

# Delhi Public School Prayagraj 2022-23



## **OUR MOTTO** **SERVICE BEFORE SELF**

This means that we serve others willingly, graciously and selflessly. We should not expect anything in return for our services, because there is greater pleasure in giving than in receiving. By serving others we serve God.

## **INFORMATION**

Postal Address	:	Devraikh (Near Someshwarnath Mandir) Naini, Prayagraj (U.P.) 211008
Telephone No.	:	+91-7309037049
E-Mail	:	dpsPrayagraj@rediffmail.com
School Website	:	<a href="http://www.dpsPrayagraj.com">www.dpsPrayagraj.com</a>

## **FROM PRINCIPAL'S DESK**

Dear Students/ Parents

Greetings from DPS Prayagraj!!!

DPS curriculum emphasis on the acquisition of knowledge, understanding, critical thinking and problem solving abilities. We firmly believe that every learner is unique and every learner must imbibe the proper value of trust, respect, innovation and sense of community.

The school almanac is an important document that records all the essential information of a learner. It has to be maintained with utmost respect and sincerity by students, parents and teachers.

Please ensure that the Almanac is carried to school every day.

It is important that the parents and students go through the Almanac meticulously.

There are various sections in it, which give all relevant information about the school rules and guidelines, Transport, List of holidays and the Academic calendar for the entire session. The almanac is also a means of communication between the home and school. Specific pages are included for such communication.

Parents please note that Student's personal record form has to be filled up correctly by you at the beginning of the session. Also please paste a recent passport size photograph of your ward.

Parents must also go through the Almanac on daily basis.

Let us look forward to an even better 2022-23 session.

With Best Wishes

**Dr. Sujata Singh**

**Principal**

**DPS Prayagraj**

## LIST OF HOLIDAYS

S.No.	Holiday	Date	Day
1.	Ram Navmi	10-04-2022	Sunday
2.	Ambedkar Jayanti	14-04-2022	Thursday
3.	Mahavir Jayanti	14-04-2022	Thursday
4.	Good Friday	15-04-2022	Friday
6.	EID	03-05-2022	Tuesday
5.	Budh Purnima	16-05-2022	Monday
7.	Bakrid	09-07-2022	Saturday
8.	Moharram	09-08-2022	Tuesday
9.	Raksha Bandhan	11-08-2022	Thursday
10.	Janmashtami	18-08-2022	Thursday
11.	Anant Chaturdashi	09-08-2022	Tuesday
12.	Gandhi Jayanti	02-10-2022	Sunday
13.	Dussehra	04 to 06-10-2022	Tuesday to Thursday
14.	Barawafat	09-10-2022	Sunday
15.	Diwali	22 - 26-10-2022	Saturday to Wednesday
16.	Guru Nanak Jayanti	08-11-2022	Tuesday
17.	Christmas	25-12-2022	Sunday
18.	Makar Sankranti	15-01-2023	Sunday
19.	Mauni Amavasya	21-01-2023	Saturday
20.	Basant Panchami	26-01-2023	Thursday
21.	Maghi Purnima	04-02-2023	Saturday
22.	Maha Shivaratri	18-02-2023	Saturday
23.	Holi	07 - 09-03-2023	Tuesday to Thursday

### Vacations

SUMMER (Pre-Nursery to XII).....22 May 2022 to 26 June 2022

WINTER (Pre-Nursery to XII)..... 29 Dec. 2022 to 9 Jan. 2023

# **SCHOOL RULES OF CONDUCT AND DISCIPLINE**

- Each student should carry the Almanac to School everyday.
- Students should be neat and tidy in school uniform on school days, open days and for all school functions.
- All entries in almanac must be complete.
- The school building and property must be respected. Any damages done to the school property will be realized from the student responsible.
- No student above Class VIII can come casually dressed on birthdays or any other occasion.
- Celebration of birthdays in the school canteen is not allowed.
- Scribbling on walls and boards is a punishable offence.
- The observance of the rules of discipline of the school and good behavior is an essential pre-requisite for a student's continuance in school. In case a Student violates the school rules, indulges in any form of indiscipline, strict actions like expulsion, suspension/ rustication shall be taken against the student.
- Bullying and use of foul language are punishable offences.
- No student shall indulge in the following practices :
  - Spitting in or near the school building
  - Whistling or shouting
  - Damaging school property
  - Rowdyism
  - Use of violence in any form
  - Casteism, communalism or practice of untouchability
  - Smoking, use of drugs, intoxicants, gutka and panmasala
- The School reserves the right to suspend or take disciplinary action against a student whose progress is unsatisfactory or whose conduct is harmful to other students.
- No valuables like expensive watches, mobiles, i-pods, i-pads, surplus money should be brought to school.
- Mobiles once confiscated, no claim will be entertained. The school phone is available for all students in cases of emergency.
- Half days will not be allowed to any child unless there is a medical or valid reason and the parents come to school and accompany and child back to home.
- Students who have been sick should bring a Medical Certificate from the Doctor on the day of re-joining School.
- Parents should fill up the "Record for Non-attendance" for each day the student has been absent from School stating the reasons for his absence.
- Students are not granted leave outside the regular vacation periods(except in case of illness).Students who do not join school on the days of reopening after vacations are liable to have their names struck off the school rolls unless otherwise informed earlier.

- A student returning to school after a contagious/infectious disease should produce a doctor's certificate permitting him fit to attend school. Students suffering from the following diseases must observe the prescribed period of quarantine before returning to School.
  - Chicken pox till scabs fall off.
  - Cholera till the child is completely well.
  - Measles-2 weeks after the rashes disappear.
  - Mumps-until the swelling is gone; about 1 month.
  - Whooping Cough-6 weeks.
  - Jaundice-6 weeks
  - Swine Flu-till the time the doctor specifies fit.
- Repeated absence without leave or un-explained absence for more than 3 weeks renders the child's name struck off from the rolls.
- It is compulsory for students from Classes I to XII to maintain 90% attendance during the entire academic session so that they are eligible to appear for their final assessments. This can however be relaxed on medical grounds and the Principal's decision is final.
- A certificate of merit will be given to students with 100% attendance.

## **FEE RULES & REGULATIONS**

The school fees should be submitted as under – classes Pre-Nursery to V & XI – XII (ICICI Bank), classes VI to X (HDFC Bank) at Prayagraj, through Fee Deposit Books provided by the school.

The Bank will accept the fees by cash or draft payable at Prayagraj, drawn in favour of Delhi Public School, Prayagraj.

- Fees can also be paid online by logging in student's portal.
- For your convenience, fee can be paid by cash at school counter after the bank closes deposit of quarterly fee.
- Payment of fees through card will be accepted at the school office only.
- Late fine of Rs. 500 per month will be charged in case of late payment.
- In no case should the school dues be allowed to fall into arrears. If the school fees fall into arrears for both tuition and transport for a quarter the name of the student will be deleted from the school roll, without further notice and re-admission may not be granted. If re-admission is granted the entire fees and necessary formalities, as processed for a new student, will apply to the case.
- Parents /Guardians are requested to please keep the fee deposit book for their record and for reference, if and when, required by the school.
- Fees for all classes will be collected in the bank on the dates as mentioned in the fee book.

\*Amount of Rs. 5000/- (Non Refundable) will be charged as Re-admission fee for class XI.

## **ADMISSIONS/WITHDRAWALS**

- The Principal reserves the right, to refuse admission to any, without furnishing a reason.
- Formal admission is complete only after the application form has been considered by the Principal, the parent informed about decision, and an admission card signed by the Principal issued. Ordinarily this is after an interaction/entrance test. The residential address as mentioned in the application form, if changed later, must be intimated to the school, at the earliest.
- At the time of admission, a student must produce a satisfactory evidence of date of birth, Aadhar card or an affidavit certifying his date of birth. No student will be admitted to the school without a Transfer Certificate, from the last school which she/he attended. The original and photo-copy of the previous school's mark sheet of a class lower than to which the child is seeking admission must be submitted by the **1<sup>st</sup> week of April**.
- Date of birth once entered in the admission form by the Parent will not be changed.
- The school leaving certificate of a student joining school from Classes VI-XII must be countersigned by the Educational Authority of the District in which the previous School is situated for children coming from any State other than Uttar Pradesh.
- As per the CBSE norms, a student will not be allowed to change his subjects in Class XI once the registration has been done.
- A School Leaving Certificate will not be issued until all fees is paid and dues are clear. Those who leave in mid-session will have to pay for the full term.
- For withdrawal of a pupil from the school, a calendar months notice must be given in writing, before school closes for vacations, otherwise a calendar months fees will be charged.
- A student, who fails for two consecutive years in the same class will be asked to leave the School.

## **CONVEYANCE RULES**

- The student is expected to arrive at his pick-up point 5 minutes before the scheduled time.
- If a child wants to withdraw from the bus facility, one month's prior notice will have to be given by the parent in writing in the Accounts Office.
- Students are expected to behave and be seated in their places.
- No student is allowed to get down from bus before assigned stop.
- No diversion or extension will be made on existing routes.
- The Bus Co-ordinator and the Bus Monitor are responsible for maintaining discipline.
- The list of students and their respective stops will be there in the bus.
- Although strict security measures have been taken, in case of any mishap, the school will not be held responsible for the same.

## **HOUSE SYSTEM**

The house system provides a good platform for the holistic development of students. It forms the basis of all competitions in the school and promotes team spirit, group loyalty and healthy competition. The school is divided into six houses after the names of the rivers i.e. **Chenab, Ganga, Yamuna, Jhelum, Ravi & Satluj**. Students compete for the Inter-house competitions, demonstrating their talents and skills, bringing laurels to their respective houses.

### **School Uniform**

**(I to XII)**

**Boys: -**

#### **Summers**

- White Half Pant (I to III)/ White Full Trousers (IV to XII)
- White half Shirt with school monogram. House T-Shirt and Track pant are to be worn on Wednesday & Friday.
- White Socks with two Green stripes.
- Black School Shoes and School Belt. Sports Shoes on Wednesday & Friday.

**Girls: -**

- White Frock with school monogram (I to III)/White Skirt (IV to XII).
- White Half Shirt with school monogram.
- House T-Shirt and Track pant also to be worn on Wednesday & Friday.
- White Socks with two green stripes.
- Black School Shoes and School Belt. Sports Shoes on Wednesday & Friday.

**Boys: -**

#### **Winters**

- Grey Full Trouser, white full shirt with school monogram (I to XII)/ House T-Shirt and Track Suit to be worn on Wednesday & Friday.
- Grey Socks with two Green stripes.
- Black School Shoes, Tie and School Belt.

**Girls: -**

- Grey Full Trouser with White Full Shirt with school monogram (I to XII)/ House T-Shirt and Track Suit to be worn on Wednesday & Friday.
- Grey Socks with two green stripes.
- Black School Shoes, Tie and School Belt.

**Note:-**

- **Half/Full 'V'-Neck Bottle Green Sweater with monogram (for both Boys and Girls) from Classes I to XII.**

**Blazer is compulsory for all students except on Wednesdays.**

**Note:**

1. No fancy hair clips, nail paint or jewellery is allowed.
2. Girls must wear right length of skirt. They are to wear cycling shorts.
3. Girls must tie their hair neatly with bottle green hair band/ribbons (No other colours are allowed)
4. The cut of the trousers should be straight, fancy trousers are not permitted.
5. House Uniform with sports shoes to be worn on Wednesday & Saturday.

## **GUIDELINES FOR PARENTS**

1. Parents should foster in their children habits of neatness, diligence, regularity, punctuality and respect.
2. Parents are expected to co-operate in the smooth functioning of the School especially in enforcing discipline and by evincing interest in their child's progress by extending their support and encouragement and to see that their ward participates in co- curricular and extra curricular activities.
3. Parents are expected to sign their child's Progress Report and any other written communication conveyed through the Almanac.
4. Every student when called upon to attend extra classes or take part in any activities of the school must compulsorily do so.
5. Parents can meet their ward's Class teacher on every 2nd and 4th Saturdays of the month between 9 - 11 a.m.
6. Visiting Hours: Principal – 9:00am to 11:00 am (only on Tuesday & Saturday).
7. Encourage your ward to take a balanced interest in studies, co-curricular activities and sports.
8. Restrict daily pocket money, excessive spending should be discouraged. The school/class will not be responsible for the loss of money from the school.
9. Do not send gifts/expensive cards for any school authorities for any occasion/teacher day or birthdays.
10. Do not give any money to your ward for any collection, charity, etc unless you get a written information.



## **Delhi Public School Prayagraj** **Examination/Test Schedule** **(2022 – 2023)**

### **CLASSES I - III**

<b>Formative Assessment-I</b>	28 – 06 – 2022 to 09 – 07 – 2022
<b>Formative Assessment-II</b>	22 – 08 – 2022 to 31 – 08 – 2022
<b>Formative Assessment-III</b>	06 – 10 – 2022 to 18 – 10 – 2022
<b>Formative Assessment-IV</b>	05 – 12 – 2022 to 14 – 12 – 2022
<b>Formative Assessment-V</b>	23 – 01 – 2023 to 31 – 01 – 2023
<b>Formative Assessment-VI</b>	04 – 03– 2023 to 22 – 03 – 2023



- It is mandatory for all students to appear in all the tests.
- There is no provision of a retest under any circumstances.
- In case of absence due to medical reasons, a certificate and reports have to be submitted.
- We expect the parents to attend all the PTMs as per the schedule given to keep themselves updated about their child's performance.
- Any changes in residence address and telephone numbers should be communicated in writing immediately, whenever they occur.



# **Delhi Public School Prayagraj**

## **Examination/Test Schedule**

**(2022 – 2023)**

### **Classes IV - IX**

Pre mid Term	18 – 07 – 2022 to 29 – 07 – 2022
Mid Term	06 – 10 – 2022 to 18 – 10 – 2022
Post mid Term	12 – 12 – 2022 to 23 – 12 – 2022
Final Examination	04 – 03 – 2023 to 22 – 03 – 2023

### **Class: X**

Pre mid Term	18 – 07 – 2022 to 29 – 07 – 2022
Pre Board Term – 1	06 – 10 – 2022 to 18 – 10 – 2022
Pre Board Term – 2	in the month of February

### **Class: XI**

Unit Test – 1	18 – 07 – 2020 to 22 – 07 – 2022
Half Yearly	06 – 10 – 2022 to 12 – 10 – 2022
Unit Test – 2	12 – 12 – 2022 to 16 – 12 – 2022
Final Examination	04 – 03 – 2023 to 22 – 03 – 2023

### **Class: XII**

Unit Test – 1	18 – 07 – 2022 to 22 – 07 – 2022
Pre Board Term – 1	06 – 10 – 2022 to 12 – 10 – 2022
Pre Board Term – 2	in the month of February

## *At a Glance .....*

### *OPEN DAY* (Pre Nursery to XII)

<b>Open Day – 1</b>	<b>06 – 08 – 2022</b>
<b>Open Day – 2</b>	<b>29 – 10 – 2022</b>
<b>Open Day – 3</b>	<b>21 – 01 – 2023</b>
<b>Open Day – 4</b>	<b>31 – 03 – 2023</b>

### *SCHOOL TIMINGS*

*Summer - 7:15 am to 1:15 pm*

*Winter - 8:15 am to 2:15 pm*

*Office: 9:00 am to 2:00 pm (all working days)*

### *VISITING HOURS*

*Principal - 9:00 am to 11:00 am (Tuesday & Saturday)*

*Please take prior appointment*

*Teachers - 9:30 am to 11:30 am (All Working Saturdays)*

## **List of Co-Scholastic Activities**

- 1. Golf**
- 2. Horse Riding**
- 3. Billiards/Snooker**
- 4. Football**
- 5. Basket Ball**
- 6. Cricket**
- 7. Tennis**
- 8. Skating**
- 9. Table Tennis**
- 10. Carrom**
- 11. Chess**
- 12. Splash Pool**
- 13. Yoga & Meditation**
- 14. Aerobics**
- 15. Art & Craft**
- 16. Vocal Music**
- 17. Dance**
- 18. Instrumental Music**

- HAM/JAM
- Elocution
- Skit/One – act play
- Debate/Speech
- Declamation
- Spellathon
- Mathemania
- Mock Parliament
- Dance
- Group Song

## **IMPORTANT DAYS**

<b>S.NO.</b>	<b>DATE</b>	<b>OCCASIONS</b>
1.	14 April	B.R. Ambedkar Remembrance Day
2.	18 April	World Heritage Day
3.	22 April	World Earth Day
4.	3 May	International Energy Day
5.	31 May	World No Tobacco Day
6.	5 June	World Environment Day
7.	21 June	International Yoga Day
8.	15 Aug	Independence Day
9.	5 Sept	Teacher's Day (Dr. Radhakrishnan's Birth Day)
10.	8 Sept	International Literacy Day
11.	14 Sept	Hindi day, World First Aid Day
12.	16 Sept	World Ozone Day
13.	27 Sept	World Tourism Day
14.	2 Oct	Gandhi Jayanti, International Day of Non-Violence
15.	24 Oct	United Nations Day
16.	14 Nov	Children's Day/World Diabetics Day
17.	30 Nov	Flag Day
18.	7 Dec	Armed Force Flag Day
19.	14 Dec	National Energy Conservation Day
20.	12 Jan	National Youth Day (Birth Day of Swami Vivekanand)
21.	15 Jan	Army Day
22.	23 Jan	Netaji Subhash Chandra Bose's Birth Anniversary
23.	26 Jan	Republic Day
24.	30 Jan	Martyrs' Day
25.	28 Feb	National Science Day
26.	8 Mar	International Women's Day
27.	15 Mar	World Consumer Rights Day
28.	22 Mar	World Day of Water
29.	23 Mar	World Meteorological Day

