



Mount Litera Zee School

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An English Medium, Co-educational Sr. Sec School
Affiliated to CBSE - New Delhi



School Code. 60940

Affiliation No. 2132273

MLZS/Circular/2023-24/03

29 Mar 23

COMMENCEMENT OF SESSION 2023-24 **EXECUTION OF SUMMER TIMING**

Dear Parents,

Session 2023-24 is going to commence on Saturday 01 April 2023 as per following details :

Timing Applicable : Summer Timing (08:00 Hrs – 14:00Hrs)

Date : **Saturday, 01 April 2023** **Classes : I-X & XII**
 Monday, 03 April 2023 **Classes : PP & XI**
 School Time : 08:00 Hrs – 14:00 Hrs (Monday to Friday)
 08:00 Hrs - 12:00 Hrs (Saturday)

Noteworthy Points for Parents :

1. School Transport is an optional service. School transport once taken would lead to transport charges. If your ward has availed transport facility in session 2022-23 and this session (2023-24) you do not want to opt for School transport; please, inform the school beforehand in writing, otherwise transport charges would be applicable and no plea shall be heard in this regard.
2. Students will come to school in proper summer school uniform as per prescribed standard with proper hairdo, girls with two plaits and shoes polished.
3. Avoid sending your ward to school if you wish to pick him/her mid day for some urgent reason. Students are not permitted to leave school mid day except the case of emergency. Students shall not be called in between of the session (period) going on. Please wait for the bell to go.
4. Parents are requested to update their address, mobile numbers with the school to avoid inconvenience in case of any change. School will contact only on registered numbers for any information.
5. Students will not share any material or eatables with other schoolmates. School Canteen is not compulsory service rather it's a facility given. Parents are requested not to give big amount to their wards for canteen. Keep a watch on your ward for any such behavior. School will seek no responsibility for any monetary dealing by the student in canteen.
6. Parents will ensure that their ward is healthy and does not have any COVID symptoms before sending him/her to school. Please do not send your ward to school if He / She is showing any COVID or related symptoms. Inform the school for the same.

7. Students will carry all material required in school on their own. Borrowing and lending is not permitted.
8. Those students who are coming on their own are to reach school latest by 08:00 hrs late entry is not Permitted. Consistent late arrival will lead to disciplinary action including debarring from class for the day.
9. School shall not be responsible for any untoward incident while coming and going if student is coming and going on their own. It is advised that either parents should pick and drop their ward to school or opt for school transport. **Giving two or four wheeler to children below 18 years of age (or without valid driving license) is a punishable offence as per the law of the land. School objects to any such practice.**

10. Please ensure your ward does not bring any undesired material in the school. If found, it shall be confiscated and not returned to anyone. Please contact class teacher or coordinator for any further clarification or help if the need be.

Following is the list of Contra Banned items in School :

- i) All kinds of electronic gadgets not even watches (specially smart watched).**
- ii) Ornaments, Kadas, Chains, Wrist bands, Sharp objects, Colours, Gulal, Crackers.**
- iii) All kinds of printed literature except School books and related study material and library books.**
- iv) Money more than Rs 100/- for canteen (Amount for fee submission is exempted only till first period ends. Class Teacher must be informed in such case). School seeks no responsibility for any kind of money loss in school as the case may be nor will school enquire such case.**

11. Saturdays are open for meeting with parents, if you wish to meet teacher/s, please visit on Saturdays from 12:00 hrs to 14:00 hrs. Meeting with teacher in not possible any other day without prior notice and subsequent approval. It may lead to inconvenience. Kindly notify your issue at school reception, it shall be responded well.

12. School fee paid in four quarters ie for Q1 (Till 10 April), Q2 (Till 10 July), Q3 (Till 10 October), Q4 (Till 10January). Kindly pay in time to avoid unnecessary calls from school for the same. Its is your duty to keep yourself updated with latest fee structure and payment dates.

13. School transport shall be charged for 12 months irrespective of circumstances and can be availed or dropped only on written request by parents only. If a student requests for withdrawal of transport, full charges for that quarter shall be charged and availing transport in the same session again shall not be possible.

Student is a joint responsibility of parents and school, parents are expected to do their bit. Parents Cooperation in delivering good services is expected and requested.

Special Note : Thursday 30 March 2023 shall be a holiday and online classes on 31 March 2023 shall not be held.

Happy Learning!

**Sd/-
(Nishant Kumar)
Principal**

This is an electronic document floated on school's official platform SO, signature not required.