



# DARSHAN ACADEMY

Kirpal Bagh, Sant Kirpal Singh Marg, Delhi-9 Tel: 79698638, 8588806008/9

Website: [www.delhi.darshanacademy.org](http://www.delhi.darshanacademy.org), email – [infodelhi@darshanacademy.org](mailto:infodelhi@darshanacademy.org)

CBSE Affiliation No. 2730364



ISA (2013-16)

IDS (2022-25)

“25 Years: Sparkling Souls, Spreading Peace”

No. DA/KB/ Cir. No:08 / 2024

Dated: 01.04.2024

Dear Parents,

“The beautiful thing about learning is that no one can take it away from you”.

- B.B. King.

As we move to another ladder of success, let me take this opportunity to extend my warm greetings and express my sincere thanks to you for your unconditional support to the school in running of the academic session 2024-25.

We at Darshan Academy work with an aim to create a rich learning environment for all students. The school sets a clear priority for Spiritual Education and strong character building. We strive for excellence in both academic and non-academic disciplines. The foundation of a successful school is the cooperation between the students, staff, parents and community. The school has been taking several initiatives to make the learning process joyful for the children. We help them learn about the world around through the trans disciplinary curriculum. We very much appreciate the support that parents give their children at home as they strive to reach their learning goals.

I look forward to working with everyone and developing a relationship that will assist the growth of our children in ‘Creating Generations of Peace Makers. ‘God Bless us all’.

Kindly go through all the information given in the school diary carefully.

## 1. COMMENCEMENT OF NEW SESSION :

The Academic work of the new session commences for -  
Grade I to IX on 1<sup>st</sup> April, 2024 (Monday)

## 2. SCHOOL TIMINGS :

- |                      |  |
|----------------------|--|
| (a) Classes I and II | 7:50 a.m. to 1:00 p.m. (April to October)  |
| (b) Class III to XII | 7:50 a.m. to 2:00 p.m. (April to October)  |
| (c) Classes I and II | 8:20 a.m. to 1:30 p.m. (November to March) |
| (d) Class III to XII | 8:20 a.m. to 2:30 p.m. (November to March) |

## 3. PUNCTUALITY:

“Punctuality is not about being on time, its basically about respecting your own commitments”.

The school expects Parents/guardians to see that their ward attends school regularly and punctually. Students should reach school before the first call bell. The gate of the school will be closed at the First call bell i.e. at 07:55 a.m.

#### 4. UNIFORM:

*“Our uniform is part of our school identity, uniting the students & we hope that they take pride in wearing it”.*

**Classes I to XII:** - School uniform to be worn from Monday to Friday and House uniform on Saturday.

**The school uniform is to be worn as per specifications given in school almanac on page no 14.**

- ❖ The Identity Card should be worn every day.
- ❖ Do ensure that your child is neatly dressed up and is in complete uniform.
- ❖ All articles and belongings must be labelled.
- ❖ Do ensure that your **child carries a handkerchief and wear face mask.**
- ❖ Nails should be trimmed regularly. Shoes must be polished.
- ❖ Uniform is available at the following Shop: D-45, First Floor, Old Gupta colony, Delhi. The shop will remain open every day till 30.04.2024. and after that on every Sunday , Wednesday & Friday  
Timings : 11:00 am to 5 :00 pm

#### 5. BOOKS & NOTE BOOKS

- ❖ Classes I and II should hand over the stationery to the class teacher within two days of receiving the same.
- ❖ Books should be brought strictly according to the time table. Carrying extra books makes the bag heavy.
- ❖ **Refrain from sending things that your child may have forgotten at home. Bringing things later and leaving it at the office will not be entertained.**
- ❖ Download the Syllabus outline from the school website.
- ❖ Ensure that the notebooks are covered as per the specifications given by the class teacher.
- ❖ Ensure that the proper index is made and maintained throughout the year.
- ❖ Ensure that corrections are carried out regularly.

#### 6. SCHOOL ALMANAC (Diary)

- ❖ Personal Details on both pages of the diary must be filled & duly signed by the parents. Paste photograph in school uniform wherever required.
- ❖ The diary must be brought to school everyday.
- ❖ Check the diary everyday; there may be a message for you. Sign the diary on daily basis.
- ❖ All the notes sent by the teacher in the diary should be acknowledged.
- ❖ Fill in all the personal details on both the pages of the diary and always acknowledge the circulars sent by the school on the prescribed page.

#### 7. LEAVE PROCEDURE

- ❖ **No student will be permitted to leave during school hours . Appointment with doctors, dentists and other medical personnel must not be arranged during school hours.**
- ❖ Fitness certificate should be sent when a student joins after medical leave.
- ❖ Fill in the leave application format given in the school diary, in case your ward is absent from the school.
- ❖ Long leave should be sanctioned before hand.
- ❖ All applications for medical leave must be accompanied with a medical certificate.
- ❖ **Parents are advised not to send children to school if they are not well just because the class has a Project/ worksheet/test/ examination.** However, a serious view will be taken of those who regularly absent themselves.

#### 8. SAFETY & SECURITY

- a) **Bearer Card:** A bearer card will be issued to all the parents. It is mandatory for all the parents/guardian/ driver to carry the bearer card whenever they come to pick up their ward. Any negligence on this part will not be entertained and the child will not be handed over to them. It is mandatory for students to be in school uniform whenever they come to school.
- (b) **Visitors' Card:** Visitors will be issued visitors' card for the person whom they want to meet.
- (c) **Mobile Phones:** Visitors must deposit their mobile phones at the main gate as use of mobiles in school premises is prohibited.

## 9. TRANSPORT

a) **School Bus:** Students availing the bus facility must reach the bus stop 5 min before the arrival time of the bus. Do instruct your child not to get off the bus, once the teacher has taken attendance.

**Parents are requested to pick up the ward from the bus stop.**

Student who carries bus Identity card will be allowed to board the bus. Students entitled to travel on a bus route are responsible for maintaining discipline in the school bus.

No student should stand on the footboard. Student's behaviour in the bus must be polite and gentle. Loud talking, playing, running up and down in the bus must be avoided. Use of abusive language and bullying is strictly prohibited

b) **Private School Cabs organized by Parents:** According to the circular dated 7<sup>th</sup> November,2017 issued by Directorate of Education, parents must abide by the following instructions in case they are using Private School Cabs:

- Parents must provide private cab driver's police verification to the school.
- Parents must provide cab details like cab number , name of cab driver & its contact no to the school.
- Parents must ensure that there is a lady attendant/mother volunteer always present in the van.
- The maximum number of children is limited as per norms based on type of vehicle.
- Students who are coming on their own or using own conveyance must be punctual.

## 10. FEES:

All the fees are to be paid by 10<sup>th</sup> of the first month of every quarter (Refer school diary)

**PAYMENT OF FEES:-** It is to be made through MCB portal. only. Fee details will also be visible on MCB portal. **No other mode of payment is allowed.**

**In case the parents pay the yearly fees including annual & development charges, they are entitled to get 5% discount.**

## 11. TIMINGS TO MEET THE PRINCIPAL/HEAD MISTRESS/ CO-ORDINATORS

Parents may meet the following with prior appointment as per the schedule given below.

	Days	Time
Principal/HOS	Monday to Friday	9:00 a.m to 9.45 a.m
Coordinators/Teachers	Monday to Friday	2.15 p.m to 3.00 p.m ( Summer) 2.45 p.m to 3.30 p.m ( Winter)

## 12. HOME ASSIGNMENT:

Home Assignment Schedule should be followed and assignments should be submitted to the teachers on the particular days mentioned.

## 13. BREAK TIME

Kindly send only **Plant Based food** items together with a fruit to school for the break. Please follow the lunch schedule given by the teacher.

- **Sending lunch during break time is strictly prohibited.**
- Avoid sending Junk food like chips, wafers, noodles etc.
- Send water in good quality insulated water bottles.
- Avoid the use single use plastic bottles, lunch boxes, etc.

14. EVALUATION :- We will follow the assessment policy as advised by CBSE.

15. PTM:- Do attend all Parent -Teacher Meetings to keep yourself updated about the performance of the child. Always bring your ward during PTM's in proper school uniform.

**16. SCHOOL PROPERTY:** Students must take special care of school property like furniture, glasses, apparatus and other things in the school premises. Any damage to the school property is a serious violation and must be compensated for.

**17. DISCIPLINE**

- Students must always greet their teachers, elders and friends in a pleasant voice wherever they meet.
- Running and yelling inside the school building is unbecoming and forbidden.
- Instruct your ward to follow safety rules.
- Students must use the washrooms & water coolers of their respective floors only. Movement to other floors will not be permitted.
- Movement without class pass is strictly prohibited.
- Students are not permitted to carry or use mobile phones, cameras and iPods etc in school.

**18. BIRTHDAY CELEBRATION :** Do not send any gift on birthdays. \_\_B'day Celebration can be done by simply distributing toffee/chocolates to the classmates.

**19. SPECIAL COURSES:** (Co-Curricular Activities & Morning/ Afternoon Coaching Camps)

School conducts special courses for the overall development of the child. Your child can avail one or more of the following activities provided by school:

- |                |                |               |
|----------------|----------------|---------------|
| • Table-Tennis | Roller skating | Basket ball   |
| • Badminton    | Volley Ball    | Rope Skipping |
| • Chess        | Art & Craft    | Wall Climbing |
| • Music        | Yoga           | Taekowond     |
- A separate form will be sent later on to get your consent about a particular course opted by you for your ward.
  - Remedial and Special courses for students are conducted for students without charges from 2:15 p.m.to 3:00p.m in the school. Parents are requested to send their wards for the same and make necessary arrangements to pick up their ward from school after the remedial class.

**20. THIRD LANGUAGE:** We have “Spanish and ‘ Sanskrit’ as third language for classes VI to VIII. You may opt any one.

**21. ENHANCE READING HABIT/ PERSONAL GROWTH:**

- ❖ Encourage your ward to read newspapers, story books, novels etc
- ❖ Ensure that your ward converse in campus language
- ❖ Help your ward to read with proper voice modulation
- ❖ Encourage your ward to summarise what he/she has read
- ❖ Ensure that your ward daily carries a dictionary, story book or novel

**22. INTERACTION**

- ❖ Spend quality time with your ward every day. Listen to him/her patiently, answer his /her queries, and encourage him/her to think creatively.
- ❖ Discuss his/her day at school and encourage him/her to converse in campus language viz. English.
- ❖ We have a support system to take care of your child in the school. Meet the class teacher with prior appointment or after the school hours, if necessary.
- ❖ Help develop Reading habit in your ward as it tremendously helps in improving comprehension, accuracy, fluency and in increasing vocabulary.

**21.MCB Portal** - This app facility is available to parents to any information related to the school

**Please Note:-**

Students are accountable to the school authorities for their behaviour both in school and out of school, particularly when they are in their school uniform.

Parents are expected to regularly take the feedback from the class teacher about the conduct of their ward.

Parents are not allowed to enter the classroom during school hours.

Your continuous co-operation will strengthen our endeavours in every sphere.

**Ms Mamta Sabharwal**  
**Head of the School**