



Presentation Convent Sr. Sec. School S.P. Mukherjee Marg, Delhi-06



PCS/ADM/CIR/2022-23/13

09/03/2023

Celebrate endings – for they precede new beginnings.

-Jonathan Lockwood Huie

We begin with another academic year, and I want to take this opportunity to welcome you and your ward to a new chapter of learning and growth. We believe that a child's education is a collaborative effort between parents and teachers. It's important to remember that your child is an individual with unique strengths, interests, and needs, so as they navigate their academic journey, they will encounter both successes and setbacks. Encourage them to embrace their strengths, learn from their mistakes, and develop a growing mindset that values persistence, resilience, and continuous learning.

As we gear up for the new academic session, we would like to apprise you of the following:

PTM & Details related to New Academic Session

- Our school has been designated as a centre for CBSE Board Exam the academic session 2022-23. As a centre for Board Exam, we are committed to ensuring that the exams are conducted smoothly and efficiently.

SCHEDULE FOR PTM & SALE OF BOOKS

Class	Date and Time of PTM (8.00 a.m. – 10.30 a.m.)	Sale of Books (8.00 a.m. - 2.00 p.m.)
• KG, IX, XI	• 11 March 2023	• 11 March 2023
• I -VIII	• 22 March 2023	• I- V: 22 March 2023 • VI- VIII: 23 March 2023

- For your convenience the books shall also be available on the following dates.
13, 14, 15, 24 March and 27 March to 1 April 2023 from 8.30 a.m. to 2.00 p.m.
- The school uniform will be available from 11 March 2023 to 01 April 2023 and thereafter on all the working Tuesdays from 08:30 a.m. to 2.00 p.m.
- The new academic session 2023-24 commences as:
 - X & XII - Tuesday, 14 March 2023
 - I – IX - Monday, 27 March 2023
 - KG & XI – Monday, 10 April 2023



Safety & Security

- We would like to inform you that as a part of our ongoing efforts to ensure the safety of our students, we have installed CCTV cameras in the classrooms. The cameras will allow us to monitor the activities of the students and staff, and ensure that everyone is safe and secure. Kindly be assured that the cameras will only be used for security purposes. The footage will be kept confidential and will only be reviewed by authorized personnel in the event of any security concerns.

Attendance & Regularity

- It is important for parents to ensure that their children attend school consistently and arrive on time.
- It has come to our attention that on exam/assessment days, some parents are bringing their children to school only for the duration of the exam and requesting to pick them up shortly thereafter. To ensure consistency and fairness, we kindly request that parents make arrangements for their children to remain in school for the entire day. If a student must leave school early for any emergency purposes, she will be marked as absent for the entire day. We regret that we will not be able to accommodate any excuses or medical certificates for early departure.
- Additionally, if a student is feeling unwell, we kindly request that they remain at home in order to avoid any potential risks to the health of the student and other students in the class.

Payment of Fee and Fee Structure

- We want to inform you that we are committed to providing your ward with the best possible education. With the financial difficulties and the challenges faced by many families post pandemic, the school management has decided that there will be *no hike in fee this year*. You are requested to kindly make a note of the fee structure for different classes for the academic year 2023-24:

Class	Tuition Fee (per month)	Annual Charges (per month)
KG - II	4700	700
III-V	4525	700
VI-X	5090	900
XI-XII	5370	850

- Parents are requested to pay the fee by 10 of every month. Parents who have submitted their ward's fee on time are deeply appreciated. Your promptness in fulfilling your responsibilities towards the education of your ward is highly commendable and contributes to the smooth functioning of the school.
- Those whose dues are yet to be paid are requested to do the needful as early as possible. From the new session, late fee will be levied with effect from 01 April 2023.

Finally, I want to assure you that our school is committed to providing a safe, supportive, and inclusive learning environment that fosters academic excellence, creativity, and critical thinking. We are dedicated to helping your child reach their full potential and achieve their goals. Thank you for entrusting us with your child's education.

We look forward to a successful academic year ahead.

Blessings!



PRINCIPAL
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SENIOR SECONDARY SCHOOL
S.P. MUKHERJEE MARG
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