



GUIDELINES FOR PARENTS

Dear Parents,

We extend our sincere gratitude for placing your trust in the D.A.V. Organization, renowned for its rich ethos, traditions, and commitment to imparting quality education. As partners in your ward's development, we aim to nurture well-rounded individuals. You are kindly requested to adhere to the following guidelines for the smooth functioning of the academic session **2026-27**:

1. ACADEMIC SESSION & ATTENDANCE

- The new academic session will commence on **Thursday, 2nd April 2026**. Students must attend school from the first day.
- Students achieving **100% attendance** will be honoured at the end of the session.
- As per CBSE norms, a **minimum of 75% attendance is mandatory**.
- The **Re-admission Form**, along with a copy of the fee transaction receipt, must be submitted to the class teacher by **11th April 2026**.

2. PUNCTUALITY & TRANSPORT

- Students must reach school on time. Latecomers without valid reasons will not be permitted.
- Students will not be allowed to leave school early after Unit Tests without a genuine reason.
- School transport, once availed, cannot be discontinued during the session.

3. UNIFORM & PERSONAL GROOMING

- **New uniforms** have been introduced by DAVCMC. Parents must ensure strict compliance with prescribed specifications. However, **one year time** has been given to **switch over** to new uniforms. Changed uniforms will be available at tuck shop soon.
- **Uniform Schedule:**
 - **Nursery to Class VI:** Sports Uniform (Monday–Wednesday), Formal Uniform (Thursday–Saturday)
 - **Class VII to XII:** Formal Uniform (Monday–Wednesday), Sports Uniform (Thursday–Saturday)
- Wearing a school tie is compulsory with the winter formal uniform.
- Wearing ornaments and smartwatches is strictly prohibited.
- Students must maintain proper hygiene: daily bathing, trimmed nails, appropriate haircut; girls must keep their hair neatly tied.

4. DISCIPLINE & USE OF ELECTRONIC DEVICES

- Mobile phones are **strictly prohibited** on campus.
- Parents are advised to regulate and supervise their ward's screen time at home.

5. ACADEMIC RESPONSIBILITIES

- All books and notebooks must be properly labelled.
- Students must carry the **school diary daily**, duly filled and signed by parents.
- Homework must be completed regularly and sincerely.
- Class Tests and Unit Tests must be attempted in **designated notebooks** (available at the school tuck shop).
- All notices issued by the school must be read carefully and followed.
- **Internal Assessment (20% Marks)** will be based on:

| | |
|------------------------------|--|
| ○ Daily academic performance | ○ Homework completion |
| ○ Project work | ○ Maintenance of neat and complete notebooks |

6. CO-CURRICULAR ACTIVITIES & COMMUNICATION

- Monthly activities and holidays are mentioned in the School Calendar. Any updates will be communicated via WhatsApp.
- Students are encouraged to participate actively in all school activities.
- Parents may contact the school for any queries or concerns.
- Attendance at **Parent-Teacher Meetings (PTMs)** held on every second Sunday of the month is mandatory.
- Parents are encouraged to support the school's **English-speaking environment** at home.

7. FOOD & NUTRITION

- Students should bring **healthy, home-cooked food**:
 - Chopped fruits (with spoon/fork for small children)
 - Chapatti/parantha with dry vegetables (avoid gravy and curd)
- Avoid sending money for junk food.
- Send apron (for small children), handkerchief, water bottle, and spoon daily.
- Lunch of the student's choice may be provided on Saturdays.
- For safety reasons, lunch boxes should not be delivered to school after arrival.

8. SAFETY & SECURITY

- Students must not be allowed to drive two-wheelers to school.
- Parents/guardians must carry a **valid ID card** while visiting or picking up their ward.
- In case someone else is authorized to pick up the child, prior intimation along with an **authority letter and ID proof** must be submitted to the school.

9. FEE PAYMENT GUIDELINES

As per the instructions of the Government of Haryana, parents are requested to deposit the school fee through the Online Fee Portal available on the school website:, **Website:** davsonapat.org, **Fee Link:** davsonapat.org/OSM

Login Credentials:

- **User ID:** Admission Number of the student.
- **Password:** Date of Birth of the student in *DDMMYYYY* format (e.g., if **DOB** is 13-07-2023, the **password** will be 13072023)
- The fee must be deposited **on or before the 10th of the concerned month**.
- A **late fee fine of ₹100 per month** will be applicable in case of delay.
- The schedule for payment of composite school fee is as follows:

| S. No. | Payment of Fees | Due Date |
|--------|---|----------------|
| 1. | Composite Fee for April, May & June | 10th April |
| 2. | Composite Fee for July & August | 10th July |
| 3. | Composite Fee for September & October | 10th September |
| 4. | Composite Fee for November & December | 10th November |
| 5. | Composite Fee for January, February & March | 10th January |

10. TRANSFER CERTIFICATE

- Parents relocating from Sonapat are required to apply for a Transfer Certificate (TC) on or before 31st March 2026 to avoid administrative complications.

We look forward to your continued cooperation in creating a disciplined and enriching environment conducive to the holistic development of our students.



(V.K. Mittal)
PRINCIPAL