



# HVM CONVENT SCHOOL

(A Senior Secondary School)

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

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

Mobile Nos.: 96460-98888; 98150-98888; [hvmconvent@gmail.com](mailto:hvmconvent@gmail.com); [www.hvmsrsecschool.org](http://www.hvmsrsecschool.org)

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*Dear Students & Parents,*

*Greetings from the school!*

**This is to inform you about the important guidelines that all students must strictly follow to ensure discipline and smooth functioning of the school.**

**1. Punctuality:-** The morning reporting time of students is 7:45 AM. The school gate will be closed at 7:50 AM sharp. Students arriving after this time will not be allowed to enter the school. Parents are requested to take a serious note of this and ensure punctuality.

**2. Regularity: -** It is mandatory for every student to maintain a minimum of 75% attendance throughout the academic session. Students failing to meet this requirement may not be permitted to appear in final examinations as per school rules.

**3. Neatness:-** Students must attend school in the prescribed summer uniform. Proper grooming, neatness, and hygiene are expected at all times. Any deviation from the uniform rules will be dealt with strictly.

**We request your cooperation in reinforcing these guidelines for the overall development and discipline of your ward.**

**Thank you for your support.**

**Principal**