



HVM Convent School

(A Senior Secondary School)

Karamsar Colony, New Subhash Nagar, Basti Jodhewal, Ludhiana.

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PCIR/042/2026-27

Date: 04.10.2026

CIRCULAR

Subject: *Reopening of School after Mid-Term Examination*

Dear Students and Parents,

This is to inform you that the school will reopen for the students on October 05, 2026 after the Mid-Term Examination as per the regular school schedule. All students are expected to attend school regularly and follow the prescribed school discipline.

Students and Parents are requested to ensure the following:

- **School Timings:** Students must strictly adhere to the regular school timings that is as follows:-

Pre Nursery & Nursery

09:50 AM to 12:50 PM

L.K.G. & U.K.G

08:00 AM to 12:50 PM

I to X

08:00 AM to 02:10 PM

XI & XII

08:00 AM to 12:40 PM

- **Punctuality:** Parents are requested to ensure that their ward (Classes L.K.G to XII) reaches school by **08:00 AM** sharp. Latecomers for any reason will not be allowed to enter the school premises.
- **Regular Attendance:** Students must attend school regularly and avoid unnecessary absence. No half day will be allowed for any family function. In case of medical issue, students are advised to stay at home and have proper rest before joining the school. In case of long/chronicle medical leave, fitness certificate from qualified Doctor is to be submitted.
- **Proper School Uniform:** Students must come to school in the complete and proper school uniform, including neck tie and must carry their school identity card.
- **Proper Hairstyle:** Students must maintain a neat and proper hairstyle as per school rules.

Parents are requested to extend their cooperation in ensuring punctuality, regular attendance and proper uniform and disciplined conduct of their ward.

Let us begin the new term with punctuality, discipline and a positive attitude towards learning.

Principal