



# GITARATTAN JINDAL PUBLIC SCHOOL

SECTOR-VII, ROHINI, DELHI-110085

## III – IX (NEW ADMISSION)

Date: 7<sup>th</sup> March, 2019

Circular No: GRJPS/2019-20/002

*'Coming together is a beginning, keeping together is progress, working together is success'*

**Dear Parent**

**Greetings from Gitarattan Jindal Public School!**

We extend warm welcome to all at the onset of the new Academic Session 2019 –20.

The school is keeping its promise of uplifting the goodwill and glory earned in the past 31 years. The school works with international standards of curriculum being proud holder of BRITISH COUNCIL AWARD. The school sets its benchmark by standing at VII position in the North West Zone as per the survey conducted by Times of India. The school has been conferred with "School of Excellence Award" by Department of Human Resource Development.

All the changes done by CBSE are well incorporated from time to time to ensure proper functioning of the school.

**YOU ARE REQUESTED TO MAKE NOTE OF IMPORTANT GUIDELINES FOR THE COMING SESSION:**

- The new Academic Session 2019-20 begins w.e.f. 1<sup>st</sup> April, 2019 (Monday).
- Students need to be in immaculate Summer Uniform with black shoes. House uniform needs to be worn on every Thursday with white fleets. House allotted to your ward is \_\_\_\_\_ and colour is \_\_\_\_\_.
- The school uniform is available at Hans Tailors, Kohat Enclave, Pitampura. The same can be purchased from any other outlet as per school's specification.
- Only black colour hair accessories are permitted.
- Stylish hairdo, nail art Make up (Kajal, Eye Liner, lip gloss etc) Mehndi, kadas and jewellery are not permitted.
- Students will be issued two I-Cards. One for student and another for parent. Parents are advised to click the photo of parent I-card in their mobile phones so that the same can be shown as per the school's requirement.
- **SCHOOL TIMINGS ARE FROM 7:50 A.M. TO 2:00 P.M. THE SCHOOL GATE SHALL CLOSE AT 7:55 A.M. SHARP.**
- It is compulsory for all the students to bring the School Almanac every day. Parents are requested to carefully read the rules and regulations mentioned in the Almanac and abide by them. The first page of the Almanac is for **General Information of the Student** and must be filled in all respect and send to class teacher within two days. Please check and sign the Almanac of your ward on daily basis to acknowledge if any note or circular sent by the teachers.
- The students should not get absent from the school. In case its urgent, then the parents must send a leave note in the almanac in the 'Leave record' page for sanctioning of leave the previous/ next day or mail at [info@gitarattan.com](mailto:info@gitarattan.com) or in feedback in student portal.
- Please note that 75% attendance is compulsory for the students to enable them to appear in examination as per CBSE norms.
- In case of change of address or telephone number or any other information related to child, the school must be informed immediately through application or by mail at [info@gitarattan.com](mailto:info@gitarattan.com) or at school reception or note in the school Almanac or in feedback in student's portal.
- The user ID & password will be given after joining of the school.
- Kindly ensure your child takes a nutritious breakfast before coming to school.
- Parents are requested to send proper lunch with one fruit and avoid sending junk food, biscuits, namkeen etc.

- Parents are requested to send the following items duly labeled:  
 (i) Napkin (ii) Lunch Box (iii) Water Bottle (iv) A set of dress (Only Tulip and Lavender)
- Please note that Half Day leave is not permitted to the students. Prior approval must be sought if your ward is required to be picked up early due to any reason. The application must be signed by HOS.
- The students will not be entitled for 100% Attendance Award if:
  - Child misses any picnic or excursions or any other Mega Event Days.
  - Picked up by parent on half day.
- Parents opting for school transport facility should contact at the school reception.

## LIFE AT GRJPS

- A fun filled arena awaits and welcomes the tiny tots every morning.
- Teaching through SMART BOARDS along with uninterrupted wifi connections throughout the campus ensures better understanding of the concepts.
- Play way and activity based learning are emphasized to develop both gross and fine motor skills along with the cognitive aspect of the child.
- Playing contributes to the cognitive, physical, social, and emotional well-being of children and youth. A play junction with swings and other game facilities helps students to learn how to work in groups, to share, to negotiate, to resolve conflicts, and to learn self-advocacy skills.
- Activity Center- The Gaiety Enclave ensures that the children have a joyous day.
- Special and theme based assemblies, elocutions, role plays, trips and excursions, recitation, dramatization all make the backbone of the curriculum.

## SAFETY MEASURES IN THE SCHOOL PREMISES

- Safety of the students is of utmost priority for us.
- All the gates and grills are closed after the entry of the students and are opened only at the time of dispersal.
- The school is well equipped with CCTV cameras to ensure that all the areas of the school are under vigilance of the authorities round the clock.
- Only female attendant and guard are present inside the premises.
- No male attendant, driver, conductor, helper or gardener is allowed to enter inside the building during school hours.
- All public dealings are done only after 2.15pm to ensure complete protection of the students .
- A female guard is always on rounds and take care of students during school time and dispersal.
- One maid is permanently present near Facility areas (washrooms and water points) to help the little ones .
- Medical facilities includes a well equipped infirmary with Nurse and a Doctor .
- Regular Health and Fitness checkup are conducted by specialized team of Doctors and the report of the same is handed over to the parents.
- Students are handed over only to the parents under any circumstances. Carrying Parent I Card is mandatory for receiving the child at the gate or entry in the school premises at any point of time.

## TECH FORUM

- Keeping in pace with the changing scenario the school has upgraded the Website [www.gitarattan.com](http://www.gitarattan.com) . This **MOBILE FRIENDLY WEBSITE** ensures that the parents are well connected with the school and progress of their ward(s) . You are requested to download the student's portal in your mobile phone to be aware about the day to day activities of your ward(s).

- The website would enable you to seek information about Circulars , List Of Holidays ,School Calendar , Monthly Synopsis ,Class Module , Curriculum, Syllabus for Assessment ,Daily Homework , Pursuits ,Progress Card , Feedback

## **IMPORTANT FACIT**

- SMS is send usually for all information including absenteeism from school.
- E-Mail is send for important information.
- Daily HomeWork is uploaded on Students Portal. Parents of absent students should help their ward(s) to complete H.W on time.
- The User ID and Password for Login will be provided to the students in their School Almanac.
- Follow us on FaceBook:- [www.facebook.com/gitarattan.jindal](http://www.facebook.com/gitarattan.jindal).
- For any **query and assistance**, please contact school reception or mail us at [info@gitarattan.com](mailto:info@gitarattan.com) or write in FEEDBACK from students portal. We will reciprocate to you within two working days.

## **APPOINTMENT PROCEDURE**

- The school reception and admin is working from 8:00 am to 3.30pm on all working days.
- It observes holiday on gazetted and Bank holidays only.
- The timings for meeting with Head of the School / school coordinator is after 2.15 pm. on all working days except 2<sup>nd</sup> Saturday. Parents may meet the above only with prior appointment. In case of emergency, parents may get connected telephonically and leave a message for them.
- You can meet the Class Teachers on Saturdays only (except second Saturday), with prior appointment between 2:00 pm to 3:00 pm and on all Open House Days.

## **ONLY FOR STUDENTS OPTING PRIVATE VAN**

Parents are requested to send the following details of the van drivers:-

- Photocopy of the van RC and Driving License of the van driver.
- One photograph of the van driver and a photocopy of Aadhar card.

Kindly note students will only be given to the van drivers after the submission of the above mentioned documents at the school reception.

We hope that the joint venture would yield fruitful result. We really appreciate your concern and do promise to satisfy your queries to the best possible extent.

Thank you for being associated and being a part of GITARATTAN FAMILY.

With Warm Regards

HEAD OF THE SCHOOL