

GD Goenka School, Vasant Kunj Parents Handbook



Preface

Welcome to the GD Goenka School community!

This handbook serves as a ready reckoner for all parents, offering a comprehensive overview of the school's philosophy, policies, procedures, and day-to-day functioning. It has been thoughtfully compiled to help you understand the expectations, support your child's academic and personal journey, and stay informed about the various aspects of school life.

At GD Goenka, we believe that a strong partnership between the school and parents lays the foundation for a child's overall development. We encourage you to refer to this handbook regularly and stay engaged in your child's educational experience.

Let us work together to create a nurturing, safe, and enriching environment where every child can thrive.

Warm regards,

School Leadership Team

About Us

At GD Goenka Public School, Vasant Kunj, we believe that a strong school-home partnership is essential to every child's journey of growth, learning, and self-discovery. Guided by our motto—“**Thrive for Life**”—we are deeply committed to nurturing well-rounded individuals who are academically proficient, emotionally resilient, socially conscious, and globally aware.

Our learning ecosystem seamlessly blends tradition with innovation. From **smart classrooms and cutting-edge STEM and Design Thinking labs** to vibrant performing arts studios and world-class sports infrastructure, every space is thoughtfully designed to stimulate curiosity, creativity, and excellence.

The safety and well-being of our students are paramount. Our secure campus is supported by vigilant supervision, a well-equipped medical room, trained personnel, and GPS-enabled transportation—ensuring peace of mind for every parent.

We follow a progressive, student-centered curriculum that integrates academic rigour with values-based education, life skills, and digital fluency. Technology is not just a tool but an enabler of deeper learning. Our students consistently perform at the highest levels in **CBSE Board Examinations, with top scores often crossing 98%**, and secure admissions to prestigious institutions such as the **IITs, Ashoka University, Stanford, UC Berkeley, UCL, and the University of Toronto, among others.**

Our commitment to holistic education extends far beyond academics. Students actively participate in **leadership programs, clubs and societies, international exchanges, performing arts, and community outreach initiatives.** These experiences foster confidence, collaboration, and a strong sense of social responsibility.

The **Career Guidance Office (CGO)** plays a pivotal role in mentoring students, conducting aptitude and psychometric assessments, facilitating internship opportunities, and supporting university applications—both within India and abroad.

We take pride in cultivating not only high achievers but also compassionate, mindful individuals prepared to thrive in a complex, ever-changing world.

Regular communication, interactive sessions, and collaborative events with parents are integral to our approach.

We value our parent community as trusted partners in shaping a joyful, meaningful, and future-ready educational journey for every Goenkan.

Vision and Mission

Vision:

To inspire each student to shape their ambition with excellence, critical thinking, and global awareness—guided by values of honesty, compassion, perseverance, and integrity.

Mission:

Guided by our motto—Thrive For Life—we foster an environment that nurtures creativity, character, and courage. As the flagship school of the GD Goenka Group, we are committed to preparing future-ready individuals who are academically proficient and socially responsible.

School Rules and Regulations

Dear Parents and Guardians,

Warm greetings to you and your family as we begin the new academic year 2025–26. At GD Goenka Public School, we remain committed to providing a safe, disciplined, and nurturing environment for every child. We request that you read the following information carefully and adhere strictly to the school's guidelines and expectations.

1. Arrival and Departure: Safety, Security, and Timeliness

- **School Timings**

Classes III to XII run from **7:30 a.m. to 1:50 p.m.**, unless otherwise communicated via official circular.

Punctuality is essential. Late arrivals disrupt learning and will not be permitted entry.

- **School Gate Closure**

The school gate will close *promptly at 7:30 a.m.* Students arriving after this time will not be allowed to enter, and no exceptions will be made. Parents are requested to support this policy and refrain from engaging in disputes with security personnel.

- **School Transport**

Bus routes and timings will be provided by the Transport Department.

Please ensure your child is ready at the designated stop at the assigned time. Buses will not wait for late arrivals.

- **Personal Vehicles**

Students must not drive or ride any motorised vehicle to school. This is illegal and strictly prohibited. Disciplinary action will be taken against violators.

Parents using private transport must park safely, without obstructing traffic or causing inconvenience to others. Unattended vehicles are not permitted on school premises.

- **Identification and Safety**

The school-issued ID card must be carried by any individual (parent, guardian, driver) responsible for dropping off or collecting a student from school or the bus stop.

2. Conduct on Campus and Beyond

- **Behavioural Expectations**
Courteous and respectful behaviour is expected from all adults interacting with students, staff, and support personnel, including transport staff. Aggression or rudeness will not be tolerated.
- **Dress Code for Visitors**
Parents entering school premises must be appropriately dressed, reflecting the decorum and formality of an educational institution.

3. Uniforms, Books, and Materials

- **Availability**
Books and uniforms are available on all working days at the school shop for students only.
- **Parent Access**
Parents may visit the shop only on the **1st and 3rd Saturdays of each month** between **10:30 a.m. and 2:00 p.m.**, or after school hours between **2:30 p.m. and 4:00 p.m.**
- **Student Preparedness**
Ensure your child brings all required items—books, notebooks, lunch box, stationery—at the start of the day.
Items will not be accepted for delivery to students during school hours.

4. Communication and Parental Engagement

- **Parent Portal**
All academic information, circulars, notices, timetables, attendance records, and assignments will be available via the Parent Portal. Kindly ensure regular access.
- **Website Updates**
Please also refer to the school website: gdgps.gdgoenka.com for updates.

- **Parent-Teacher Meetings (PTMs)**

Attendance at all PTMs is compulsory. These meetings provide valuable insights into your child's academic and social development.

- **Appointments and Access**

Parents are not permitted to visit classrooms, the cafeteria, or student areas during school hours.

For meetings with the Principal or teachers, prior appointments must be scheduled.

5. Attendance and Leave Policy

- **Mandatory Attendance**

A minimum of **75% attendance** is compulsory to be eligible for examinations, as per CBSE guidelines. Medical or sports-related absences are not exempt.

- **Leave of Absence**

- Submit a written leave request to the class teacher on the same or next day of absence.
- Medical leave exceeding two days must be supported by a medical certificate.
- Sick students should remain at home; upon return, a medical certificate must be submitted.
- Outstation leave during school days requires **prior written approval** from the Principal.
- Early departure during the school day is not permitted except in a medical emergency and must be approved by the Principal.

- **Identification for Pick-Up**

The designated person collecting a student must carry the school-issued ID card.

For safety reasons, students will not be released to the parents of other students or family friends.

- **Morning Drop-Off**

Non-bus students should not be dropped off **before 7:00 a.m.**, as staff and safety personnel are only available after that time.

6. Prohibited Items

- **Electronic Devices**

Students are strictly prohibited from bringing mobile phones, tablets, laptops, smartwatches, cameras, or any similar devices to school.

Any such item found will be confiscated, not returned, and a **fine of ₹10,000** may be imposed. Confiscated devices may be donated.

7. Student Conduct and Discipline

We aim to foster a disciplined and respectful learning environment. Students are expected to:

- Follow the school's code of conduct at all times (available on the Parent Portal).
- Maintain discipline in school and on school transport.
- Keep all school areas clean and treat facilities with care.
- Use respectful and appropriate language.
- Avoid conflict; seek help from teachers when needed.
- Respect others' property and not take items without permission.
- Conserve electricity and water; report wastage.
- Refrain from bringing large sums of cash or valuables. The school is not liable for loss or theft.
- Stay within class unless permitted otherwise.
- Avoid any possession of banned or inappropriate materials.

Consequences for serious violations may include **suspension, expulsion, or rustication**.

8. Fee Payment Policy

- All fees—tuition and transport (if applicable)—must be paid **according to the school's schedule**.
Non-payment may result in late fees, restricted access to school services, and possible removal from the school rolls.
 - **Note for Classes X and XII:** Fees must be cleared up to March by **10th January** to complete clearance formalities.
- Transport fees are payable for the entire year, even if a student joins midway through the year. Requests to withdraw from the transport facility will not be accepted after October.
- Bus service is optional. It is a facility provided for the safety and convenience of students and parents, and may be withdrawn at any time with short notice, at the management's sole discretion.

9. Assessments and Examinations

- **Attendance**
Students must be present for all scheduled assessments. **No retests** will be conducted for absentees.
- **Medical Absence**
In the event of illness, a valid medical certificate must be submitted promptly.
- **Academic Integrity**
Cheating or use of unfair means during assessments will result in disciplinary consequences.
- **Schedules and Results**
 - Exam date sheets and syllabi will be shared via the Parent Portal well in advance.
 - Results will be available online. Parents are encouraged to discuss these with their children constructively.
- **Promotion**
Will be based strictly on the school's Promotion Policy (available on the Parent Portal) and CBSE regulations.

10. Emergency Protocols and Parent Contact Information

- In emergencies, parents will be contacted by the school and may be required to report to the Principal.
- Please inform the school office in writing of **any changes** to your address, telephone number, or email to ensure communication is not disrupted.

11. Withdrawal Policy

Notice Period:

Parents or guardians must provide written notice at least one month before the desired withdrawal date. For immediate withdrawals, a fee equivalent to one month's notice will be charged.

Fees:

All outstanding financial obligations must be fulfilled prior to the issuance of a Transfer Certificate (TC). Refunds are generally limited, especially for mid-term withdrawals.

Transfer Certificates (TCs):

Transfer Certificates will be issued only after settling all financial commitments and other dues. Processing time may take up to one week from the date of application submission.

Policy and procedure for Issue of Letters of Recommendation and Predicted Scores CLASS XII

As a responsible and committed institution, we recognize the significance of supporting our students in their pursuit of higher education. One way we provide assistance is by offering Letters of Recommendation (LOR) and Predicted Scores for those who require such documents for college admissions. We have established a clear policy and procedure for the issuance of Letters of Recommendation and Predicted Scores to ensure fairness, transparency, and accuracy in the evaluation process. This policy applies to all eligible students who request such documents from our institution.

Policy for Issuance of Letter of Recommendation (LOR):

Eligibility:

To be eligible for an LOR, a student must have demonstrated commendable academic performance and conduct.

Application Process:

Students must submit a formal request for an LOR on career.counsellor@gdgps.gdgoenka.com stating the purpose of the recommendation and providing essential details about the intended recipient (LOR REQUEST FORM ATTACHED HEREWITH) - <https://forms.gle/Ay3dgn4ysgzez3MF7> .

This is a detailed form that captures information about Universities that you are applying to and brag sheets for teachers and counsellors. Set aside a good amount of time to fill this form as it is lengthy and very detailed.

Students must furnish any required supporting documents, such as a resume, academic transcripts, or evidence of achievements and contributions. Collect scans of all such documents in a shared folder. The link to the folder needs to be filled in the form mentioned above.

Evaluation and Issuance:

- A committee of cell members will evaluate the applicant's qualifications and suitability for the LOR.
- The decision to issue an LOR will be based on the applicant's academic record, character, and potential for future success.
- If the student wants to bring his/her own draft for the LOR, it would need to be approved and edited by the concerned subject teacher.
- If approved, the LOR will be issued with the appropriate signatures and institutional stamp on the school letterhead.
- It is imperative to note that the Letter of Recommendation is a confidential document to be issued by a subject teacher/ School Counselor based on verified facts only.

Policy for Issuance of Predicted Score:

- Predicted scores and Transcript will be issued only after the First Term Examination.
- The Transcript would state marks obtained by the student in classes IX, X and XI as per university requirements.
- The Predicted score would be calculated based on the student's performance -
 - In Class XI, the 1st Mid Term Examination and the First Term Examination if the predicted score is required in October/November for Early Application.
 - Best of 3 scores from Class XI final score, the 1st Mid Term Examination, the First Term Examination and PreBoard Examinations.
- The student has to score a minimum 60% in the theory component of each assessment, to be eligible to apply for predicted scores.
- The predicted Score, once issued, **would not be revised under any circumstances**. Hence, it is advised that students request for the predicted score when they are confident that their scores match up with the University predicted score requirements.
- Students should also note that once a predicted score has been issued to them, the University expects that the student's final score matches the same and hence must work hard to achieve the same.

Procedure:

- Students must submit a formal request for Predicted Scores to career.counsellor@gdgps.gdgoenka.com
- The student must mention
 - Expected marks in each subject
 - University requirements if any, that he/she expects to meet
- In case the expected marks do not match the marks scored by the student then the predicted score would not be issued and the student would be informed accordingly. He/she must then improve their performance in subsequent assessments or send a new request with marks that are reasonably closer to the student's current scores.

Please note that both Letters of Recommendation and Predicted Scores are provided as professional assessments and should not be considered absolute guarantees of acceptance. They are intended to support the applicant's candidacy and represent our genuine evaluation of their qualifications.

We value the trust placed in us by our students and take this responsibility seriously. If you have any further inquiries or require additional information about our policy and procedures, please feel free to contact us on career.counsellor@gdgps.gdgoenka.com

You may seek guidance from the career counseling cell in the below mentioned areas too:

- Guidance in course/college selection
- Assistance in SOP/Essay writing

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- Understanding the importance of various standardized tests in India and abroad.
 - Guidance in portfolio making for university admission purposes.

Anti-Bullying Undertaking

I, parent/guardian of _____ of class _____ recognize the importance of creating a safe and respectful environment for all children. Bullying is a serious issue that can have lasting effects on individuals and communities. Therefore, I pledge to actively contribute to efforts to prevent bullying and promote positive behaviors among our children. By signing this undertaking, I commit to the following:

1. **Education and Awareness:** I will educate myself and my ward about the impact of bullying and the importance of kindness, empathy, and inclusivity.
2. **Promotion of Positive Behavior:** I will encourage and model positive behaviors within my family, emphasizing the value of treating others with respect and dignity.
3. **Communication and Support:** I will maintain open communication with my ward, creating a safe space for sharing experiences and concerns. I will provide support and guidance in case my ward is involved in bullying situations, either as a victim or a perpetrator.
4. **Setting Boundaries:** I will set clear expectations for my ward's behavior, emphasizing the importance of rejecting bullying in all its forms and promoting a culture of acceptance and understanding.
5. **Collaboration with School:** I will work collaboratively with the school and other stakeholders to address bullying effectively. I will support anti-bullying initiatives and adhere to school policies and procedures.
6. **Intervention and Accountability:** I will intervene promptly if my ward engages in bullying behavior, taking appropriate disciplinary action and providing guidance to help them understand the impact of their actions. I will hold my ward accountable for behavior and work towards promoting positive change.

By signing below, I affirm my commitment to creating a culture of kindness and respect within my family and community and to actively combating bullying in all its forms.

Signature:

Mother

Father

Guardian

Name:

Date:

Student Information Form

1. Students Full Name: _____
2. Class: _____
3. Primary Person of contact: _____
4. Relation with the Student: _____
5. Occupation & Employer: _____
6. Phone Number: _____
7. Secondary Person of contact: _____
8. Relation with the Student: _____
9. Occupation & Employer: _____
10. Phone Number: _____

Medical History:

1. Does your ward have any allergies? If yes, please specify (e.g., food, medication, insect bites, etc.):

2. Has your ward ever experienced any serious allergic reactions? If yes, please describe the reaction and treatment received: _____
3. Does your ward have any chronic medical conditions (e.g., asthma, diabetes, epilepsy, etc.)? If yes, please specify and provide details: _____
4. Is your ward currently taking any medication? If yes, please list the medication(s) and the reason for use: _____
5. Has your ward undergone any surgeries or medical procedures in the past? If yes, please provide details: _____
6. Does your ward have any dietary restrictions or special dietary needs? If yes, please specify:

7. Is there any other medical information or health concerns about your ward that you would like to share with us? _____

Additional Information:

1. Is there anything specific you would like us to know about your child or your family that could help us provide better support? _____
2. Does your ward have any special needs? _____

By signing below, I confirm that the information provided is accurate and complete to the best of my knowledge. I understand that it is my responsibility to inform the school of any changes to this information.

Signature:

Mother

Father

Guardian

Name:

Date