



NEW GREEN FIELD SCHOOL

Saket,
New Delhi
Session 2022-23

Date :- 23-09-2022

CIRCULAR FOR PARENTS

- ❖ All parents must ensure that their ward enters the school premises before 8:40 a.m. The school gates shall close at the given time and no student shall be allowed to enter thereafter.
- ❖ The parents should drop the students at the school gate only. They are not allowed to enter the premises.
- ❖ Parents visiting the school should be properly attired. Parents inappropriately dressed (*in shorts or night dress*) shall not be allowed in the school premises.
- ❖ Parents having any query can contact the teacher on the concerned whatsapp group between 2:15pm to 3 pm. They should avoid sending personal message or making call at odd hours. The school authority shall take strict action for non compliance. Their phone number maybe blocked.
- ❖ Parents having queries from Accounts Department can visit the fee counter between 9:00 am to 1:00 p.m. on all working days.
- ❖ All the parents are advised to send their wards in proper school uniform only.
- ❖ As also upheld by the Hon'ble High Court of Delhi, the names of defaulters in fee payment can be struck off the rolls. The parents are requested to ensure that school fees is paid on time.
- ❖ In case of genuine difficulty, they must obtain written permission from the Principal.

PRINCIPAL