



**LBS SCHOOL**  
**GOPAL PRASAD SHASTRI MARG, SEC 3, R.K .PURAM , NEW DELHI -22**  
**lbsschool@hotmail.com**



**Dear Parents,**

We take this opportunity to congratulate you on the success of your ward. As we are spiritedly gearing up to enter the new academic session 2023- 24, Please note the following with regard to the new academic session 2023-24.

**1. School Timings**

- School starts at 9:00 am, reporting time 8:45 to 8:55 am. School gates will be closed at 9:00 am. No student will be allowed to enter school after that.
- Dispersal starts at 01:00 pm for classes Nursery to 1st.

**2. School Planner**

- The Year Activity Planner will be given to each student in the beginning of the new session. This will have information about all the activities, assessments and other schedules for the entire session. Please go through it thoroughly and refer to it regularly

**3. Hands on Activities**

- All activities like Experiments and observations, role play, theme based setups, art and craft, puppet show and stories etc. will be held on every Wednesday.
- All the events and festivals are celebrated with great zeal and enthusiasm.

**4. Cleanliness**

- Please send an apron and handkerchief in your child's school bag daily.
- Send an extra casual wear in the school bag daily.
- We must encourage our children to use table mats at home also while having meals.
- Teach your children to imbibe clean habits e.g. wash hands before and after meal etc.



## **5. Healthy Habits**

- Don't send junk food, send only healthy food in your child's lunch box.
- Kindly send lunchbox and water bottle that is simple in use and easy to be handled by the child.
- Label the child's belongings- Lunch Box, Water Bottle, Bag, Shoes etc with marker.

## **6. Birthdays**

Birthdays are always special. We would want children to feel special without any showoff, so it is requested not to send any eatables and gifts for the students.

## **7. Attendance**

Application for leave of absence for up to 2 days has to be sent in the almanac through the Parents-Teachers Remark page.

- For leave of more than 2 days or station leave approval is mandatory from the Headmistress.
- If a student is unwell, he/she should not come to school and a medical certificate should be submitted for the same.

## **8. Uniform**

- Students should come to school in complete proper school uniform from the first day itself.
- Please ensure that your ward comes to school neatly dressed.

## **9. School Almanac**

- You are requested to check the School Almanac of your ward every day for any important note sent by the teacher.
- Please fill the required information on the first two pages of the school almanac.

## **10. Transport**

- Students using the school transport have to travel by the school bus every day.
- In case you have to pick up your ward personally from school on a particular day, please ensure that an application in writing is submitted at the school latest by morning of the day of the pickup.
- If your ward commutes to school in a private van, please ensure that the driver and conductor have a valid license, possess police verification documents and the van is registered with RTA under requisite category, and NOT running on LPG.
- It is very important that you inform the class teacher and the school office immediately about any change in the address / telephone number, so that we can contact you easily in case of an emergency.

**As we begin with the new session, we seek your cooperation as a constant source of motivation for us. Looking forward to a long standing & fruitful association with you.**

**Best wishes from LBS SCHOOL**