

Delhi English Academy Sr. Sec. School
Dhool siras Sec-25 Dwarka
Parental – Circular
Ph. No. 8810270723/ 9871568191

1. Fees must be paid in cash/ cheque by the 10th of every month. After the due date a late fee fine of Rs 10/- per day will be charged.
2. If fee falls in arrears up to 30th a fine of Rs.150/- will be charged.
3. If you want to do any Transport related query than please contact- 9711425565.
4. Once a student attends the school, he/she will not be allowed any short leave. In case of emergency the child will be escorted by the parents only with the written permission of the school office.
5. Do not send the sick child to the school knowingly that he may not be able to Sit in the class.
6. Parents are not allowed to enter the classes, it is in the interest of the study of whole class. Any parents desiring to see the class teacher may do so on second & fourth Saturday or on parents; teacher meeting.
7. The students should reach school up to 8:00 a.m. Latecomers will not be Permitted for entry.
8. Parents and visitors are not allowed to wear shorts/knickers in school premises.
9. Fee can be deposited by cheque in favour of Delhi English Academy but in the case of Sibling , single cheque is not applicable. Please send the Separate cheque according to the numbers of ward.
10. Fee also submitted through online, but reference no. must be acknowledged on fee counter after the payment.
11. Please submit the application if the child want to take leave for any reason; after marking absent in class register application are not acceptable.
12. If the child forget to carrying out Lunch , Book , Notebook etc. & parents want to submit it than please hand over the things to the Security guard along with a name slip .
13. Kindly do not pay any amount without receiving slip. School is not responsible for that kind of payments.
14. Without proper information self transport will not allowed for school transport users.
15. Parents are requested to check their ward's diary regularly and sign it daily.
16. Those Parents, who want to get (SLC) Transfer Certificate for their ward, are requested to submit the application in the school office before 15/04/2019, otherwise fee for April 2019 will be charged

R.K. Sharma
(Principal)

