



**-New Session Circular for Class VI to XII-**

Ref: DPSG/Cir/24-25/Admn: 01

Date: 01.04.2024

Dear Parent,  
Greetings!



As we embark into the new session, I welcome one and all with renewed vigour and seek your attention to the following points:

- 1) ALMANAC: The school almanac in hard copy has been provided to students which must be brought to school daily. The first page of the almanac must be legibly filled with the necessary details. Please refer to it for all school-related activities.
- 2) MEDICAL INFORMATION: Medical record of any chronic ailment and the first aid that your ward may require in school during any contingency should be furnished in writing with the doctor's prescription along with other related documents to the respective class teacher on or before 5<sup>th</sup> April 2024 with a CC to the School Infirmary. (Annexure 01).
- 3) STUDENTS' EARLY DEPARTURE (ED): Please refer pg. no. 163 of the school almanac and abide by it.
- 4) FEEDBACK, COMPLAINT AND SUGGESTIONS- Parents are welcome to communicate with the Principal/ VP/HM's for any problem or difficulty their ward may face in school. As it may not be always convenient for parents to meet the Principal in person, you may forward your concerns, in writing or meet the VP, Headmistress, Academic Mentor, Discipline & Transport in-charge(s) with prior appointment. Please share your feedback to the class teacher in the pro forma attached in the school almanac at the end of every term (Term 1, by 30<sup>th</sup> September, Term 2 by 31<sup>st</sup> January).
- 5) ADMISSION RENEWAL FEES: The activity fee, RFID Fee and first quarter tuition and bus fee for 2024-25 session must be deposited by electronic/ online mode only through the PAYMENT GATEWAY latest by 10.04.2024. For payment gateway, please visit the school website [www.dpsguwahati.org](http://www.dpsguwahati.org) and click on the link **ONLINE FEE PAYMENT 2024-25**.

Fee rules and Online fee payment 2024-25

- To avoid the extra burden of late fine it is expected that parents pay the fee on time as per payment schedule provided along with ROA during result declaration. Fee reminders may not be possible and any request for exemption of late fine on the ground of non-receipt of reminders will not be considered. Kindly go through the fee rules provided to you and be guided accordingly. For online payment of fees please forward the transaction details to the class teacher or accounts department in hard copy/email at [dps.acc2fee@gmail.com](mailto:dps.acc2fee@gmail.com) or by WhatsApp with details of the student (Name, class, sec & Admission No.)
- Bus facility once taken can't be withdrawn in midsession. In such case, parents are liable to pay the bus fee for the entire academic session.

- 6) SCHOOL UNIFORM-
  - a. Wearing summer school uniform is mandatory for students w.e.f. 05-04-2024.
  - b. Parents may undertake the stitching of school uniform from outlets of their choice other than Student Gallery. However, they may collect uniform accessories (cloth, buttons, logo, etc) from the school store/ student gallery.
  - c. While appreciating the request from parents, girl students are being permitted to wear trousers as a part of their regular school uniform if they so desire instead of the divided skirt.
  - d. For any uniform related query / suggestions you can email at [studentuniform@dpsguwahati.in](mailto:studentuniform@dpsguwahati.in)
- 7) SUGGESTIONS / GRIEVANCES - You may put forward your valuable suggestions/grievances on the given email ID's/phone no's:
  - a. Principal – ☎ 7086055505; Email ID – [principaloffice@dpsguwahati.in](mailto:principaloffice@dpsguwahati.in)
  - b. VP ☎ - 7637004666; Email ID - [manisha.sharma@dpsguwahati.in](mailto:manisha.sharma@dpsguwahati.in)
  - c. HM ☎ - 9706061559; Email ID - [nandini.dutta@dpsguwahati.in](mailto:nandini.dutta@dpsguwahati.in)
  - d. Transport Incharge ☎ - 8822301482; Email ID – [rittick.bhattacharjee@dpsguwahati.in](mailto:rittick.bhattacharjee@dpsguwahati.in)
  - e. Accounts dept. ☎ - 9435453602; Email ID - [gadadhar.sarma@dpsguwahati.in](mailto:gadadhar.sarma@dpsguwahati.in)
  - f. Mentor Academics ☎ - 9101739474; Email ID - [gitumoni.sharma@dpsguwahati.in](mailto:gitumoni.sharma@dpsguwahati.in)
  - g. Mentor Discipline ☎ - 9864024345; Email ID - [gautam.choudhury@dpsguwahati.in](mailto:gautam.choudhury@dpsguwahati.in)
  - h. School Counselor: ☎ 9707138270; Email ID- [manjuri.saikia@dpsguwahati.in](mailto:manjuri.saikia@dpsguwahati.in)

8) MISCELLANEOUS-

- a. RFID card issued to students must be worn every day to school. Students not adhering to the same will not be allowed to board the school bus/be denied entry inside the school campus. Kindly download the SkoolSmart app through school website or Playstore/App store to track the school bus of your child while the bus is on the move.
- b. Change in residential address or the telephone number should be intimated immediately to the school front office to update our database from time to time.
- c. Parents are requested not to enter the academic block without permission during school hours for any reason whatsoever. Kindly seek a proper appointment as per the time mentioned in the almanac and remain in the reception area only to meet the teachers. You are further requested not to meet or confront any ancillary staff directly to address any sort of complaint. Any grievance should be addressed to the school authority only.
- d. The school organizes remedial classes for weak students. A communication regarding the same will be shared with you in due course through the timetable department and you are requested to give your consent. (Annexure 05)
- e. Specialized coaching/training/camp in sports, NCC, performing art and fine art will be organized from 2 pm to 4 pm for the students of the senior wing. A detailed timetable shall be communicated to you in due course by the departmental heads. (Annexure 03 and 04)
- f. As per the gazette notification issued by the Ministry of Women and Child Development- Govt. of India; concerned parents are requested to furnish the details of adopted children (if applicable) in the proforma given on or before 05-04-2024 to the respective class teachers. (Annexure 02)

We hope to seek your co-operation in all our future ventures for the all-round development of dipsites.

With sincere regards and best wishes,

Principal



**Annexure – 01**  
**DETAILS OF CHRONIC AILMENT**

I , Mr / Ms ..... P/O of Master / Miss ..... of class .....Sec ....., would like to bring to the knowledge of school authorities that my ward is suffering from ..... Medical prescription along with other related documents are attached herewith. The first aid which may be required in case of contingency has been informed in writing to the class teacher. **I also undertake that though the school will take good care of my ward, I shall not hold the school authority responsible for any untoward/unforeseen incident.**

.....  
Parent's Name and Signature: ..... Date .....  
Contact No: ..... Stoppage : .....

..... ✂ ..... ✂ ..... ✂ .....

**Annexure - 02**

DETAILS OF THE ADOPTED CHILDREN Please fill in the categories as applicable		
Step parent name with sign	Adopted children	Children with special needs
Mr:..... ..... Sign: .....	Name:..... Class & Sec.....	Name:..... Class & Sec.....
Ms:..... ..... Sign: .....	Name:..... Class & Sec.....	Name:..... Class & Sec .....

.....  
Parent's Name and Signature: ..... Date .....  
Contact No: ..... Stoppage : .....

## Annexure – 03

### CONSENT FOR SPORTING DISCIPLINE CHOSEN

I, Mr/Ms..... parent of Master/Miss..... Class/Sec....., am interested in enrolling my ward for specialized coaching during evening classes for the session 2024-25. In this connection, the choice of sport (INDOOR/ OUTDOOR) for my ward is indicated below: -

SPORTING DISCIPLINES	Badminton	Table Tennis	Cricket	Football	Basketball	Taekwondo	Lawn Tennis	Chess	Yoga	Swimming
Tick <u>any one</u>										

I acknowledge that the following timetable will be followed for evening sports and will remain suspended before/during examinations, inclement weather, erratic city traffic or any other school related activity:

Class VI	Class VII	Class VIII	Class IX	Class X
Monday	Tuesday	Wednesday	Thursday	Friday

I am aware that the school buses would ply on selective routes at 3 PM/4 PM. **I also undertake that though the school will take good care of my ward, I shall not hold the school authority responsible for any untoward/unforeseen incident during the activity.**

.....  
 Parent's Name and Signature: Date  
 Contact No: ..... Stoppage : .....

..... ✂ ..... ✂ ..... ✂ .....

## Annexure - 04

### CONSENT FOR PERFORMING ART / FINE ART

I Mr/Ms \_\_\_\_\_ parent of Master/Miss \_\_\_\_\_  
 of Class \_\_\_\_ Sec \_\_\_\_ hereby give consent on behalf of my ward to take \_\_\_\_\_

(Pls. choose any one from the following: Violin, Guitar, Piano/Keyboard, Tabla, Vocal, Kathak Dance, Satriya, Creative Dance, Bharatnatyam, Western Dance, Indian Vocal, Western Vocal or Fine/ Visual Art) as part of \_\_\_\_\_ evening Music/ Dance / Art studies for the session 2024-25. I am aware that the buses would ply on selective routes at 3 PM/4 PM. **I also undertake that though the school will take good care of my ward, I shall not hold the school authority responsible for any untoward/unforeseen incident.**

.....  
 Parent's Name and Signature: Date  
 Contact No: ..... Stoppage : .....

## Annexure - 05

### CONSENT FOR REMEDIAL CLASSES

I . Mr / Ms ..... P/O of Master / Miss ..... of class .....Sec ....., hereby give consent to my ward to attend remedial classes in \_\_\_\_\_(Subject(s)) organised by the school for the session 2024-25. I am aware that the buses would ply on selective routes at 3 PM/4 PM. **I also undertake that though the school will take good care of my ward, I shall not hold the school authority responsible for any untoward/unforeseen incident.**

.....  
Parent's Name and Signature:

.....  
Date

Contact No: .....

Stoppage : .....