



**DELHI PUBLIC SCHOOL  
SECUNDERABAD-Mahendra Hills**

Email ID: [emailhills@dpssecunderabad.in](mailto:emailhills@dpssecunderabad.in)

PhoneNo.040-27737295/296, 1800212999999

Ref. No: **DPS /MH/18-19/Cir-27**

Date: **11-12-2018**

Dear Parents,

Greetings from DPS Mahendra Hills!

In a continued effort of improving systems and processes in the campus, the school has made certain initiatives to strengthen student safety and guide parents. Please note the following guidelines/additional changes for the benefit of students and parents.

- Parents desirous of meeting Headmistress can do so from 3.45pm to 4.15pm with prior appointment.
- For smoother visitor /Parent handling, the Front Desk Executive will be available on all working days from 8:30 am to 5:00 pm. In case of emergency, she would connect to the HM/Academic In charge/PP In charge.
- The school almanac contains the two landline numbers 04027737295/296 and the toll free number 1800212999999. In case of any operating difficulty, please don't hesitate to call the mobile number of the school 9100119675.
- We are working earnestly for a change in the retail menu towards healthier menu options for a healthier DPS student. We are sure the parents are with the school in its healthy meal endeavors. **Students of the primary school (Class I to class IV) are to bring snacks/lunch from home only. Parents also to note that the canteen facility, i.e Grab and Go Counter will be open only to students from class V to VII.** In case of any requirement of mess facility for your ward for that particular day, please write a note to the class teacher and arrangements for mess facility will be done at a cost of Rs.60 for class I & II and Rs.70 for classes III to VII.
- The Academic /homework plan of your ward will be rechecked. Parents are requested to monitor and supervise academic study at home on a regular basis Remedial and Enrichment classes have been planned and have begun during zero period.
- On a serious note, parents are requested NOT to send their wards to school if they are unwell at home as the MI facility is equipped to providing only first aid. Sudden cases of illness/injuries in school will definitely be referred to Geeta Nursing Home without any delay after conferring with parent.
- All students must attend school in proper and complete uniform. It is mandatory for every student to be properly attired with ID card, belt, shoes, socks and neatly pressed clothes. Please note that students are graded for punctuality, regularity and neatness of uniform as per CBSE directives. In case of repeated defaulters, parents will be called to school to correct the situation.
- The school is very firm with the code of conduct in buses and in the school campus. Students are expected to take complete cognizance of the school's expectations at all times and behave with utmost discipline. Any variation in this regard will warrant stringent action such as suspension from school/bus use.
- Parents who are sending the students in own transport (i.e van, auto) are responsible for their child's safety. Though school is providing parking facility for these vehicles the school management is not responsible during arrival/dispersal. The van and auto drivers should be vigilant while bringing/taking the students.

**Expecting the cooperation and collaboration of all parents and students in our continued endeavors.**

**Mrs.Kiran Khanna  
Headmistress**

**Mrs. Sunitha Rao (Honorary D. Litt)  
Principal**