 **mARCH**

 **PRAGATI PUBLIC SCHOOL**

**Sector-13, Phase II, Dwarka, New Delhi 110078**

**Ph# 011-28033100, 28032711, 9811011183**

PPS/2017-18/53 October 16, 2017

**Sub: ISRO Visit**

Dear Parents,

As you are aware that the school is organizing an educational trip to Indian Space Research Organization (ISRO), Ahmedabad

from **Tuesday, 7th November to Saturday, 11th November 2017**. The detailed itinerary is given below:

**07.11.2017 (Tuesday)**

* Reporting at 11:30 am in the school & proceed to Old Delhi Railway Station at 12:00 noon
* Board Ashram Express at 3:20 pm (overnight in train)
* Evening snacks and dinner in Train

**08.11.2017 (Wednesday)**

* Arrive Ahmedabad at 7:40 am
* Check into the 3 star Hotel
* Breakfast after check in
* Visit to Gandhi Ashram, Hutheesinh Jain Temple and Sardar Patel Museum
* Lunch at 2:00 pm
* Visit to Adalaj Ni vav, Sarkhej Roja, Kankaria Lake
* Dinner in Hotel

**09.11.2017 (Thursday)**

* Breakfast in the morning in the Hotel
* Visit to ISRO
* Back to Hotel for lunch
* Evening at leisure and visit to local market

**10.11.2017 (Friday)**

* Check out from the hotel after breakfast
* Visit to Akshardham Temple
* Lunch in Akshardham Temple
* Proceed to Ahmedabad Railway Station in the evening
* Board Ashram Express at 6:30 pm for Delhi
* Dinner in Train

**11.11.2017 (Saturday)**

* Arrive Old Delhi Railway Station at 10:10 am
* Breakfast en-route in the train.

**Parents are requested to pick up their ward from the school on arrival at 11:30 am.**

Kindly send the following items with your ward (properly labeled) in an air bag:

* Identity Card
* Torch
* Lock & Key
* Pair of Sports shoes
* Pair of bathroom slippers
* Personal toiletries i.e. toothbrush & tooth paste, comb, hair oil, shampoo, talcum powder, soap
* Five sets of clothes
* Night suit
* Medicines, in case your ward is on medication, in a proper packet or bottle with doses neatly written.
* Water bottle
* Sunglasses
* Note pad & pen/pencil

As far as possible, children should travel light.

The trip cost includes all expenses except expenses of personal nature. You can send a nominal amount of Rs. 500/- to Rs.1000/- towards out of pocket expenses.

Please do not send any sharp items like pocket knife, blade etc. and expensive items like wrist watch, alarm clock, gold chain, gold ring, camera, IPOD, Mobile phone, Walkman etc. The school authorities shall not be responsible for any loss, damage, pilferage, theft of any such item carried by your ward.

The students would be accompanied by the teachers from the school. You can contact the Hotel or the teachers to know about the welfare of your ward from 7:30 pm to 9:30 pm. The contact numbers are as under:

Mr. Pradeep Kumar (9891536520) Ms.Anubha (8800471670) Ms. Debasree (8447682220) Ms. Anasua (9810441561)

Ms. Garima Sharma (9250775203) Mr. Maneet (9717297600) Ms. Megha (9871094041) Hotel Heritage, Ahmedabad

(07926574731)

Thanking you

Principal

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 **PRAGATI PUBLIC SCHOOL**

**Sector-13, Phase II, Dwarka, New Delhi 110078**

**Ph# 011-28033100, 28032711, 9811011183**

PPS/2017-18/54 October 11, 2017

Dear Parents,

This has reference to the various circulars sent by the school from time to time informing parents about the guidelines issued by the Hon’ble Supreme Court regarding the safety of school children. We would request you to kindly adhere to the following guidelines:

1. Students **should not** reach the school before **7:15 am** in summers and **7:45 am** in winters and should leave the school before **2:00 pm** in summers and **2:30 pm** in winters, without fail. **Please note that** **the gate will open only at 7:15 am in the morning in summers and 7:45 am in winters.**
2. You are requested to bring the Yellow Identity Card along with you when you come to pick up your ward/s from the school. In case you are authorizing somebody else to pick up your ward/s from the school, then you are requested to give an authority letter to the person who is coming to pick up your child and the Yellow Identity Card.
3. In case you are allowing your ward to travel on his/her own then you are requested to inform the school in writing about the same.
4. In case your child is commuting to school by his/her own vehicle (though it is not permitted, as the students are under-age and they do not possess a valid Driving Licence), then you need to give an undertaking to the school to this effect.

We would request you to kindly adhere to the above guidelines without any compromise in order to ensure safety and security of your ward/s.

Thank you

Principal

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 **PRAGATI PUBLIC SCHOOL**

**Sector-13, Phase II, Dwarka, New Delhi 110078**

**Ph# 011-28033100, 28032711, 9811011183**

PPS/2017-18/56 October 13, 2017

**To: The parents of students of Class XII**

Dear Parents,

Please make a note of the following:

1. The school timings w.e.f. **Monday, 23rd October 2017 to Wednesday, 25th October 2017** will be from **7:30 am to 2:30 pm**. Kindly make arrangements to pick up your ward from the school / bus stop accordingly. Students will have block teaching classes on these days.
2. On account of Dress Rehearsal and Annual Day-cum-Prize Distribution function, students will be given a holiday from **Thursday, 26th to Monday, 30th October 2017.** We extend an invitation to you to the Annual Day Function on 28th and 29th October 2017.

Principal



 **PRAGATI PUBLIC SCHOOL**

**Sector-13, Phase II, Dwarka, New Delhi 110078**

**Ph# 011-28033100, 28032711, 9811011183**

PPS/2017-18/45 September 13, 2017

**To: The Parents of students of Classes VI-XI**

Dear Parents,

We take the opportunity to thank you for the trust and confidence shown in the school. We hope that you are satisfied with the progress of your ward/wards.

In our endeavor to achieve an all round development, the students will be showcasing their talents in the field of music, dance and drama on the Annual Day-cum-Prize Distribution Function to be held on **Sunday, 29th October 2017** in the school premises (detailed circular to follow).

We believe that for the holistic development of the child, participation in co-curricular activities is necessary and a must. An attempt has been made to involve each and every child, to contribute to the success of the function.

The costumes and the accessories for the annual day program will be specially tailored for each and every student and the make-up will be done by the professionals. The costumes will be **given to** the students after the function. Kindly send a sum of Rs. 1,200/- towards the charges for costume and accessories, to the class teacher latest by **Wednesday, 20th September 2017**.

The other organizational expenses like recording, sound & light, refreshments etc. to the students will be borne by the school.

You are cordially invited for the function. (Invitation will be sent in due course).

Looking forward to your whole hearted co-operation in making the function a success.

Regards

Principal Coordinator Coordinator



 **PRAGATI PUBLIC SCHOOL**

**Sector-13, Phase II, Dwarka, New Delhi 110078**

**Ph# 011-28033100, 28032711, 9811011183**

PPS/2017-18/45 September 13, 2017

**To: The Parents of students of Classes Pre-Primary to V**

Dear Parents,

We take the opportunity to thank you for the trust and confidence shown in the school. We hope that you are satisfied with the progress of your ward/wards.

In our endeavor to achieve an all round development, the students will be showcasing their talents in the field of music, dance and drama on the Annual Day-cum-Prize Distribution Function to be held on **Saturday, 28th October 2017** in the school premises (detailed circular to follow).

We believe that for the holistic development of the child, participation in co-curricular activities is necessary and a must. An attempt has been made to involve each and every child, to contribute to the success of the function.

The costumes and the accessories for the annual day program will be specially tailored for each and every student and the make-up will be done by the professionals. The costumes will be **given to** the students after the function. Kindly send a sum of Rs. 1,050/- towards the charges for costume and accessories, to the class teacher latest by **Wednesday, 20th September 2017**.

The other organizational expenses like recording, sound & light, refreshments etc. to the students will be borne by the school.

You are cordially invited for the function. (Invitation will be sent in due course).

Looking forward to your whole hearted co-operation in making the function a success.

Regards

Principal Coordinator Coordinator Coordinator

Pre-Primary Wing Classes I & II Classes III to V



 **PRAGATI PUBLIC SCHOOL**

**Sector-13, Phase II, Dwarka, New Delhi 110078**

**Ph# 011-28033100, 28032711, 9811011183**

PPS/2017-18/55 October 12, 2017

**To: The Parents of participants of the Annual Day Function (Classes Pre-Primary – V)**

Dear Parents,

The School is organizing the **Annual Day-cum-Prize Distribution function** for the students of Pre-Primary and Primary wing, on **Saturday, 28th October 2017** from 5:30 pm onwards in the school premises. T**he dress rehearsal will be held on Thursday, 26th October 2017.** **There won’t be any practice on Friday, 27th October 2017 and will be a holiday for the students.** This is a major event of the school in which all the students from classes Pre-Primary to V will be participating with zeal and enthusiasm.

The school has made an attempt to include each and every student in this event. The success of this function depends on the combined effort and cooperation of the parents and the school. Please go through the following schedule:

**1**. In view of the practice of Annual Day Programme to be held on 28th October 2017, the school will be extending

 the timings by an hour w.e.f. **Monday, 23rd October 2017 to Wednesday, 25th October 2017** i.e. the school will

 **get over at 2:30 pm (timings will be from 7:30 am to 2:30 pm for classes I-V)** for the students except for Class

 Pre-Primary. Parents are requested to pick up their ward from the school/bus stop accordingly.

**2. Thursday, 26th October 2017 i.e. Dress Rehearsal**

1. All the students to reach the school by **1:30 pm,** assemble in the rooms allotted to them and report to their sequence in-charge (Venues allotted to the various performances is enclosed). The rehearsal will finish by **9:00 pm**. Buses will ply accordingly.
2. **Bus Users** : Buses will ply as per the timings mentioned above. Parents are requested to pick up their ward/wards from the bus stop after the practice. In case you wish to pick up your ward from the school after the rehearsal gets over then you are requested to send an application to the class teacher latest by **23.10.2017** so that the necessary information can be given to the transport in-charge and the bus in-charge. **All the parents who are** coming to pick up their ward/wards are requested to use **Gate No. 2** for the entry. Dispersal will be from the allotted venues (as enclosed). Please inform the teacher in-charge before taking your ward/wards. **Gate will open only at 9:00 pm for dispersal.**
3. **Non Bus Users**: Parents are requested to pick up their ward/wards from the school after the practice gets over at 9:00 pm. **No child will be allowed to leave the school alone after the practice**. Please use **Gate No. 2** for entry into the school building. Dispersal will be from the allotted venues (as enclosed). Please inform the teacher in-charge before taking your ward/wards. In case the child is not returning with the parents, please ensure that an authorization letter to this effect is given to the sequence-in-charge with the name and identity of the person responsible for escorting your ward after the function. **Gate will open at 9:00 pm for dispersal.**
4. Students of Pre-Primary can be **picked up at** 8**:00 pm** after the rehearsal, from their respective class rooms. Parents will have to make their own arrangements to pick up their ward from the school after the rehearsal. Please inform the class teacher before taking your ward.
5. All the participants to wear their school uniform along with the ID card.
6. The costumes will be handed over to the participants after the dress rehearsal by the teacher in-charge. Kindly send an empty poly bag neatly labelled (name, sequence, class & section written on the poly bag) in which the children can keep their costumes. All the belongings of the children should be labelled properly.
7. We would request you to please iron the costumes properly and alter them, if required. The accessories will be given in the school itself and would be collected back after the rehearsal.
8. Though the school will provide the students with refreshments, we would request you to send dry lunch, fruit, water bottle, a rough note book, pencil box and almanac.
9. Students should not wear expensive jewelry, watches etc. The school will not be responsible in case of loss of these items.
10. No electronic items like mobile, camera, i-pod etc. or sharp objects like knife, blade, scissors etc. will be allowed. If found the same will be confiscated.

**3. Saturday, 28th October 2017 i.e. the Function Day**

1. All the students to reach the school by **1:30 pm,** assemble in the rooms allotted to them and report to their sequence in-charge (Schedule enclosed). **Buses will ply accordingly**. Parents of students of Pre-Primary class can drop their ward by **3:30 pm**. No bus facility will be available in that case.
2. The buses will **not ply** in the evening after the function gets over.
3. All the participants to come in their school uniform along with their ID card and bring their costumes along with them. They will be required to change into their costume when they reach the school.
4. The students can go back home in their costumes after the function gets over. However, the accessories will have to be returned after the programme.
5. Children to wash their hair properly and avoid using oil. The hair style will be intimated to the students by their respective in-charges.
6. Girls with very short hair to pin their hair with hair pins. Please ensure that the hair do not fall on their forehead.
7. Kindly send a comb, hand towel, soap, packet of hair pins and safety pins along with your ward.
8. Parents are requested to stay till the end of the program and encourage each and every child. **No child will be allowed to leave the school before the entire function gets over.**
9. Dispersal after the function will be as per the schedule attached. Kindly inform the sequence in-charge before taking your ward from the respective venues allotted to them. We would request only one parent to come and pick up his/her child from the allotted venue. Dispersal might take some time, please be patient and cooperate with the school.
10. Parents are earnestly requested to adhere to the dispersal schedule to ensure smooth functioning. In case the child is not returning with the parents, please ensure that an authorization letter to this effect is given to the sequence-in-charge with the name and identity of the person responsible for escorting your ward after the function.
11. **The invitation card for the Junior Annual Day will be sent soon**. For security reasons you are requested to carry your invitation card along with you. Entry will be strictly through the card. Parents are requested to be seated by **5:15** **pm**. Only two people will be allowed on one invitation card. **Invitation cards for the Senior Annual Day will be available, on request in writing.**
12. For security reasons, you are requested not to bring any cameras (video or still). The school videographer will be taking all the photographs and videos, for which you can place the order with the school authorities.
13. Though the school will be providing refreshments to the students, we would request you to send dry lunch, fruit, water bottle, a rough note book, pencil box and almanac.
14. Students should not wear expensive jewelry, watches etc. The school will not be responsible in case of loss of these items
15. No electronic item like mobile, camera, i-pod etc. or sharp objects like knife, blade, scissors etc. will be allowed. If found the same will be confiscated.
16. **The school will remain closed on Monday, 30th October 2017.**

We look forward to your support and cooperation in making the function a success.

Wishing you all a Very Happy & Prosperous Diwali!

Principal Ms. Sathi Ghosh Ms. Aparna Srivastava Ms. Niharika Pamnani

 Coordinator – PrePrimary Coordinator-Classes III-V Coordinator Classes I & II



 **PRAGATI PUBLIC SCHOOL**

**Sector-13, Phase II, Dwarka, New Delhi 110078**

**Ph# 011-28033100, 28032711, 9811011183**

PPS/2017-18/55 October 12, 2017

**To: The Parents of participants of the Annual Day Function (Classes VI – XI)**

Dear Parents,

The School is organizing the **Annual Day-cum-Prize Distribution function** for the students of Middle, Secondary and Senior Secondary wing on **Sunday, 29th October 2017** from 5:30 pm onwards in the school premises. **The dress rehearsal will be held on Friday, 27th October 2017.** **There won’t be any practice on Thursday, 26th October 2017 and will be a holiday for the students.** This is a major event of the school in which all the students from classes VI to XI will be participating with zeal and enthusiasm.

The school has made an attempt to include each and every student in this event. The success of this function depends on the combined effort and cooperation of the parents and the school. Please go through the following schedule:

**1.**In view of the practice of Annual Day Progamme to be held on 29th October 2017, the school will be extending the

 timings by an hour w.e.f. **Monday, 23rd October 2017 to Wednesday, 25th October 2017** i.e. the school will **get**

 **over at 2:30 pm (timings will be from 7:30 am to 2:30 pm)** for the students. Parents are requested to pick up

 their ward from the school/bus stop accordingly.

**2. Friday, 27th October 2017 i.e. Dress Rehearsal**

1. All the students to reach the school by **1:30 pm,** assemble in the rooms allotted to them and report to their sequence in-charge (Venues allotted to the various performances is enclosed). The rehearsal will finish by **9:00 pm**. Buses will ply accordingly.
2. **Bus Users** : Buses will ply as per the timings mentioned above. Parents are requested to pick up their ward/wards from the bus stop after the practice. In case you wish to pick up your ward from the school after the rehearsal gets over then you are requested to send an application to the class teacher latest by **23.10.2017** so that the necessary information can be given to the transport in-charge and the bus in-charge. **All the parents who are** coming to pick up their ward/wards are requested to use **Gate No. 2** for the entry. Dispersal will be from the allotted venues (as enclosed). Please inform the teacher in-charge before taking your ward/wards. **Gate will open only at 9:00 pm for dispersal.**
3. **Non Bus Users**: Parents are requested to pick up their ward/wards from the school after the practice gets over at 9:00 pm. **No child will be allowed to leave the school alone after the practice**. Please use **Gate No. 2** for entry into the school building. Dispersal will be from the allotted venues (as enclosed). Please inform the teacher in-charge before taking your ward/wards. In case the child is not returning with the parents, please ensure that an authorization letter to this effect is given to the sequence-in-charge with the name and identity of the person responsible for escorting your ward after the function. **Gate will open at 9:00 pm for dispersal.**
4. All the participants to wear their school uniform along with the ID card.
5. The costumes will be handed over to the participants after the dress rehearsal by the teacher in-charge. Kindly send an empty poly bag neatly labelled (name, sequence, class & section written on the poly bag) in which the children can keep their costumes. All the belongings of the children should be labelled properly.
6. We would request you to please iron the costume properly and alter them, if required. The accessories will be given in the school itself and would be collected back after the rehearsal.
7. Though the school will provide the students with refreshments, we would request you to send dry lunch, fruit, water bottle, a rough note book, pencil box and almanac.
8. Students should not wear expensive jewelry, watches etc. The school will not be responsible in case of loss of these items.
9. No electronic items like mobile, camera, i-pod etc. or sharp objects like knife, blade, scissors etc. will be allowed. If found the same will be confiscated.

3. **The school will remain closed on Saturday, 28th October 2017 due to Annual Day Function of Primary**

 **Wing. Invitation cards for the Primary Wing Annual Day will be available on request in writing.**

**4. Sunday, 29th October 2017 i.e. the Function Day**

1. All the students to reach the school by **1:30 pm,** assemble in the rooms allotted to them and report to their sequence in-charge (Schedule enclosed). **Buses will ply accordingly**.
2. The buses will **not ply** in the evening after the function gets over.
3. All the participants to wear their school uniform along with the ID card and bring their costumes along with them. They will be required to change into their costumes when they reach the school.
4. The students can go back home in their costumes after the function gets over. However, the accessories will have to be returned after the programme.
5. Children to wash their hair properly and avoid using oil. The hair style will be intimated to the students by the respective sequence in-charges.
6. Girls with very short hair to pin their hair with hair pins. Please ensure that the hair do not fall on their forehead.
7. Kindly send a comb, hand towel, soap, packet of hair pins and safety pins along with your ward.
8. Parents are requested to stay till the end of the program and encourage each and every child. **No child will be allowed to leave the school before the entire function gets over.**
9. Dispersal after the function will be as per the schedule attached. Kindly inform the sequence in-charge before taking your ward from the respective venues allotted to them. We would request only one parent to come and pick up his/her child from the allotted venue. Dispersal might take some time, please be patient and cooperate with the school.
10. Parents are earnestly requested to adhere to the dispersal schedule to ensure the smooth functioning. In case the child is not returning with the parents, please ensure that an authorization letter to this effect is given to the sequence-in-charge with the name and identity of the person responsible for escorting your ward after the function.
11. **The invitation card for the Senior Annual Day will be sent soon**. For security reasons you are requested to carry your invitation card along with you. Entry will be strictly through the card. Parents are requested to be seated by **5:15 pm**. Only two people will be allowed on one invitation card. For security reasons, you are requested not to bring any cameras (video or still). The school videographer will be taking all the photographs and videos, for which you can place the order with the school authorities .
12. Though the school will be providing refreshments to the students, we would request you to send dry lunch, fruit, water bottle, a rough note book, pencil box and almanac.
13. Students should not wear expensive jewellry, watches etc. The school will not be responsible in case of loss of these items
14. No electronic item like mobile, camera, i-pod etc. or sharp objects like knife, blade, scissors etc. will be allowed. If found the same will be confiscated.
15. **The school will remain closed on Monday, 30th October 2017.**

We look forward to your support and cooperation in making the function a success.

Wishing you all a Very Happy & Prosperous Diwali!

Best Wishes

Principal Ms. Anasua Talukdar Ms. Seema Nagar

 Coordinator-Sec. & Sr. Sec. Coordinator Middle Wing