

IMPORTANT INFORMATION FOR PARENTS

The parents may meet the following as per the schedule given below:

- Principal (On all working days with prior appointment through the portal or e-mail).
- Head Mistress on working days with prior appointment through the portal.
- Representatives (On Monday morning with prior appointment). Kindly send a request to the Rep./Class Teacher through the almanac/portal to seek an appointment.
- Parents are requested not to go directly to the class to meet the teachers as they will not be able to leave their class to attend to you.
- **PLEASE NOTE THAT WE CANNOT MEET PARENTS WITHOUT PRIOR APPOINTMENT.**
- The Parents teacher meeting (PTM)/ other meetings are intended for parents only.

It's an opportunity for them to discuss their ward's progress and address the concerns with the teacher. We will not allow grandparents to be part of the PTM/Meetings.

- Please ensure that the details in the almanac are completed and updated.
- Please note that the fee for every quarter has to be paid as per the following schedule:

I	Quarter (April-June)	-	by 10th April
II	Quarter (July-Sep)	-	by 10th July
III	Quarter (Oct-Dec)	-	by 10th Oct
IV	Quarter (Jan-March)	-	by 10th Jan

The school does not undertake to send reminders for fee.

(Non payment of fee will result in the child's name being taken off the rolls after a month).

- If a cheque is dishonoured by the bank, a fine of Rs.200/- per cheque will be charged. Also, an amount of Rs.100/- per day will be charged as late fee.
- Late fee cannot be made by cheque. However, you may pay the same by Demand Draft.
- Kindly adhere to the above schedule to avoid any inconvenience.
- Please note that the admin & accounts departments work during summer & winter vacation (on working days).
- Online payment can be made through Debit Card/Credit Card/Net Banking. Online payment will be accepted through School Website I Portal only.
- School Uniform for classes Pre-Nurse, Nursery and Prep may change from the session 2024-2025.

THE LEADERSHIP TEAM

S.No.	Name	Designation	Email ID
1.	Ms. Aditi Misra	Director	aditi.misra@gmail.com principal@dpsgurgaon.org
2.	Dr. Richa Prakash Ghosh	Principal	principal@dpsjaipur.com
3.	Ms. Anjana Swami	Headmistress Senior School (IX to XII)	hmsenior@dpsjaipur.com
4.	Dr.Navita Chandak	Headmistress Middle School (VI to VIII)	hmmiddleschool@dpsjaipur.com
5.	Ms. Sandhya Shringi	Headmistress Junior School (Pre Nursery to V)	hmjuniorschool@dpsjaipur.com
6.	Mr. Shashank Bhushan	Director Sports	directorsports.bh@dpsjaipur.com
7.	Mr. Ravi Dutt	Dean- Academics (Pastoral Care & Shiksha Kendra)	deanacademicspc@dpsjaipur.com
8.	Mr. Anjani Kumar Sharma	Dean- Academics and CBSE Cell	deanacademics@dpsjaipur.com
9.	Mr. Faisal Khan	Dean- Student Welfare	deanstudentwelfare@dpsjaipur.com
10.	Ms. Shalini Chaturvedi	Dean-Student Counselling	deanstudentcounselling@dpsjaipur.com
11.	Ms. Latika Chaudhary	Dean- Career Counselling, Guidance and Placements	deanguidanceandcounselling@dpsjaipur.com

PLANNER 2023-24

DAY	Mar	Apr	May	Jun	Jul	Aug	Sep
Monday			1				
Tuesday			2			1	
Wednesday	1 (New Session X & XII)		3			2	
Thursday	2		4	1		3	
Friday	3		5 Budh Purnima	2		4	1
Saturday	4	1 (NIWD)	6	3	1	5	2 III-XII*
Sunday	5	2	7	4	2	6	3
Monday	6	3 Mahavir Jayanti	8	5	3	7	4
Tuesday	7	4 (New Session PN-X & XII)	9	6	4	8	5
Wednesday	8	5	10	7	5	9 Adivaasi Diwas	6
Thursday	9	6	11	8	6	10	7 Janamashtami
Friday	10	7 Good Friday	12	9	7	11	8
Saturday	11	8	13	10	8 III-XII*	12 III-XII*	9 (NIWD)
Sunday	12	9	14	11	9	13	10
Monday	13	10 (New Session XI)	15	12	10	14	11
Tuesday	14	11	16	13	11	15 Independence Day	12
Wednesday	15	12	17	14	12	16	13
Thursday	16	13	18	15	13	17	14
Friday	17	14 Dr. Ambedkar Jy.	19	16	14	18	15
Saturday	18 (NIWD)	15	20	17	15 (NIWD)	19	16
Sunday	19	16	21	18	16	20	17
Monday	20	17	22 Maharana Pratap Jayanti	19	17	21	18
Tuesday	21	18	23	20	18	22	19 Ganesh Chaturthi
Wednesday	22	19	24	21	19	23	20
Thursday	23 Cheti Chand	20	25	22	20	24	21
Friday	24	21	26	23	21	25	22
Saturday	25 (NIWD)	22 Parshuram Jayanti, ID-ul - Fitre	27	24	22	26 III-VIII*	23
Sunday	26	23	28	25	23	27	24
Monday	27	24	29	26	24	28	25 Ramdev Jayanti
Tuesday	28	25	30	27	25	29	26
Wednesday	29	26	31	28	26	30 Raksha Bandhan	27
Thursday	30 Ram Navami	27		29	27	31	28 Id-e- Milad
Friday	31	28		30	28		29
Saturday		29 III-XII*			29 Muharram		30
Sunday		30			30		
Monday					31		
Tuesday							

*Teaching Saturdays

PLANNER 2023-24

DAY	Oct	Nov	Dec	Jan	Feb	Mar
Monday				1 Winter Break		
Tuesday				2 Winter Break		
Wednesday		1		3 Winter Break		
Thursday		2		4 Winter Break	1	
Friday		3	1	5 Winter Break	2	1
Saturday		4 III-XII*	2	6 Winter Break	3	2
Sunday	1	5	3	7	4	3
Monday	2 Gandhi Jayanti	6	4	8	5	4
Tuesday	3	7	5	9	6	5
Wednesday	4	8	6	10	7	6
Thursday	5	9	7	11	8	7
Friday	6	10 Diwali Break	8	12	9	8 Mahashivratri
Saturday	7 III-VIII*	11 Diwali Break	9 VI-VIII*, IX & XI	13	10	9 (NIWD)
Sunday	8	12	10	14	11	10
Monday	9	13 Diwali Break	11	15	12	11
Tuesday	10	14 Diwali Break	12	16	13	12
Wednesday	11	15 Diwali Break	13	17	14	13
Thursday	12	16 Diwali Break	14	18	15	14
Friday	13	17 Diwali Break	15	19	16	15
Saturday	14	18 Diwali Break	16	20 III-XII*	17	16
Sunday	15	19	17	21	18	17
Monday	16	20	18	22	19	18
Tuesday	17	21	19	23	20	19
Wednesday	18	22	20	24	21	20
Thursday	19	23	21	25	22	21
Friday	20	24	22	26 Republic Day	23	22
Saturday	21 Dussehra Break	25	23 III-VIII*	27	24	23 (NIWD)
Sunday	22	26	24	28	25	24
Monday	23 Dussehra Break	27 Guru Nanak Jayanti	25 Christmas	29	26	25 Holi
Tuesday	24 Dussehra Break	28	26 Winter Break	30	27	26 Dhulendi
Wednesday	25	29	27 Winter Break	31	28	27 Session Break
Thursday	26	30	28 Winter Break		29	28 Session Break
Friday	27		29 Winter Break			29 (NIWD)
Saturday	28 III-XII*		30 Winter Break			30 (NIWD)
Sunday	29		31			31
Monday	30					
Tuesday	31					

*Teaching Saturdays

*Total working days-221

SCHEDULE OF FUNCTIONS FOR ACADEMIC YEAR

APRIL

Investiture Ceremony-XII (Wednesday, April 5, 2023)

Rhythmica –Inter House Music & Dance competition-VI-XII

Celebrating 20 years of DPS, Jaipur

JULY

Investiture Ceremony-XI &

Scholar Badge Ceremony IX-XI, Scholar Badge Ceremony X-XII

Scholar Badge (IV-V) and **Investiture Ceremony**

Scholar Badge-VI-VIII

Taal Tarang 2023 Inter-School

AUGUST

Career Fest IX-XII

Independence Day Celebration

Meraki –Annual Exhibition & Jashn-E-Virsa(Itihas ke Jharokhe se)

SEPTEMBER

Teachers' Day Celebration

Grandparents' day celebration-Pre Nur-II

OCTOBER

Commerce Fest

18th C.L.Jaipuria Cup

MUN

NOVEMBER

Sports Day Prenursery–V

Childrens' Day Celebration IX-XII

Ignite –Science Fest

Soprano-Western Song & Instrument playing Competition VI-VIII

DECEMBER

Farewell –XII

Carnival-2023

JANUARY

Makar Sankranti Celebration

Republic Day Celebration

FEBRUARY

Culmination Pre Nursery–II

MARCH

Orientation day III-V

LIST OF HOLIDAYS 2023-24

S.No.	Date	Day	Occasion
1.	07-Apr-23	Friday	Good Friday
2.	14-Apr-23	Friday	Dr. Ambedkar Jayanti
3.	22-Apr-23	Saturday	Parshuram Jayanti / ID-ul - Fitre
4.	05-May-23	Friday	Buddh Purnima
5.	22-May-23	Monday	Maharana Pratap Jayanti
6.	29-Jul-23	Saturday	Muharram*
7.	09-Aug-23	Wednesday	Adivasi Diwas
8.	30-Aug-23	Wednesday	Raksha Bandhan
9.	07-Sep-23	Thursday	Janmashtami
10.	19-Sep-23	Tuesday	Ganesh Chaturthi
11.	25-Sep-23	Monday	Ramdev Jayanti
12.	28-Sep-23	Thursday	Id-e-Milad*
13.	02-Oct-23	Monday	Gandhi Jayanti
14.	27-Nov-23	Monday	Guru Nanak Jayanti
15.	25-Dec-23	Monday	Christmas
16.	8-Mar-24	Friday	Maha Shivratri
17.	25, 26 Mar 24	Monday- Tuesday	Holi

*Subject to appearance of the moon.

** Holiday for the calendar year 2024 - subject to change as per the government gazette.

TEACHING SATURDAYS

DATE	CLASSES
29-Apr-23	III - XII
08-Jul-23	III - XII
12-Aug-23	III - XII
26-Aug-23	III - VIII
02-Sep-23	III - XII
07-Oct-23	III - VIII
28-Oct-23	III - XII
04-Nov-23	III - XII
09-Dec-23	VI - VIII , IX and XI
23-Dec-23	III - VIII
20-Jan-24	III - XII

ESSENTIAL AGREEMENT BETWEEN PARENTS, TEACHERS AND STUDENTS

SCHOOL TIMINGS

Summer/Winter Timings:

PN - Prep 9:30 a.m. - 1:00 p.m.

I - XII 8:00 a.m. - 2:30 p.m.

LATE ARRIVAL

- The school gate will close at 8:10 a.m and will open 15 minutes before the school time.
- Children will not be allowed entry into the school once the gate is closed.
- Parents are requested not to argue with the guards, they cannot allow entry as they are only following the instructions of the school authorities.
- As per the recent guidelines, a student without RFID card cannot be allowed to board the school bus and enter the school premises.

ARRIVAL & ATTENDANCE

1. Parents are requested to wear the ID cards issued by the school, each time they visit school.
2. The Student must carry his/her almanac and RFID Card to school everyday. It must have his/her photograph and identification complete and signed by parents.
3. Loss of RFID Card and parent ID Card should be reported immediately as it can be misused.
4. For a new RFID Card to be made, an amount of Rs.2000/- will be charged. In case only the sticker of the RFID Card has to be made, an amount of Rs.250/- will be charged.
5. (i) An amount of Rs.100/- will be charged for new Parent ID Card.
(ii) A copy of the FIR lodged for the lost Parent ID card should be submitted along with an application requesting for re-issuing the same.
6. In case an emergency arises, parents will be informed and they are required to report to the HM/Principal. They will not be allowed to go to the classes directly.
7. Students who come to school with caregivers are not allowed to leave before s/he arrives. In case of delay, they should report to the school reception. Those who go on their own should be prompt in returning straight home.

* Rules regarding Transport and Attendance will be amended as per Government guidelines.

LEAVE RULES

Leave rules have been laid down to make parents aware and prevent disturbance in the academic calendar.

1. All mails regarding leave should be marked to Principal, Headmistress of the wing and the class teacher.
2. All mails pertaining to leave should indicate the following information.
 - Name of the child
 - Class/Section
 - Enrollment no.
 - Specific reason for writing the mail (mails with reason like- unavoidable circumstances, family/personal commitment will not be responded to)
3.
 - (i) Avoid taking leaves on working days.
 - (ii) The students should not take more than TWO consecutive leaves (barring ASSESSMENT DAYS) on working days. Leave for wedding and family function will be sanctioned for a maximum of two days.
 - (iii) Please send leave application well in advance (at least two weeks in advance). Wedding, family functions and other events are usually planned weeks and months in advance while applications reach the school 1 or 2 days before, last minute leave request will not be sanctioned.
4.
 - (i) Extended leave will not be sanctioned. In case you wish to take more leaves, it will be considered as unsanctioned leaves.
 - (ii) Leave will not be granted immediately after a long break (Summer vacation, Dussehra break, Diwali break, Winter break etc.)
5. Children, when sick, should not be sent to school to attend classes, Monday tests or exam. This is for strict compliance.
 - Students who have been sick should bring medical/fitness certificate from their doctor on joining school. A copy of the certificate is required to be submitted in the school to the Class Teacher.
 - Once a child has come to school, s/he should not be taken home on half day leave.
 - Half day/Short leave will not be granted under any circumstances on the weekly test days.
 - In case a student writes the test and then leaves, s/he will be marked absent for that day.
 - The child who takes leave which is not sanctioned by the Principal will be marked absent. In case the leave is unsanctioned during the Monday Test/Term examination, the child will be marked absent for that examination.
6. If your ward has been absent from school, s/he must make up for all the work missed by her/him.
7. Parents should fill up the 'Record for Non-Attendance' for each day the student is absent from school stating the reasons for absence. This should be filled the very next day after absence & without reminder from school.
8. In case you don't take your ward to a doctor for minor ailments, an application from you will suffice for him/her to be deemed fit to join school.
9. A student who has been absent on the previous day will not be admitted to the class without a letter from the parent addressed to the HM, stating the reason for the absence. (Leave for going out of station specially during working days should be approved by the Principal, before proceeding on leave).
10. Repeated absence without leave or unexplained absence for more than six consecutive days renders the student liable to have his/her name struck off the rolls. Re-admission may be granted only on payment of a fresh admission fee.
11. The school planner has been put in the almanac for your convenience and to help you plan your functions/holidays. All working days are deemed as working days & internal events/functions/Monday test/assessments are subject to shift/change at a day's notice (in special circumstances) at the discretion of the Management. (Kindly do not request for an NOC for International travels during working days).

I have read understood the leave rules of the school and agree to abide by them.

Father's Signature

Mother's Signature

*** Rules regarding Transport and Attendance will be amended as per Government guidelines.**

DISCIPLINE & DEPORTMENT

1. The observance of rules of the school and good behaviour is an essential condition to a student's continuance in the school. In case a student violates the school rules or indulges in any form of indiscipline, strict action like expulsion/suspension/rustication shall be taken.
2. Students should be polite wherever they go. They should always remember that the school is judged by their conduct.
They should greet their teachers when they meet them. They should observe compassionate behaviour towards all the support staff. No misbehaviour should be shown towards teachers or any other employee of the school.
3. Students should be neatly dressed. The school uniform should be worn on all working days. Action will be taken against students who do not adhere to the uniform norms of the school. (as per policy shared)
4. Parents are requested to ensure that their ward is dressed appropriately when s/he comes to school. Responsibility of haircuts and proper turn out rests with parent.

Note :- This is not an exhaustive list. If in doubt please ask the Head Mistress of your child's class. Students found not following the norms will not be allowed in the class as it will be taken as acceptance of the trend.

5. Girls should plait their hair if it is below their shoulders; Short hair should be neatly cut and pinned.
6. Students are not to wear any jewellery to school (e.g. chains, rings, bangles, bracelets etc.) Girls may wear a pair of earrings or studs.
7. Please check the haircut, uniform and punctuality of your ward in the morning. (and RFID Card!)
8. Your ward should be instructed to be careful about his/her belongings. There should be a name tag on blazers, shoes and sweaters. Expensive articles like Watches, MP3 Calculators, pens, mobiles, 1-pods, cameras, pen drives, CDs etc. should not be brought to school.
 - If your ward needs to bring in any of the above mentioned items, they should be deposited with the class teacher for that day. They must not be used in the school premises or in the bus. In case of violation of this rule the article found will be confiscated. The school bears no responsibility for articles lost in school.
9. All sales in the Cafeteria/Tuck Inn will be through coupons. Excessive spending should be discouraged.
10. Parents' attention is drawn to the fact that the criticism of a teacher or the school, in the presence of a child, causes the child to lose respect for the teacher or school and affects wholesome progress.
11. Students are expected to respect the property of others. This includes respect for school property. No student should damage any school furniture, write or draw anything on the walls, furniture or in any way damage things that belong to others. Damage done, even by accident, should be reported at once to the class teacher or the Principal. Any damage done will be made good by the one who causes it.
12. Birthdays should be celebrated at home. The school does not permit birthday cakes, large treats, birthday bumps and exchange of gifts in the school premises.

*** Rules regarding Transport and Attendance will be amended as per Government guidelines.**

13. Children are not allowed to bring sharp objects like scissors, blades, cutters, metal scales, permanent markers etc. to school.
14. Children should not bring crackers, colours, irritant spray, pepper spray, unauthorized person etc. to the school.

These actions are liable to lead to expulsion of a student from the school.

15. Students must not miss any teaching / games / library / activity periods. Students should not intentionally disturb/disrupt classes.
16. DPS provides education from Pre Nursery to Class XII. Therefore, it is expected that the juniors be treated with love and affection by the seniors while the juniors show respect to their seniors. Bullying and use of foul language are condemnable offences which will follow the course of action mentioned in the disincentives.
17. Under no circumstances should any eve-teasing/ misbehaviour towards girl students take place.
18. Students should not indulge in acts of moral turpitude.
19. No student should indulge in any of the following practices:
 - A) Spitting in or near the school building
 - B) Disfiguring or otherwise damaging any school property
 - C) Smoking
 - D) Any form of gambling
 - E) Rowdy and rude behaviour
 - F) Use of violence in any form
 - G) Casteism, communalism or practice of untouchability
 - H) Bullying
 - I) Use of drugs or intoxicants
 - J) Buying eatables from vendors outside the school premises
 - K) Any association with banned organizations
20. Students under any circumstances should not drive down to school. Strict action will be taken against the students/guardian violating this rule (As per govt. traffic rules).
21. Students are expected to maintain discipline while travelling in the school bus. If found misbehaving, the bus facility may be withdrawn with immediate effect.
22. Students are not allowed to go to friend's house or anywhere else from school.
23. Students must not engage in use of abusive language, mental harassment, name calling, cyber bullying, belittling, fighting or engaging themselves in activities that cause embarrassment to their fellow students. Discrimination against fellow students on the basis of caste / gender / creed / colour / religion and any other reasons will not be tolerated.
24. Students should not tamper with any educational material kept in the lab / classroom / activity room.
25. Students should not write/ scribble anywhere in the washroom.
26. Students should not display objectionable/indecent/obscene gestures towards the other fellow students.
27. Students should not indulge in forgery of any kind.
28. The school planner has been put in the almanac for your convenience and to help you plan your functions / holidays. All working days are deemed as working days & internal events / functions / Monday test / assessments are subject to shift / change at a day's notice (in special circumstances) at the discretion of the Management.
(Kindly do not request for an NOC for International travels during working days).
29. Parent Teacher Meeting (PTM) will be scheduled on any working Saturday or working day (during or after school hours).

*** Rules regarding Transport and Attendance will be amended as per Government guidelines.**

DISINCENTIVES & INCENTIVES

DISINCENTIVES

1. The school reserves the right to suspend or take strict disciplinary action against a student whose diligence or progress in studies is constantly unsatisfactory or whose conduct is harmful to other students. **Such students may be debarred from trips and excursions for reason of safety & security at the discretion of Principal.**
2. All acts of misconduct mentioned under discipline and deportment are punishable. For any misconduct the school authorities shall take suitable action depending upon the gravity of misconduct, which may include;
 - (i) Oral /written warning to the students and parents
 - (ii) Detention during the break for completion of neglected class work.
 - (iii) Suspension from attending classes/ school for a specified period.
 - (iv) Recovery of loss through replacement to school property due to wilful damage.
 - (v) Expulsion/ rustication from school for students of classes IX to XII in rarest of rare cases.
 - a) **BLUE CARD:** May be issued for a period of 1 day and signed by the Principal. The card will be returned to the Rep. Three Blue Cards will mean one Red Card. The card is to be issued for the following:
 1. Repeated careless and untidy work.
 2. Coming to school in improper uniform.
 3. Coming late to class.
 4. Not bringing the Almanac to school.
 5. Use of abusive language.
 6. Not submitting an application for absence immediately after joining back.
 - b) **RED CARD:** May be issued for a period of 3 days and signed by the Principal. The card will be returned to the Rep.
Three Red Cards will mean one Yellow Card. The card is to be issued for the following:
 1. Misbehaviour in the bus & classroom.
 2. Missing Monday tests repeatedly.
 3. Use of inappropriate language.
 4. Carrying items which are not allowed in the school (Cameras, Mobiles, CDs, pen drives etc.)
 - c) **YELLOW CARD:** May be issued for a period of 5 days. This is to be signed by the Class Teacher, Rep., HM, Principal and the Parent. This is also to be signed after every period by the concerned subject teacher. At the end of 5 days, the card is to be signed by the Principal and returned to the HM who returns to the Rep.. Two Yellow cards will mean suspension from school for three days. Three Yellow cards will mean expulsion from the school.
The Yellow Card will be given for:
 1. Missing classes, Assembly, Activities, Library, PE etc.
 2. Inappropriate behaviour in the school premises or bus.
 3. Use of unfair means during a test or an exam.
 4. Damaging school property.
 5. Rude or insolent behaviour with a teacher.
 6. Bullying-in any form
3. Under special circumstances i.e. disruptive, consistent bad behaviour and non-performance in academics, strict action will be taken against the student.

INCENTIVES

1. To keep up with the spirit of the school motto- 'Service before Self', we appreciate & encourage our children for exhibiting good deeds like helping someone, for being honest etc.
As an acknowledgment & incentive, students will be awarded / rewarded with special Life Skill Commendation cards.

* Rules regarding Transport and Attendance will be amended as per Government guidelines.