



DELHI PUBLIC SCHOOL DIBRUGARH

"Under the aegis of Delhi Public School Society, New Delhi"

A path for a child to excel today, tomorrow and forever...

Circular no-DPSD/2026/001

Date- 28th March 2026

Dear Parent,

Greetings from DPS Dibrugarh. We extend a very warm welcome to your ward to the new session and new class.

Kindly go through the following points carefully for the smooth functioning of the school.

1. All the classes except Pre-Primary and Class XI will reopen on Wednesday, 1st April 2026.
Pre Primary classes will resume on Thursday, 2nd April 2026.
Class XI will commence on Monday, 20th April 2026.
Working days & timings:
Playgroup to KG II- Monday to Friday. Timing-8:30 a.m.to 12:00 p.m.
Class I & Class II – Monday to Friday. Timing-8:30 a.m. to 2:00 p.m.
Class III & Class XI – Monday to Saturday. Timing-8:30 a.m. to 2:00 p.m.
Class XII-Monday to Friday. Timing- 8:30 a.m. to 2 p.m. (Online classes on Sat)
Open House Day on second Saturday of every month from April to October.
Parents may come to school to meet the teachers, if they wish to. Students will have a holiday on second Saturdays. Second Saturdays from the month of November will be utilized for regular classes.
2. Students must wear the prescribed Summer uniform. On cold & rainy days, they may wear House jackets/ sweaters, if required. The new students who have not received the uniform yet, may wear whatever uniform is available with them. They may wear green or any dark colour sweater/ jacket, if required.
3. Prescribed School Bag and prescribed School Shoes are compulsory.
4. House dress is to be worn by the students on Club days (Wednesdays for Classes III to IX) and on the days they have Games and/or Swimming scheduled in their time table.
5. Books and notebooks must be brought to school as per the time table shared by the Class teachers in the class groups. If your ward has not received books etc. he/she may bring some rough notebooks till the time he/she receives the same.
6. Some books /notebooks may be kept back in school and a message for the same will be sent by the teacher.
7. 85% attendance is compulsory in an academic year for all the students. A student may be detained in the same class if he/she falls short of attendance. An application has to be sent to the Class Teacher informing about your ward's absence as and when required.

8. Mask is not compulsory but students suffering from cough, cold or any other infection must wear one.
9. Please send 2 tiffins-one with fruits/ dry fruits for fruit break and another one with healthy food for tiffin break. Kindly send a water bottle and a hand towel/cloth napkin and a handkerchief every day. Water break after every 2 periods will be announced in class. Students commuting from other districts may bring dry tiffin/ fruits for the buses as well, if they wish so. Healthy snacks made of corn, rajma, dal etc. are allowed.
10. Please write your ward's name on every article that he/she brings to school. School will not be responsible for any loss if no name is written.
11. Parents must not send their ward to school if he/she has any discomfort, cough, cold, fever, upset stomach etc. The class teacher must be informed immediately.
12. Gadgets like mobile phones, ipods etc. are strictly prohibited in school. Any student bringing banned objects to school will be suspended immediately.
13. Boys must come to school in proper haircut. Crew cut is the best haircut for the boys. Fancy haircuts are not allowed. Hair colour is not allowed.
14. Girls with hair longer than shoulder length must tie their hair properly. Only black clips and hair bands are allowed. No coloured and fancy clips are to be worn. Hair colour is not allowed. Wearing school ID card is compulsory.
15. English is the only language of communication in the school premises and in the school buses. Students must refrain from speaking in any other language except in Second and Third language classes.
16. Swimming will commence after receiving the Consent forms from all the parents. Separate circular will be sent for the same.
17. Club allocation for the students from Class III to IX will be made on Wednesday, 1st April, 2026. A list of clubs has been shared separately. Please help your ward in selecting a club of his/ her choice.
18. Students will have to choose between Vocal and Instrumental music Class III onwards. New students may attend both the classes by turns and decide after one week. Details will be provided in the Music classes.
19. Students from Playgroup to Class V may come to school in coloured dress on their birthdays and distribute only 2 toffees/ chocolates to the students and teachers. Lavish celebration of birthdays in school is NOT allowed. Students of class VI and above may distribute toffees but they have to come to school in school uniform.
20. No Parent / student is supposed to give any gift or money to any staff member of the school. If any payment is made for any purpose, please ask for receipt immediately.
21. **Fee must be paid ONLY THROUGH ERP and no other mode.** Fee paid by any other mode will not be considered.
Fee schedule is as follows:
First Quarter- Within 10th April 2026
Second Quarter- Between 15th June to 10th July 2026
Third Quarter- Between 15th September to 10th October 2026
Fourth Quarter- Between 15th December to 10th January 2027
Fine of Rs.10/- per day will be levied after the scheduled dates.

22. For any difficulty, your first contact person in this school is your ward's Class Teacher. Please feel free to send a message to him/her when required. He/she will also send you a time slot when you can call him/her.
23. Parents may feel free to write to us at principal@dpsdibrugarh.org for any suggestion or query or they may also write/call their ward's Class teacher.
24. DPS Dibrugarh is committed to ensure quality education for the holistic development of your ward.
25. Important Phone numbers and mail IDs-
Principal-6000901001 principal@dpsdibrugarh.org
Accounts department- 6000901007/009 accounts@dpsdibrugarh.org
Transport- 6000901008 transport@dpsdibrugarh.org
Administrative Officer-6000901002 administrativeofficer@dpsdibrugarh.org
Front Office-6000901003 info@dpsdibrugarh.org
IT Administrator-6000901010 it@dpsdibrugarh.org
Class Teacher's & Subject Teachers' phone numbers will be shared separately.

Please help us in making this school a happy and safe place for your precious ones.

Warm Regards.
Probhati Biswas
Principal.