



L.B.S. SCHOOL
GOPAL PRASAD SHASTRI MARG, SEC 3, R. K. PURAM, NEW DELHI -110022
Tel. No. 01126166111, 01126179054 lbsschool@hotmail.com, lbsschool2@gmail.com

Dear Parents & Students,

GREETINGS FROM L.B.S SCHOOL!!!

We are pleased with the choice to admit your ward at L.B.S School. We extend a warm welcome to you and your ward for the academic year (2024 – 2025) with great pleasure and a delightful sense of anticipation.

All the parents are requested to read and follow the below mentioned instructions carefully as they contain some important information and will help you to understand daily schedule at the school.

1. Time Schedule (For classes Nur to 1st)

- School starts at 9:00 am, reporting time 8:45 to 8:55 am.
- Dispersal time at 01:00 pm.

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.
- The school authorities reserve the right to cancel / reschedule the activities mentioned.

3. Discipline

“Discipline is the bridge between goals and accomplishments”

- Wearing ID card is mandatory.
- Students must keep their hair neat, tidy and well combed. Girls shall plait their hair and must use only black rubber band. They must not let their hair loose below the shoulders.
- Regular nail trimming is advised & may be checked randomly.
- Children should not wear gold ornaments to school & the school will not take responsibility for loss of any jewellery..

4. Uniform

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

5. 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.

6. Audio Visual Teaching- Learning (Teach with Tech)

- Our classrooms are equipped with Audio Visual learning system which will be used regularly in the teaching process that will enhance the entire learning experience of our students.
- Computer in classes will help the students to develop their technical skills.

7. Healthy habits & 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.
- Don't send junk food, send only healthy food in your child's lunch box.
- Kindly send lunchbox including fruits 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.

8. Birthdays

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

9. 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.

10. 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.

11. Transport

- Students using the school transport shall 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 10.30 am 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. The details of Driver, Cab, etc. should be submitted to school authorities.
- 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.

SUPPORTIVE PARENTS !! Here are some ways you can be involved in your child's education.

- The day starts well if your child gets plenty of rest and has a good breakfast.
- Kindly limit screen time of your child.
- Attend school functions to encourage and motivate your child.
- Parents should attend all the Parent-Teachers meetings.

- Parents should make endeavours to communicate in English with their kids at home to enhance their spoken English.
- We thank you for your cooperation and continued support.

As always, we keep you updated of all the exciting things in store as the year unfolds. We wish to leave behind a legacy of empathy, resilience, leadership and sustainable living for all. Do check the school website www.lbsschoolrkpuram.com for the latest updates about the school.

Have a wonderful year ahead as your journey with L.B.S School and be assured of our support at all times. We wish your child HAPPY SCHOOLING !!!

Best wishes from LBS SCHOOL

