



Vivekanand School

D Block, Anand Vihar, Delhi - 110 092

VS/PW/2023-24/Cir-005

Date: 17-Apr-2023

Watch List

Dear Parent

In order to create a conducive and favourable environment, the school follows a system to observe the students under watch list with regards to their behavioural issues in the class room and help them excel and reach to their potential. If a child is found causing disruption to the learning environment by defying the classroom norms, first time the warning letter will be issued. If his/her name appears again, the following process will be followed:

2nd Violation - 1 day stay back

3rd Violation - 3 days stay back

4th Violation - 7 days stay back

If no change is observed in the student under watch list even after having gone through the above mentioned measures, it will lead to the suspension of the student for a time period of 2 weeks and he/she will be shifted to another section on his/her return.

In case the students is absent on the day of stay back, he/she will have to stay back on the next day of his/her joining the school.

These stay backs are in addition to the Remedial Class scheduled, if any, for the students under "Watch List". On the day of stay back, student is required to bring extra tiffin/ lunch, and parents are to pick their ward at 3:00 pm from school premises.

During stay back we expect the student to come to school with sufficient study material to utilize the time meaningfully.

Your support and co-operation is earnestly desired in the best interest of your ward.

Warm Regards

Headmistress

P.S.: The school reserves the right to take strict disciplinary action against the child other than mentioned above, in case of gross misconduct.