

Circular No. GDGB/2026-27/03

Date: March 25, 2026

GENERAL GUIDELINES – Session 2026-27

"Success is not how high you have climbed, but how you make a positive difference to the world." – Roy T. Bennett

It's time to get the new session started to a passionate and enthusiastic start. For the new school year to go smoothly, there are certain details we would want to communicate with you.

Guidelines for Classes Nursery to UKG:

- New session commences from **Thursday, April 2, 2026**.
- **Summer timing** of the school is **07:50 a.m. to 11:30 a.m.** Walkers to be picked by **11:40 a.m. from Gate no. 2**.
- The school will be functional for 5 days a week. Saturday will be a holiday.
- All the notebooks, books and other belongings of your ward must be properly labelled. The complete book set will be submitted in the school on the first day.
- Every Wednesday of the week, the **House Uniform** (as per the houses are allotted) is expected to be worn.
- Temporary I-Card will be issued on Day-1. Your ward should wear the I-card regularly.

Guidelines for Classes I to IX & XI

- New session commences from **Saturday, April 6, 2026** for Classes I to IX & XI
- **Summer timing** of the school is **07:50 a.m. to 2:00 p.m. (Classes I to XII)**. Walkers to be picked by **1:50 p.m. from Gate no. 2**.
- Every Wednesday and Saturday of the week, the **House Uniform** (as per the houses are allotted) is expected to be worn.
- The school will be functional for 6 days a week. Second Saturday of every month will be a holiday.

General Guidelines

- Please label all the notebooks, books and other belongings of your ward. The complete book set will be submitted in the school on the first day.
- Please fill the first two pages and the last page of the **almanac** with complete information and a photograph.
- Students must wear the school previous class I-card till the new ones are issued. Ensure that your ward should wear the **I-card** regularly.
- Ensure that the child does **not** wear any **jewellery or accessories** to school.
- Make certain that students consistently trim their nails and hair.
- Walkers to please arrive at the school by **08:00 a.m.** positively. **School will not accept late arrivals.**

- Children learn the value of Punctuality in school. Students are **not** allowed to arrive at school after **08:00 a.m. in Summer** and **08:30 am in Winter**, once the school gate closes. Early Dispersal during regular school days is not allowed.
- Parents are asked **not** to approach **early dispersal** in any manner. Applications for early dispersal must only be accepted in an emergency.
- Strive to avoid sending the child to school if you have any plans for the day. Let your child understand the importance of regularity.
- Kindly do not send your ward to the school in case of **any illness** and may be informed at the school reception/Class teacher.
- On the day the child returns to school, the M.D. or MBBS doctor must provide a medical fitness certificate if the child has a commutable sickness.
- Update at the school reception/Class teacher on priority in case of the **change of address and phone number.**
- In view of ensuring the safety and security of our children, parents are requested to kindly carry their **Guardian ID card (with red strings)** during dispersal time or whenever they come to pick up their child from school. Looking forward for your support in all the endeavors.
- Kindly send **2 latest passport size photographs on the first day of school.**
- Birthdays are always special. We would want children to feel special. Your child can distribute chocolates of worth not more than **Rs. 10/**. Your ward can wear party dress on his/her birthday (till Class VIII).
- The quarterly fee is payable between **1st – 10th** of the **first month** of each quarter. A fee of **Rs.10/- per day** will be charged starting on the eleventh day of the first quarter month as a late charges.
- To ensure that the entire payment is received, we ask that you use a debit card or a bank account connected to UPI.
- The school fee counter will **not** take cash payments for fees.
- (April/July/October/January). This fee can be paid through PTC app (Pay Fees Section)/UPI Scan Code/ Net Banking/ Card Swipe/ Cheque in favour of G D Goenka Public School)
- Net Banking Details: HDFC Bank A/C No.: 50200043157801
- HDFC Bank IFSC Code: HDFC0003979.
- Please refrain from paying school fees using a **credit card-linked UPI** or scanner, as banks will charge you extra for such transactions. Consequently, the school is paid less than what was actually charged. Please be aware that these fees will not be covered by the school; any remaining balance will be added to the fee for the following quarter.

You can contact us using the following details:

Reception: Ph. No. 9306950822, E-Mail ID: info@gdgoenkabhadurgarh.com

Transport: Ph. No.: 9306950824, E-Mail ID: transport.gdgb@gmail.com

Accounts: Ph. No.: 9817705662

IT Dept.: Ph. No.: 9817705661

- The bus stop of the ward would not be changed under any circumstances if informed the same day. In case you would want the change of address/ bus stop please inform the Transport Department in writing at least a week prior.

We anticipate your assistance and collaboration.

Regards

Team GDGB

Thrive. For Life.