

**R.B.D.A.V. SR.SEC. PUBLIC SCHOOL, BATHINDA**  
**IMPORTANT INSTRUCTIONS FOR PARENTS AND STUDENTS**  
**REGARDING BEGINNING OF NEW SESSION(2019-20)**

1. The result of the following classes will be declared as under:

L.K.G. to 2<sup>nd</sup> : 14<sup>th</sup> March,2019 (09:00 am to 11:00 am)  
 3<sup>rd</sup> to 7<sup>th</sup>, 9<sup>th</sup> & 11<sup>th</sup> : 23<sup>rd</sup> March,2019 (09:00 am to 11:00 am)  
 8<sup>th</sup> : 30<sup>th</sup> March,2019, (09:00 am to 11:00 am)

2. The new session 2019-20 for classes L.K.G to 12<sup>th</sup> will begin with following important events:

Classes	Pravesh Utsav Dates	Data Updation Form Submission	Award Ceremony
L.K.G	25 <sup>th</sup> March 2019	-----	-----
U.K.G to 2 <sup>nd</sup>	28 <sup>th</sup> March 2019	15 <sup>th</sup> ,16 <sup>th</sup> ,18 <sup>th</sup> ,19 <sup>th</sup> , 20 <sup>th</sup> March 2019	04 <sup>th</sup> April 2019
3 <sup>rd</sup> to 5 <sup>th</sup>	4 <sup>th</sup> April 2019	25 <sup>th</sup> ,26 <sup>th</sup> ,27 <sup>th</sup> ,28 <sup>th</sup> March 2019	08 <sup>th</sup> April 2019
6 <sup>th</sup> to 8 <sup>th</sup>	4 <sup>th</sup> April 2019	25 <sup>th</sup> ,26 <sup>th</sup> ,27 <sup>th</sup> ,28 <sup>th</sup> March 2019	08 <sup>th</sup> April 2019
9 <sup>th</sup>	4 <sup>th</sup> April 2019	30 <sup>th</sup> March, 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> April 2019	08 <sup>th</sup> April 2019
10 <sup>th</sup> ,12 <sup>th</sup>	28 <sup>th</sup> March 2019	25 <sup>th</sup> ,26 <sup>th</sup> ,27 <sup>th</sup> ,28 <sup>th</sup> March 2019	05 <sup>th</sup> April 2019
11 <sup>th</sup>	11 <sup>th</sup> April 2019	Provisional enrollment: 28 <sup>th</sup> March to 10 <sup>th</sup> April, 2019	-----

3. Data Updation Form and Safe vahan scheme circular will be provided on the day of result declaration. Parents are requested to fill the Data Updation Form carefully, sign and submit it to the previous class teacher along with copy of report card of previous class and fee deposit detail on the above mentioned dates, thereafter seats will be given to other deserving aspirants.

4. Fee payment mode:

Annual development fund + Examination fee	April & May	June & July	August & September	October & November	December & January	February & March
At the time of data updation (as per dates given)	Upto 15 <sup>th</sup> May	Upto 15 <sup>th</sup> June	Upto 15 <sup>th</sup> August	Upto 15 <sup>th</sup> October	Upto 15 <sup>th</sup> December	Upto 15 <sup>th</sup> January

**Note :** Please be informed that timely payment of the School Fee is mandatory. After the lapse of given date, late fee @ Rs.50/- per month will be charged for payment received after due date as mentioned above.

5. Identity-card, authority card, parent's identity form and incentive scheme circular will be issued on the day of submission of Data Updation Form.

6. Students are required to submit Authority card and Parent's identity form to their class teachers on the very first day of their new class.

7. Kindly fill complete and correct information on the first page of the school diary including information of owner of the transport, driver etc. who is responsible to pick up and drop the child in the school. Any change in address, phone number or vehicle must be informed to the class teacher in writing.

8. The School conveys important messages through SMS, so it is important to give correct mobile number in the office.

9. Entry in the school premises will be subject to possession of identity card strictly from day one. Student without identity card may be refused to enter and parents will be responsible for the same.

10. Kindly send your ward in complete summer uniform from new session. Nails and hair of children must be trimmed regularly. Girls should wear only school rubber band and ribbons to tie their hair. No fancy accessories would be permitted.

11. Students are not allowed to bring toys, any expensive items like wrist watches, gold earrings, fancy erasers, sharpners, pencils and pencil boxes etc.

12. Students need to carry their lunch box, diary, handkerchief, hand towel, water bottle on daily basis. Lunch boxes etc. would not be accepted during recess or at any other time in the school hours.

13. Name and class should be written on each and every article of the student with the permanent marker whether it is lunch box, Water bottle, School bag, etc.
14. Students should bring healthy food in tiffin. No maggi, chips, kurkure, sauce or pickle will be allowed. Parents are advised to wrap the food in cloth napkin as foil paper and newspaper are harmful.
15. Any communication with school in person will be subject to possession of authority card by the parents.
16. Please check the diary, worksheets and notebooks of your ward regularly and sign them for acknowledgement. All queries by parents will be answered by the teacher through student's diary.
17. Parents can meet the teachers only after dispersal of students on Saturdays with prior appointment.
18. If a child suffers from any kind of allergies to food articles or medicines, the information should be sent in writing to the class teacher in the beginning of the session.
19. Students are allowed to take leave only for medical reasons. Leave application must be submitted to the class in-charge. No half day leaves are allowed.
20. Please check that the vehicle carrying your ward is in good condition, has required documents and is not over-loaded.
21. Atleast 75% attendance is compulsory for all classes to be eligible to appear in final exams.
22. Students scoring 90% and above in 10<sup>th</sup> class would be awarded with 50% concession in tuition fee during session 2019-20.
23. Provisional registration to class 10+1 Medical, Non-Medical, Commerce and Humanities Group will be open for students appeared in Sec. School Exam in March 2019 from 28<sup>th</sup> March, 2019 to 10<sup>th</sup> April, 2019 as the classes will commence w.e.f. 11<sup>th</sup> April, 2019.
24. Provisional registration will be made on the basis of marks obtained in pre-board exam after verification by Area co-ordinator.
25. Provisional registration does not mean guarantee for regular admission. Regular admission will not be granted to students who will not qualify the eligibility criteria.
26. For Admission and further details School Office can be contacted between 9.00 a.m. to 12.00 noon on all working days (Contact number: 0164-2210601, 0164-2241768) or visit our school website ([www.rbdavbti.com](http://www.rbdavbti.com))
27. Students can apply for school leaving certificate before 30<sup>th</sup> March 2019.
28. School Timings for new session will be
- L.K.G (25<sup>th</sup> March to 12<sup>th</sup> April):- 8.30 a.m. to 11.30 a.m.
  - L.K.G. (15<sup>th</sup> April onwards- 7.25 a.m. to 1.00 p.m.)
  - U.K.G :- 7.25 a.m. to 1.00 p.m.
  - 1<sup>st</sup>:-7.25 a.m. to 1.10 p.m.
  - 2<sup>nd</sup>:-7.25 a.m to 1.20 p.m.
  - 3<sup>rd</sup> to 10<sup>th</sup> :- 7.25 a.m to 1.50 p.m.
  - 11<sup>th</sup> & 12<sup>th</sup> (Commerce and Humanities):- 7.25 a.m. to 11.35 a.m.
  - 11<sup>th</sup> and 12<sup>th</sup> (Science) :- 7.25 a.m. to 11.15 a.m.

**SCHOOL GATES WILL BE OPENED ONLY 15 MINUTES PRIOR TO SCHEDULED SCHOOL TIME.**  
**DO NOT SEND YOUR CHILD TOO EARLY.**

Looking forward to your cooperation  
 With regards

Principal