



HVM CONVENT SR. SEC. SCHOOL

Affiliated to C.B.S.E. New Delhi (Affiliation No. 1630652 School Code 20632)

KARAMSAR COLONY, NEW SUBHASH NAGAR, BASTI JODHEWAL, LUDHIANA, PUNJAB.

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PCIR/007/2025-26

Date: 01.04.2025

Dear Parents & Students,

Congratulations and Welcome to the new session 2025-26

Please Strictly adhere to the following points:-

- The new session 2025-26 for classes Pre Nursery to XII will commence from Wednesday i.e. April 02, 2025.
- The school timings will be as follows:-

Classes	Days	Timings
Pre Nursery to U.K.G.	Monday to Saturday	07:55 AM to 12:30 PM
I to X	Monday to Saturday	07:55 AM to 01:50 PM
XI & XII	Monday to Saturday	07:55 AM to 12:30 PM

- Entry into school premises is not allowed/permitted before 7:35 AM. All students must reach the school five minutes before the school timings.
- Send healthy food in tiffin and water bottle daily with the child. No article will be allowed later. No junk food is allowed. Only vegetarian food is allowed in school.
- Students from I to XII are not allowed to celebrate their birthdays at school. Children from Nursery to UKG only are allowed to come in civil dress on their birthday.
- Uniform should be properly ironed and appropriate as per the physique of the student. Divided Skirts are applicable for the girl students from class V to X.
- Girls' hair must be plaited or tied back. (Two plaits folded with ribbons upto class X and one plait for class XI to XII). No fancy hair style is allowed for the boys.
- Students are not allowed to bring instruments like knives, blades, nail cutter, scissors, chewing gums etc. to the school.
- Applying henna/hair colour/nail paint/tattoos, wearing jewellery or heavy iron / silvers karas etc. are strictly prohibited. However thin iron kara is allowed.
- Students should bring their almanac and I-card every day and books & notebooks according to the Time-table.
- The students are responsible to the school authorities not only for their conduct in the school but also for their general behaviour outside. Any reported objectionable conduct out of the school premises on the part of pupils will make them liable for disciplinary action. Repeated action of misconduct, dishonesty, or truancy/bunk is sufficient cause for expulsion of the student from the school.
- Carrying valuable articles like expensive or fancy watches, stationery items, mobile phones or any other electronic gadgets to school is prohibited. If a student is found with such gadgets, it shall be confiscated and will remain in the custody of the school for three months till parents give an explanation for the same.
- To meet the promotion criteria, 85% attendance of student is compulsory in both the terms. Repeated absence without information or unexplained absence for more than five consecutive days shall render a student liable to have his/her name struck off from the rolls. A student will be granted leave only on medical grounds or for any emergency.
- No half days are allowed for any reason. However, if the student is not medically fit can be sent with parents only.
- Movement to classrooms between periods should be done in silence and in an orderly manner. Running, playing, whistling or shouting inside the school building is not permitted. No child should leave the classroom without class pass.
- Please note that two wheelers (Bike/Activa/E-Bike) are allowed for students of class XII of age 18 years and above. These students should have valid driving license and will submit the copy of driving license & Adhaar card in the office. Bicycles are allowed for the students of classes VI onwards.

Principal