



MONTGOMERY GURU NANAK PUBLIC SCHOOL

ਮਿੰਟਿਗਮਰੀ ਗੁਰੂ ਨਾਨਕ ਪਬਲਿਕ ਸਕੂਲ

(Co-educational, English Medium Senior Secondary School)

Affiliated with CBSE, New Delhi, Affiliation No. 1630011

ADARSH NAGAR, JALANDHAR-144008

MPS/144/

20th March 2024

Dear Parents

Education is a wealth which pays rich dividends throughout life and is a source of illumination and power which transforms and enables our nature by progressive and harmonious development. Quality education lays the foundation of a civilized society which is the backbone of any country and it's future.

We at MGN, are fulfilling our commitment towards the children to make them responsible citizens of the nation. I wish and pray that the staff and the students may :

Stand tall physically

Stand tall mentally

Stand tall spiritually

On behalf of the staff at MGN Public School, I am happy to welcome you to the session 2024- 25.

We and you(the parents) share the responsibility for our children's success and would do our best to promote excellence through determination and hard work. We need to collaborate and work hand - in - hand for the best learning experience.

Your contribution in our working will always remain praise worthy.

We look forward to your cooperation and support in the coming year! **As partners we seek your support in child's learning by ensuring that you will give due importance to the below mentioned points.**

- **The Principal, Academic Co-ordinator Cum Headmistress & Incharge Pre-Primary are available to discuss the problems of your ward on 2nd Saturday between 9.00 A.M. to 11.00 P.M. only, in their respective offices. Parents can meet the Office bearers on any working day between 09.30 a.m. to 11.00 a.m. only with prior appointment. Suggestions (if any) can be forwarded on the School number 8264033294.**
- **Parents are barred to enter the Class rooms during School hours.**
- **No student will be allowed to go home during School hours unless it is an emergency and that also, only if escorted by Parents.**
- **The colour & other specification of the uniform is mentioned in the School Almanac / Displayed at School Reception / Available on School website. Please refer to the same and purchase accordingly.**

All students are required to come in Summer uniform as per specifications mentioned in the School Almanac w.e.f. 1st April, 2024. This brings uniformity in the school environment.

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Principal
MGN PUBLIC SCHOOL
Adarsh Nagar, Jalandhar

P.T.O.

- If your ward is not present on the first two days of the new session, (from 1st April 2024) his/her name will be struck off the School records.
- The late comers will be sent home at their own risk.
- Only those students will be allowed to fill the forms for Class X & XII Board Examination to be held in next academic session 2024-25, whose attendance is more than 75% on 1st Oct 2024 & scored above 45% marks in each subject in all Tests and Examinations. Students having attendance between 65% and 75% will fill their forms provisionally, with the condition that their candidature can be withdrawn if they fail to fulfill the required conditions. Decline in attendance at a later stage also may lead to the student's ineligibility to get his ADMIT CARD.
- TRANSPORT RELATED POINTS :-
 - The School has a fleet of buses and no other means of transportation. School Bus charges will only be accepted in lump sum on quarterly basis, along with tuition fee and no refund will be given, if the facility is withdrawn by the student during the quarter.
 - In case a student wants to discontinue bus service, he /she should inform the concerned authority before the beginning of next quarter.
 - In case of any suggestions & complaints regarding School Transport, you may contact the Transport Incharge / Sr. Supervisor / Whats app Number 8264033294.
 - The Parents who are willing to avail School Transport are required to give their consent to the concerned person, latest by 1st April, 2024. School bus facility is available for boys upto X (any type of defaulters are not allowed) and girls upto class XII.
 - Students using School transport will be picked up from / dropped at specified location, only. Management can stop plying of School bus on any route at any point of time with prior notice, if it is not feasible for the School to run the same.
 - Students with a valid driving licence (age as per School records) only are permitted to come to School on two wheelers. Parents please note that, if your ward does not have a valid driving licence and if he/she comes to School on a vehicle he /she will be rusticated from the School.
 - Four wheelers are not permitted for students.
 - Students are not allowed to park their vehicles outside the School campus or in the adjoining park. Students must deposit the requisite parking charges for the complete session before 10th April 2024 and carry the requisite cash- receipt/card every day.
 - Parents while engaging private operators for other means (auto rickshaws, mini buses etc.) must ensure the safety of their wards.

- The Parents of students using Auto are required to ensure that there are 4-5 students or as per prescribed limit for the autos by the Transport authorities / Pb Govt.
- As per CBSE / Govt. guidelines, we accept fee in online mode (UPI/netbanking/ FEEBANK app) within specified dates. The FEE WILL NOT BE ACCEPTED in CASH/CHEQUE in School. The fee booklet will also be issued to deposit the fees in Bank. Incase of any problem, you can pay the fee as per the following schedule only in CAPITAL SMALL FINANCE BANK VIJAY NAGAR / FOOT BALL CHOWK, JALANDHAR BRANCH during working schedule of the bank. The challan /copy of fee booklet can be collected from respective Class teacher on PTM days.

FEE COLLECTION DATES WEF. APRIL, 2024 TO MARCH 2025

Fee Quarter	Days/ Dates
1 st Quarter	1 st April to 15 th April 2024
2 nd Quarter	1 st July to 15 th July 2024
3 rd Quarter	1 st Oct to 15 th Oct 2024
4 th Quarter	1 st Jan to 15 th Jan 2025

Incuse of late deposit of the fee the fine will be charged as under:-

CLASSES Nursery to XII	
<u>Dates/Day</u>	<u>Fine Amount</u>
Till 15 th of every quarter	No Fine
Next four bank working days	Rs. 50/-
Next four bank working days	Rs. 100/-
Till the end of month	Rs. 200/-
After the end of month	Rs. 300/-
Fine on day one plus (+)	Rs.20/- per day from 2 nd day onwards.
If fee is pending till the end of quarter Re-Admission will be applicable: Half(50%) of Admission charges	

IMPORTANT INSTRUCTIONS

- **Parents need to check carefully the Admission No. on the Feebank app, before depositing the fee.**
- **They are required to deposit Fee strictly as per dates given above. No Exemption from late fee fine will be given.**
- **Fee may be deposited in advance.**
- **Students using bus must pay their Transport charges along with fee.**
- **Name will be struck off if the fee is not paid on due dates.**
- **Transport fee may be revised during the session due to the steep hike in the fuel prices.**

P.T.O.

- Parents can meet the School Counselors with prior appointment or as per the following schedule:

CLASSES	DAYS
NSY , LKG, UKG	Wednesday
1 st and 2 nd	1 st & 3 rd Saturday of the month with appointment
3 rd to 12 th	2 nd Saturday of the month

- All details concerning the School Examinations, Activities and Holidays are mentioned in the School Almanac. Please do spend some time to go through it.
- Parents are advised to read the contents of the School Almanac and the comments given by the teachers and take constructive measures accordingly.
- Carrying of cell-phone & other electronic gadgets is completely banned in the School. Defaulters will have their cell-phone confiscated and strict disciplinary action will be initiated against them, leading to rustication.
- Indiscipline and disobedience of School laws is not acceptable and strict action (may be expulsion) may be initiated.
- Organisation or Participation in STUDENTS' PARTIES outside School Premises is strictly prohibited. Defaulter(s) will be dealt STRICTLY. Parents are requested to restrict their wards from such parties.

The new session will commence from 1st April 2024, School timings will be from 7.35 A.M. to 1.40 P.M for classes I to X & for Pre-Primary classes the timings will be 8.30 a.m. to 12.30 p.m.

Special Note :-

- All Saturdays will be off for the students of Nursery to class Second. For the rest of the classes, 2nd Saturday and 4th Saturday will be off. PTM will be held on 2nd Saturday and it will be working for the staff. 4th Saturday will be off for the staff. The remaining Saturdays will be full working days.
- As already intimated, there will be extra classes for X and XII from 8th July to 13th July 2024 i.e. in the last week of the summer vacation, so parents need to plan their vacation accordingly.

Looking forward for your unconditional support. May Almighty bless all for the success of the new session.

Wishing you and your ward/ wards the very best for the same.

(Kanwaljeet Singh Randhawa)

Principal

MGN PUBLIC SCHOOL
Adarsh Nagar, Jalandhar