

**Maxfort School Dwarka**  
**New Delhi**  
**Beacons**  
**Academic Session 2025-26**



*“The highest education is that which does not merely give information but makes our life in harmony with all existence.”*

-Rabindranath Tagore

Dear Parents

9.03.2025

Greetings from Maxfort School Dwarka New Delhi!

The highest education is that which does not merely give us information but provides us with a key to unlock the doors of our talent and skills. Maxfort School Dwarka New Delhi, constantly remains committed to fostering a safe and conducive learning environment for all the students with the ‘Mission of Nurturing Thought Leaders’ and the ‘Vision of Empowering Life’!

Taking this thought forward Team Maxfort School Dwarka, New Delhi happily welcomes the parents and guardians of all the students for the academic session 2025-26.

As we begin with partnering in our students’ growth, let us all adhere to the following guidelines:

1. Parents are requested to note that the school will reopen on the following dates:

i. Classes-III to XII	Tuesday	1 April 2025
ii. Class-II	Wednesday	2 April 2025
iii. Pre-Primary & Class I	Friday	4 April 2025
iv. Pre-School	Saturday	5 April 2025
2. Parents and students are requested to adhere to the school timings to avoid any inconvenience. The school timing are:

<b>Pre-Primary, Pre-School and Class I</b>	09:00 a.m. - 01:00 p.m.	Monday-Friday
<b>Classes II – XII</b>	07:30 a.m. to 2:10 p.m.	Monday-Friday
<b>Classes VI-XII</b>	Working days on 1 <sup>st</sup> and 3 <sup>rd</sup> Saturday	
3. **Pre-School, Pre-Primary and Class I-** The school entry time of the walker students is 8:45 a.m. to 9:00 a.m. Parents availing private vans are also to ensure that their child is dropped to school between 8:45 a.m. to 9:00 a.m. beyond which no entry of the students will be allowed.
4. **Classes II\_V-** The school entry time of the **walker students** is 7:30 a.m. to 7:45 a.m. Parents availing private vans are also to ensure that their child is dropped to school between 7:30 a.m. to 7:45a.m. as the school gates will be closed at 7:45 a.m. sharp, beyond which no entry of the students will be allowed.
5. The parents/guardians are expected to pick up and drop their children according to the specified time. Students should not report before 7:30 a.m. as the school gate will open at sharp 7:30 a.m.
6. It is mandatory for parents to show their ‘**Parent Authority Card**’ at the gate and to the teacher in-charge for dispersal or route duty.
7. **For students availing bus route –**  
The student will be handed over to the parents/guardians by the route in-charge, only after ‘**Parent Authority Card**’ is shown.  
No student will be allowed to travel in any other route apart from the designated routes for safety and security of the students.

8. Please note that in case the parent is not carrying the 'Parent Authority Card', the child will not be handed over. If the parents depute a guardian to have their child collected, the guardian must carry a 'Photo Identity Card' and a letter of authority from parents stating the request. In an emergency, parents can also send the request through an email along with the photo ID - voter/Aadhaar card/passport of the deputed person. To the school mail id- [maxfortschool.dwarka@gmail.com](mailto:maxfortschool.dwarka@gmail.com).
9. Students must compulsorily wear I-card every day to school. Parents are also required to use the 'Parent Authority Card' at the time of dispersal. In case she/he does not have an I-card, kindly get temporary I-card issued from the front office.
10. Parents of students of Class IX-XII to fill the 'Indemnity Form' in case the child is going alone after dispersal which can be collected from the school front office and submitted to the concerned in-charge. The same needs to be done in case their child avails the route and want him/her to go home unescorted from the bus stop.

### **Code of Conduct for Parents**

As partners, let's carry out the responsibility of instilling our children with virtues jointly.

1. Recognize that the education of children is a joint responsibility of the parents and the school community.
2. Parents are expected to respect and maintain the decorum of the school on every visit.
3. Parents should carry their 'Parent Authority Card' and be formally dressed whenever they visit the school premises.
4. Be present on 'Parents Facilitator Meet' and open days to take guidelines and feedback from the facilitators.
5. Closely monitor your child's progress by checking and signing the school almanac every day. It is mandatory for the students to carry the almanac every day.
6. Ensure providing a supportive, value based, safe and positive environment at home.
7. Ensure following appropriate behaviour and language at all times and instil etiquettes, good manners and discipline in the child.
8. Communicate with your child regularly about the importance of physical health, mental health, cyber security and ethical practices.
9. Provide a healthy routine with at least one hour of exercise in addition with a balanced diet every day.
10. Parents are requested not to send their child to school if the he/she is unwell. A medical certificate with a covering letter is to be submitted within three days of absence.
11. A child returning to school after suffering from an infectious or contagious disease should join school after the quarantine period and produce a fitness certificate from a qualified registered doctor.
12. Ensure timely access to the homework assignments by your child and encourage regular timely submissions of the same.
13. Regularly monitor the screen time and ensure a balance between online and offline activities of your child for a holistic development. Ensure that your child gives sufficient time for self-study and revision of the content taught in the school.
14. Ensure that your child is regular and punctual in attending classes in the 'Blended Learning Mode'.
15. Regularly access the school website, student login, SMS and e-mails sent by the school.
16. Help your child to be regular to the class and to join the online classes with his/her Maxfort e-mail ID, whenever scheduled.
17. Ensure that the child's bag is light and set according to the time table.
18. Any expensive item/ jewellery, electronic gadgets or large sum of money should not be sent to school.

19. Ensure to send the lunch box, notebooks etc. with your child only. No visitors will be allowed to drop any item in the form of lunch boxes/pencil boxes/books/activity material/etc. in the school after the school begins.
20. Kindly refrain from coming to school early to pick up your child as the staff will be busy in student activities and dispersal.
21. Visiting hours for the parents for in person communication are between 9.30 a.m. to 10.30 a.m. on any working day with prior appointments.
22. Ensure that the consent forms sent for excursion, competitions or of any nature from school are duly read, signed and submitted timely.
23. In case of requirement of any official document from the school, parents need to submit an application for the same. It will take minimum three working days for the concerned office to provide the same.
24. Inform the school in written in case of change of address or other important information along with valid supporting document.

### **Code of Conduct for students**

1. Students are expected to wear the school uniform in a proper manner as specified by the school whether attending the classes in online or offline mode.
2. Students are required to carry the Almanac and wear Identity card every day.
3. They should observe polite civil behaviour and maintain the decorum of the school at all points of time.
4. Students should be regular and punctual to school.
5. Students should move out from the class only after due permission of the teacher and should carry the class out pass.
6. Changing classrooms for activities between periods should be done in silence and in an orderly manner.
7. Students are advised to keep their classrooms/ school building/ campus neat and clean. Waste material and leftovers must be thrown into the dustbin. Any wilful damage to the school property will be subject to recovery costs.
8. Students will be allowed to give a call from the school landline only with due permission of their respective in-charges.

### **Attendance Rules**

1. It is compulsory for all the students to complete 75% attendance every month to make them eligible to sit for any examination. In case attendance is short, students will not be eligible for promotion/any academic award.
2. All the students are expected to attend the school on the opening day after every vacation and must be present on the closing day of the vacation. Those absent because of sickness must present a medical certificate with a covering letter within 3 days of absence.
3. A student returning to school after suffering from an infection or a contagious disease should produce a fitness certificate from a qualified registered doctor.
4. Only those students will be put 'on duty' who represent the school while playing a tournament, a sport or participate in any other event. Any student, not representing the school, will have no such claim.

### **Transport Rules**

1. The students can avail school transport facility on the existing school bus routes.
2. The school reserves the right to modify/cancel any route.
3. Those students who opt for school transport need to avail it for eleven months.
4. A written information for the discontinuation of the route is to be submitted one month prior to it. If not adhered to, the parents are liable to pay for the same.

### **Students using Private School Cabs/Transport**

1. Parents of students travelling by private cabs must ensure that dropping time for private cabs is not before 7:30 a.m. for classes II to XII and 8:45 a.m. for Pre-School to Class I.
2. Parents must ensure that there is a parent chaperone -preferably lady always accompanying students for their safety.
3. Parents are required to comply with all directions of traffic department, DOE Delhi and other government departments given from time to time regarding the private cabs availed by them.

You may contact the school by means of the following email-id and phone numbers:

E-mail:	<a href="mailto:maxfortschool.dwarka@gmail.com">maxfortschool.dwarka@gmail.com</a>
Contact Numbers:	011-45547240, 45547241, 49569600
Desk:	+91 97175 50038
IT support:	+91 97175 50034
Transport:	+91 99580 91685
Student Documents:	+91 95993 12002
Wellness:	+91 97175 50036
Administration:	+91 97119 97259
Accounts Department:	+91 9958091686

Looking forward to a great Teacher-Parent Partnership.

Regards  
Team Maxfort School Dwarka  
New Delhi