>Shoes</b> : Black Leather Shoes with laces or house stripes.		<b>Shoes</b> : Black Leather shoes with Buckle

### On Wednesday

CLASS	BOYS		GIRLS
I	Approved Pattern	I	Approved Pattern
I to XII	<b>Shirt</b> : White Shirt (Half Sleeves)	I to XII	<b>Shirt</b> : White Shirt (Half Sleeves)
I to V	<b>Pants</b> : White Half pants	I to V	<b>Skirt</b> : White skirt
VI to XII	<b>Pants</b> : White Full pants	VI to XII	<b>Skirt</b> : Divided skirt white (Must be below the knee)
I to XII	<b>Socks</b> : White with two Brown stripes.	I to XII	<b>Socks</b> : White with two Brown stripes.
I to XII	<b>Shoes</b> : White canvas P. T. Shoes or New Shoes	I to XII	<b>Shoes</b> : White canvas P. T. Shoes or New Shoes

### On P.T. Days

CLASS	BOYS		GIRLS
I	Approved Pattern	I	Approved Pattern
I to XII	<b>Shirt</b> : House colour T-Shirt (Approved Pattern)	I to XII	<b>Shirt</b> : House colour T-Shirt (Approved Pattern)
I to V	<b>Pants</b> : Worsted Brown half pants	I & VI	<b>Skirt</b> : Worsted Brown
VI to XII	<b>Pants</b> : Worsted Brown full pants	VI to XII	<b>Skirt</b> : Worsted Brown, Divided Skirt (Must be below the knee)
I to XII	<b>Socks</b> : White with Two Brown stripes	I to XII	<b>Socks</b> : White with two Brown stripes
I to XII	<b>Shoes</b> : White canvas	I to XII	<b>Shoes</b> : White canvas

Note : If P.T. falls on Wednesday, even then white uniform should be worn. Those who have PT on Wednesday can wear the house T-Shirt on one of the Saturday with Wednesday's Time Table. Class II to IV can wear new white canvas shoes with house color stripes.

## SCHOOL UNIFORM - WINTER

1st Nov. 2019 to 31st March 2020

Monday, Tuesday, Thursday, Friday and Saturday

CLASS	BOYS		GIRLS
I	Approved Pattern	I	Approved Pattern
II to XII	<b>Shirt</b> : Approved Pattern Full Sleeves shirt with school monogram	II to XII	<b>Shirt</b> : Approved Pattern Full Sleeves shirt with school monogram
I to XII	<b>Pants</b> : Full Pants Worsted Brown Terricot	I to V	Worsted Brown Terricot Full Pants.
I to XII	<b>Socks</b> : Worsted Brown with two cream stripes.	VI & XII	<b>Skirt</b> : Divided Skirt Worsted Brown. (Must be below the knee)
I to XII	<b>Shoes</b> : Black Leather shoes with laces or house stripes.	I to XII	<b>Socks</b> : Worsted Brown with two cream stripes.
		I to XII	<b>Shoes</b> : Black Leather shoes with Buckle

### On Wednesday

CLASS	BOYS		GIRLS
I	Approved Pattern	I	Approved Pattern
II to XII	<b>Shirt</b> : White Shirt (Full Sleeves) with school monogram	II to XII	<b>Shirt</b> : White Shirt (Full Sleeves) with school monogram
II to XII	<b>Pants</b> : White Full pants	II to V	White Full Pants.
II to XII	<b>Socks</b> : White with two Brown stripes.	VI to XII	<b>Skirt</b> : White divided skirt (White Slacks Cl. VI onwards) (Must be below the knee)
II to XII	<b>Shoes</b> : White canvas P. T. Shoes or New Shoes	II to XII	<b>Socks</b> : White with two Brown stripes.
		II to XII	<b>Shoes</b> : White canvas P. T. Shoes or New Shoes

### On P.T. Days

CLASS	BOYS		GIRLS
I	Approved Pattern	I	Approved Pattern
I to XII	<b>Shirt</b> : Full Sleeves shirt with school monogram	I to XII	<b>Shirt</b> : Full Sleeves shirt with school monogram
I to XII	<b>Pants</b> : Worsted Brown Full pants	I to V	Worsted Brown Full pants
II to XII	<b>Socks</b> : White with two Brown stripes.	VI to XII	<b>Skirt</b> : Divided Worsted Brown
II to XII	<b>Shoes</b> : White canvas	VI to XII	Brown Slacks for class VI onwards
		I to XII	<b>Socks</b> : White with two Brown stripes.
		I to XII	<b>Shoes</b> : White canvas

All Days : Belt of approved pattern available with authorized dealer.  
Sweater : Approved pattern Half / full with three brown stripes around the neck, waist and wrist with S.G.S. Label  
Blazer : Approved pattern available with authorized dealer (Mandatory from 1st Dec. '18 till 5 March 2020)

Cap : Brown Colour (Woolen) Hair band : Black on all days, white on Wednesday.  
(Black clips on all days except on Wednesday)

# DWARKA SCHOOL TIMINGS

Summer & Winter

Class II to XII 8.00 a.m. to 1.30 p.m. (Dwarka)

Class I - 8.30 a.m. to 12.30 p.m. (B-2, Janakpuri)

## HOLIDAYS

Besides Sundays the School will be closed on all Govt. Holidays and Saturdays except on 1st & 3rd Saturdays.

For Class I to IV all Saturdays are holidays.

## GENERAL RULES

1. Every student should carry with him/her the school diary and I-Card everyday.
2. Students should arrive at the school at least five minutes before the first bell in the morning. Late comers will not be allowed to attend the classes.
3. Students should be habitually clean and always neatly dressed.
4. All pupils shall wear the prescribed uniform of the school every day during school hour, on all occasions or functions organized by the school and should not wear it after school hours.
5. When a pupil is not able to attend the school for a day or even part of a day, a note from the parent / guardian is necessary and leave letter should be sent on the following day. Please use foolscap paper for writing applications.
6. A pupil who is found to be habitually absent without any bonafide reason(s) or any explanation from the guardian for more than 10 days is liable to have his/her name struck off the school register, **Re-admission, if granted, will be done on the payment of admission fee.**
7. The home work assigned to the pupils by the teacher should be done regularly and systematically. Guardians are requested to co-operate with the school authorities by checking up the home work of their wards.
8. Parent/Guardians shall not visit their wards or teachers directly during class hours.
9. If parents have to meet the teachers, it should be with the permission of the Principal. Any complaint(s), suggestion(s) may be conveyed to the Principal. Only complaints of serious nature should be submitted in writing.
10. Parents can meet the Principal between 9.00 a.m. to 10.30 a.m. on Wednesdays and Fridays only. Vice-Principal on Thursdays, between 9.00 a.m. and 10.30 a.m.
11. Any child who has been suffering from any infectious disease will not be allowed to attend the school until he/she is free from the infection and has obtained a fitness certificate from a recognized medical practitioner.
12. The name and class of the pupil should be clearly marked on all his/her belongings.
13. The school reserves to itself the right to **dismiss any student whose conduct is harmful to other student(s).**
14. The school is not responsible for the loss of books, money, ornaments, etc. The pupils are advised not to bring valuable articles to school.
15. Withdrawal : A month's notice or a month's fee in lieu of such notice must be given before a child is withdrawn. Please pay all dues for the academic year before applying for a transfer certificate.
16. Tuition fees are payable in four installments by way of cheque (minimum three months fees together in advance or all four installments together in advance in April). Along with tuition fee development charges have to be paid in 3 equal instalments starting from the 2nd to 4th instalments. Payment of the tuition fees or any other fees should be made on or before the 10th of the months in which it is to be paid. However, parents are permitted to remit fees till 15th of those specified months with Rs. 25/- as late fees charges (five days are grace period). If the fees are not remitted till 15th of these specified months, it can be remitted only in the next installment with Rs. 50/- per installment as late fee charge which shall be charged on a cumulative basis. In case the fees is delayed beyond one installment, reminders will be sent to the parents. After the 3rd reminder, which will be served within a month, the student's name will be struck off from the rolls and **such students shall have to seek re-admission and the pending amount has to be paid by way of DD.** Those who appear for board (Class X and XII) exam have to clear all dues by 10th January. (Tuition fee-till March and transportation fees-till February). Students of class I to IX have to pay transportation fee for 11 months .

17. School transport facilities will be available in the designated routes. A month's notice will be required to discontinue the transport facility and the same will not be permitted to restart.
18. All payments are to be made from 8.30 a.m. to 11.00 a.m. Class V upwards students should drop the fee cheques in the drop-box kept either in the 2<sup>nd</sup> floor or at the security cabin.
19. **All students should converse only in English when in school and also in the school bus except in the Indian language classes and must speak decent language all the time.**
20. **Parents will not be allowed to take the children home after the Graded Papers or Unit Test as it disturbs the discipline of the school.**
21. Change of address, phone no. (if any) should be informed in writing promptly to the school office/class teacher..
22. Indisciplined behavior in the school bus **will make the student ineligible to use the school transport.**
23. Absence from school for merely social functions is strongly discouraged.
24. **Students who are not physically fit should not be sent to school.**
25. **Lunch box or any other item brought by parents during the school hours will not be accepted. In rare cases it should be deposited with security guard along with the slip (child's name, class, section etc.)**
26. Class X & XII students, after the pre-board and practice exams are allowed to go home at 11.30 a.m. class IX & XI are allowed to go home at 11.30 a.m during the final exam.
27. **School gates will be closed after 8.00 a.m. Those who come late will not be let in. Student should strictly follow school timing.**
28. **Student should not bring Mobile Phone or any electronic gadgets to school . In case, if it is necessary to carry the mobile, it should be deposited with the Class Teacher in the morning and can be collected after school hours. Otherwise mobile will be confiscated.**
29. During the functions, students should observe order and decorum.
30. Buying eatables from street vendors is strictly forbidden (outside the school premises) at the time of dispersal.
31. Different hair styles will not be permitted. Students must comb the hair properly with side parting for boys. Otherwise warning will be given for the first instance. Repetition of the same offence will be viewed seriously.

Girls should make single plait of their hair with black rubber band. On Wednesdays use white band.

32. Uniform : Uniform reflects the discipline of the school. So children have to come in proper uniform (Neatly pressed & unfaded). During the school hours shirt/blazer button should be fastened.
33. **Sikh students should wear black turban on all days.**
34. Students who are indisciplined or not behaving well in the class will be suspended and will not be allowed for class picnics or tours. For any type of indiscipline or misbehavior in class X, admission will be denied in class XI.
35. Junk food is prohibited. Encourage children to eat only home food & send the same.
36. **Any type of rude behavior in the school will be viewed seriously and T.C. will be issued.**
37. Students should not misbehave with the teachers and are expected to wish whenever they see the teacher. As per CBSE's new criteria, marks are allotted for the behavior too.
38. In all the functions, students should be in proper uniform and are expected to behave in a disciplined manner.
39. Class-IX to XII students should come in clean shave (no facial hair is permitted). In this regard parents should take care & ensure that students are coming neatly to school.
40. Naughty/Indicipline students will not be permitted for the picnics.
41. Plastic bottles should not be used to carry drinking water. We encourage the students to use steel bottles and lunch boxes too.

## **RAILWAY CONCESSION**

Railway concession to one's native place is available during vacation. Parents who wish to obtain a railway concession for their children should apply to the office a fortnight before the form is required.

## EXAMINATION / PROMOTIONS

1. It is compulsory for class VI to XI students to pass in all subjects and should secure minimum of 33% in each subject or corresponding grades. As per the CBSE guidelines parents have to keep a track of their ward's performance right from the beginning and must ensure that they score good percentage. Parents shouldn't plead for promotion or blackmail the school authorities but accept the result and retain them in the same class for the benefit of the students in case of detentions.
2. A student who uses unfair means in a test or exam will be given 'zero'. Repetition of the offence will result in dismissal.
3. There is NO PROVISION for Re- Test / Re-Exam even on medical grounds.
4. Promotions are decided by the Principal and the promotion committee. The results are final in all classes and cannot be reconsidered. Please do not approach the Principal once the results are declared and pester or trouble school authorities unnecessarily.
5. Attendance :- Minimum 75% attendance is needed to appear for the final exam in class IX to XII.

### **Reminder to parents about Social Media & Electronic Gadgets.**

I urge students to stop wasting time on social media & do something productive instead and focus on studies & improve other skills like music, painting, reading, writing etc. Every platform is designed to make you insecure and anxious. Most of the trolls thrive on negativity and comments posted are so depressive. So I urge the students not to indulge in all the above activities, so that one can save time, positive energy and develop tolerance. Usage of electronic gadgets has become a menace. Instead of using students are misusing gadgets. So I request the parents not to give the children electronic gadgets and spoil their future.

**Principal**

## IMPORTANT SUGGESTIONS TO PARENTS

1. AVOID DELAYS IN DEPOSITING SCHOOL FEE.
2. DO NOT SEEK LEAVE FOR WARD ON EXAMINATION DAYS, UNLESS IT IS AN EMERGENCY.
3. SUBMIT SERIOUS COMPLAINTS (IF ANY) IN WRITING TO THE PRINCIPAL.
4. APPLY FOR WITHDRAWAL FROM CONVEYANCE / SCHOOL ONE MONTH IN ADVANCE (SUBMIT LETTER OF WITHDRAWAL PREFERABLY IN THE LAST WEEK OF THE PREVIOUS MONTH).
5. FIX REGULAR STUDY HOURS FOR WARD AT HOME.
6. LIMIT WARD'S PLAY-TIME AT HOME.
7. FACILITATE EXTRA READING BY WARD.
8. ENCOURAGE WARD TO WATCH CHANNELS SUCH AS 'DISCOVERY', 'NATIONAL GEOGRAPHIC', ZEE- EDUCATION, NEWS CHANNEL AND USEFUL DOCUMENTARIES.
9. DISCOURAGE WARD WATCHING EXCESSIVE CARTOONS, LONG MOVIES/SERIALS... ETC. PARENTS HAVING INTERNET FACILITY SHOULD KEEP A CHECK ON THEIR WARDS TO AVOID WATCHING UNWANTED SITES.
10. HELP WARD TO GO TO BED EARLY AND RISE ALSO EARLY.
11. AVOID BRINGING WARDS LATE TO SCHOOL AND TAKING THEM OUT BEFORE THE END OF SCHOOL TIME.
12. YOUR CO-OPERATION IS SOLICITED TO ENFORCE THE FOLLOWING PROVISIONS INTENDED TO TRANSFORM YOUR WARDS.
  - A) RULE VIOLATION REPORTS
  - B) COUNSELING REPORT

NOTE : THE PRINCIPAL RESERVES THE RIGHT TO ALTER ANY RULE OR SCHEDULE AS AND WHEN HE MAY DEEM IT FIT.