



DELHI PUBLIC SCHOOL R. N. EXTENSION

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

DPSRNE/Cir/23-24/02/274

Date: 19 February 2024

CIRCULAR FOR PARENTS

REGARDING: IMPORTANT SCHEDULE-PARENTS TEACHER MEETING, BOOKS/UNIFORM SALE, REPORT CARD, ORIENTATION DAY AND NEW ACADEMIC SESSION 2024-25 (NURSERY-VIII)

(Through: School ERP/Website)

Dear Parents (Classes: Nursery-VIII),

Greetings from Delhi Public School R. N. Extension!

Please be informed of the following:

1. **PARENTS TEACHER MEETING (ANNUAL EXAMINATION 2023-24):** This is to inform you that the PTM for Classes: Nursery-VIII shall be conducted as per the schedule given below:

Day/Date	Class	Timing	Remarks
Tuesday, 19 March 2024	Nursery-Prep	12:00pm to 02:00pm	Report Card Distribution (Classes: Nursery-II) and Annual Examination Answer Sheet Showing (Classes: III-VIII)
	Class-I	09:00am to 01:00pm	
Wednesday, 20 March 2024	Classes: II-IV		
Thursday, 21 March 2024	Classes: V-VII		
Friday, 22 March 2024	Class-VIII		
No marks shall be changed after PTM hours. In case of any error/miscalculation in marks, application addressed to the School Principal to be submitted at the respective Class Teachers along with the Answer Scripts.			

2. **PREP GRADUATION CEREMONY:** The school shall be organizing the Prep Graduation Ceremony Session 2023-24 for Class-Prep graduating to Class-I on Tuesday, 19 March 2024 from 10:00am to 11:30am. Parents are requested to be seated at 09:45am. Further details with regard to the same shall be shared soon.
3. **BOOKS AND UNIFORM SALE:** Books and Uniform shall be made available for purchase on the following days/dates as per classes mentioned:

Schedule of Books and Uniform Sale		
Class (Session 2024-25)	Day/Date	Timing
Nursery, LKG, UKG, I and II	Tuesday, 19 March 2024	09:00am to 04:00pm
Classes: III, IV and V	Wednesday, 20 March 2024	
Classes: VI, VII and VIII	Thursday, 21 March 2024	
Class-IX	Friday, 22 March 2024	
The sale shall continue for all classes effective from Saturday, 23 March 2024 between 09:00am to 04:00pm on all working days (including Saturdays).		

4. **REPORT CARD:** Report Card of Classes: III-VIII shall be uploaded in the School ERP on Thursday, 28 March 2024 by 04:00pm.
5. **CLASS/SECTION LIST AND TRANSPORT PLAN FOR SESSION 2024-25:** Class/Section List and Transport Plan of Jr. and Sr. Routes shall be uploaded in the School ERP and School Website (www.dpsrnext.com) under the HOME PAGE-LATEST UPDATE 2024-25 on Tuesday, 26 March 2024 by 04:00pm.
6. **HOUSE LIST SESSION 2024-25:** House List for Class-I (Session 2024-25) shall also be uploaded in the School ERP and School Website (www.dpsrnext.com) under the HOME PAGE-LATEST UPDATE 2024-25 on Tuesday, 26 March 2024 by 04:00pm.

Signature

7. **ORIENTATION DAY 2024-25:** To understand our Academic Structure, we invite all parents to the **ORIENTATION DAY 2024-25** as per the schedule mentioned below:

Day/Date	Class	Time Slot
Wednesday, 27 March 2024	Classes: I-II	09:00am to 10:00am
	Classes: Nursery, LKG and UKG	12:00pm to 01:00pm
Thursday, 28 March 2024	Classes: III-V	09:00am to 10:00am
	Classes: VI-VIII	12:00pm to 01:00pm
The Interactive Session for Class-IX shall be conducted on Saturday, 27 April 2024 from 09:00am to 10:00am. Further details for the same shall be shared soon.		

8. **COMMENCEMENT OF ACADEMIC SESSION 2024-25:** The new Academic Session 2024-25 shall commence as per the following day/date:

Class (Session 2024-25)	Day	Date
Classes: III-IX	Thursday	04/04/2024
Classes: I-II	Monday	08/04/2024
Nursery, LKG and UKG	Tuesday	09/04/2024

9. **SCHOOL TIMING:** Please note the School Timings for the Academic Session 2024-25:

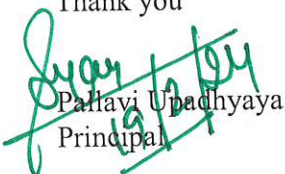
Class	School Timings
Classes: VI-XII	07:00am to 01:00pm
Classes: I-V	08:30am to 02:30pm
Classes: Nursery, LKG and UKG	08:30am to 12:00pm

10. **SCHOOL TUITION AND TRANSPORT FEE:** It is **MANDATORY** for all parents to **CLEAR** the **OUTSTANDING DUES** against your ward for the ongoing Academic Session 2023-24 up-to **MARCH 2024, on/before Saturday, 24 February 2024** to enable to add the name of your ward in the **Promotion Class List (Session 2024-25)**. Kindly ignore if paid. Kindly refer to the **GUIDELINES REGARDING SCHOOL TUITION AND TRANSPORT FEE** already shared with you and attached herewith for your ready reference.

11. **TRANSFER CERTIFICATE/WITHDRAWAL:** Any parent willing to issue **Transfer Certificate/withdrawal of ward from school w.e.f. April 2024** shall have to **inform in written** to the undersigned on/before **Thursday, 29 February 2024**. Any application for **Transfer Certificate/withdrawal** received on/after **Friday, 1 March 2024** shall have to pay the **School Tuition Fee (Quarter-1)** of **Academic Session 2024-25**.

12. **SCHOOL TRANSPORT FACILITY WITHDRAWAL:** Any parent who wishes to withdraw from **School Transport Facility** shall have to **inform in written** to the undersigned on/before **Thursday, 29 February 2024**. Withdrawal request received after **Thursday, 29 February 2024** shall have to pay the **Quarter-1 Transport Fee** of **Academic Session 2024-25**. The **Bus Facility** once withdrawn shall not be made available till **March 2025**. Any application for availing **School Transport** shall be received and further permitted subject to seats availability.

Thank you


Pallavi Upadhyaya
Principal

Enclosed: Guidelines-School Tuition and Transport Fee

Copy to: All Staff Members



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GUIDELINES REGARDING SCHOOL TUITION AND TRANSPORT FEE

Dear Parents,

Greetings from Delhi Public School R. N. Extension!

Please note the following instructions regarding School Timing and School Tuition Fee/School Transport Fee and further guidelines for the Academic Session 2024-25:

A) INSTRUCTIONS REGARDING FEE DEPOSIT IN THE SESSION 2024-25:

- Parent are requested to use the **ONLINE Mode of Payment** to pay the School Tuition Fees on ERP: **Campus Care App using the URL www.dpsgzbcampuscare.in.**
- Parent may also pay the fees through **Debit/Credit Card** in the School Account Office/School Reception during school hours on all working days.
- **The School Tuition Fee and School Transport Fee** will be collected on **QUARTERLY BASIS ONLY** on/before **8th of the first month of every quarter (April/July/October/January)**.
- **MONTHLY MODE** of payment shall **NOT BE CONSIDERED**.
- In case, the School fee is not paid on/before the due date (i.e. 08th of the first month of every quarter), the following penalties shall be applicable.
 - a) **Late fee of Rs.10/- per day** shall be charged after the due date (i.e. 08th of the first month of every quarter).
 - b) In case fee is not deposited within **30 Days** from the stipulated date, the School Authority shall be compelled to **DEACTIVATE THE DISCOUNT** (on the fee if/as applicable) in the current/existing quarter.
 - c) In case fee is not deposited within **30 Days** from the stipulated date, the **Transport Facility** (if availing) shall also be **withdrawn, without any further notification**.
 - d) In case the fee is not deposited within **45 days** from the stipulated date, the child's name will be **STRUCK OFF** from the **School Rolls, without any further notification**.
- In case of **CHEQUE DISHONoured** with any reason, a **BOUNCE CHARGE** of **Rs. 250/-** will be imposed on the parent and all the points (a to d) mentioned above will also be applicable.
- The school will not send reminders for payment of school fee. It is imperative that all parents clear the dues on/before time.
- In case of depositing fee in **CASH**, parents shall have to fill an **UNDERTAKING FORM** stating the reason for depositing fee in cash (Undertaking Form shall be made available in the School Accounts Office).
- **School Transport Fee** shall be paid for **11 MONTHS** only from April 2024 to March 2025 (**Transport Fee for the month of June 2024 is exempted**).
- Parents desirous of paying the **School Tuition Fee** for the **complete year**, may do so.

Signature
19/4/2024



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- Any fee once paid to the school is **NON-REFUNDABLE AND NON-TRANSFERABLE** and that in case of any withdrawal in between the session, the parent will be liable to pay the fee for the existing quarter of the current year.

B) SCHOOL TUITION FEES FOR THE ACADEMIC YEAR 2024-25: The School Tuition Fees for the next Academic Year 2024-25 (as mentioned below) should be deposited on **Quarterly** basis through any mode as mentioned aforesaid:

Class	Tuition Fee (Quarterly)	Exam Fee (Quarterly)	Transport Fee (Quarterly)
Nursery, LKG and UKG	32700.00	NA	As applicable
Classes: I-II	33000.00		
Classes: III-XII	33000.00	500	

The School Tuition Fees shall be deposited as per **QUARTERLY BASIS ONLY** as mentioned below:

Quarter	Month/Period	Amount	Due Date
1 st Quarter	April to June 2024	As applicable	08/04/2024
2 nd Quarter	July to September 2024		08/07/2024
3 rd Quarter	October to December 2024		08/10/2024
4 th Quarter	January to March 2025		08/01/2025

C) SCHOOL TRANSPORT FEE FOR THE ACADEMIC YEAR 2023-24:

TRANSPORT FEE TABLE (MONTHLY)		
Morta, Shahpur, Duhai, Moti Residency	GZB CITY-A	3530/-
Nilaya Greens, Diya Green City, Meadows Vista		
Villa Anandam, Rajnagar Extension, Sanjay Nagar, Manshi Vihar	GZB CITY-B	3700/-
Shastri Nagar, Sihani Chungi, Murad Nagar, Raj Nagar, Kavi Nagar		
Govindpuram, Police Line, Kamla Nehru Nagar, Meerut Road		
Ashok Nagar, Chiranjeev Vihar, Gandhi Nagar, Nehru Nagar		
Lohia Nagar, Patel Nagar, Avantika, Mukund Nagar		
Golf Links, Mehrauli, Chaudhary More, Rakesh Marg, Lal Kuan	GZB CITY-C	3900/-
Mahagun Puram, Daulatpura, Vijay Nagar, Mohan Nagar,		
Maliwara, Kalka Ghadi Chowk, Turab Nagar, MMG Hospital		
Aditya World City, Crossing, Jasmine Groove, Delhi Juice Corner		
Sahibabad, Surya Nagar, Gaur City, Bhopura	GZB CITY-D	4130/-
Vasundhara, Modi Nagar, Indirapuram, Vaishali		

D) SCHOOL TRANSPORT FACILITY WITHDRAWAL: The Bus Facility if withdrawn in between the session shall not be made available till March 2025. Any application for availing School Transport shall be received and further permitted only in case of seats available.

Thank you

Pallavi Upadhyaya
Principal