



HVM GLOBAL SCHOOL

Sec 32, Tajpur Road, Ludhiana.

Dear Parents,

Greetings.....

As we open the doors to a new academic session, we welcome a season of fresh beginnings, renewed hopes, and exciting possibilities. Each session is not just the continuation of a calendar—it is the unfolding of new dreams, new efforts, and the joy of discovery that awaits every child.

We believe that education is not only about academics, but also about nurturing values, fostering creativity, and building confidence. With this vision at heart, we are committed to creating an environment where learning is meaningful, joyful, and inspiring.

Throughout the year, our focus will remain on:

- Academic excellence through engaging and well-structured learning experiences.
- Holistic development by encouraging participation in co-curricular and extracurricular activities.
- Positive discipline and character building, to help our students grow into responsible and empathetic individuals.
- Strong communication and partnership with parents, as we believe that together, we can provide the best support system for every child.

We encourage you to stay connected with us through regular updates, parent-teacher interactions, and school platforms and to always feel free to reach out with your suggestions or concerns.

We look forward to a year filled with curiosity, growth and meaningful achievements for every student. With your continued trust and cooperation, we are confident that this academic journey will be a successful and enriching one.

Warm regards,
Principal

SCHOOL UNIFORM:-

- Students must wear the prescribed summer uniform with their ID cards daily.
- Uniforms should be neat, clean, and properly ironed.
- Repeated violations will be noted in the Almanac and may result in disciplinary action.



SCHOOL FEE:-

- Pay online via Schoolpad app.
- Last date to pay monthly fee without fine is 12th of every month.
- Late fee fine will be charged after 12th of every month.



STUDENT'S ALMANAC:-

- Ensure that the firstpage of almanac to be filled and must be submitted to Class Incharge.
- Communicate promptly any changes in contact number or home address information to the Class Teacher and update on ERP .
- Regularly check and sign the Almanac for daily Homework or any remark from Teachers' end.

STUDENT ID CARD:-

- Wearing an ID card daily is mandatory.
- Report any loss or damage of the ID card to the Class Teacher.
- Clean the lanyard regularly.

TIFFIN POLICY:-

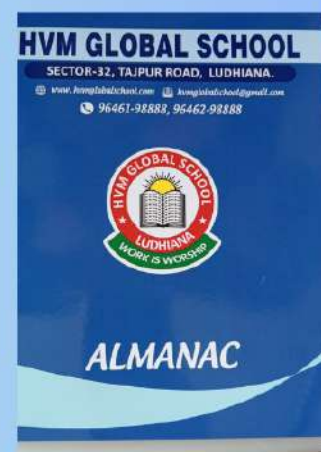
- Ensure to send two tiffins — one for seasonal fruits and one for lunch (home-cooked food only).
- Ensure to follow the given Food Menu which is curated under the guidance of a certified dietician. It aims to ensure a wholesome, balanced diet and to help children develop healthy eating habits by including a variety of vegetables and pulses.
- Include a seasonal fruit with appropriate child friendly cutlery.
- Tiffins will not be accepted during school hours once the day has begun.

School Holidays:-

- Every last Saturday will be off.
- Summer Vacation: 1st June,2025 to 2nd July,2025.School will reopen on 3rd July,2025 at usual school timings.

BIRTHDAY POLICY:-

- Students must come in regular school uniform.
- Only one Candy of good quality is allowed for distribution (No gifts, treats or party wear/ Casual dress is allowed).
- Big packets, if sent for distribution, will be returned.



HVM GLOBAL SCHOOL Sec 32,Tajpur Road,Ludhiana.	
Days	Food Menu
Monday	Chapatti or Rice with White or Black Gram/Brinjal/Spinach/Any Pulse /Rajmah / Vegetable Idli/Idli with Sambhar
Tuesday	Any stuffed prantha with curd/Chapatti with potatoes/Poha
Wednesday	Chapatti with Beans/ Pumpkin/ Capsicum/ Cauliflower/Cabbage/ Peas or Sandwich/Vermicelli
Thursday	Curry/Any Dal with Rice / Vegetable pulao / Dalia
Friday	Chapatti with Bottle Gourd/Cheese/Carrot or Upma
Saturday	Food of Child's Choice
General Instructions: <ul style="list-style-type: none">• Daily send one chopped seasonal fruit in a separate box for fruit break.• Maggi is not allowed in school tiffin.• Foil paper is not allowed. Pack Chapatti in fresh cloth napkin.	



SCHOOL BAG:-

- Supervise / help your child while packing his / her bag to ensure that he / she carries books & notebooks according to the time table only.
- Carrying valuables, electronic watches / devices and objectionable articles in bag are strictly banned in the school and if found, will be confiscated.
- School bag should be washed periodically.



LEAVE GUIDELINES:-

- Apply for casual leave through the ERP or Almanac.
- Long/medical leave requires a written request with supporting documents.
- Half-day or short leave is not permitted.
- During assessments, only medical leave with proper certification will be accepted.

A form titled 'HVM GLOBAL SCHOOL' with the address 'Sector-32, Tagore Road, Connaught Place, New Delhi, India-110028'. The form is for 'STUDENT'S LEAVE APPLICATION FORM'. It includes fields for Name, Class, Section, Roll No., Purpose of Leave, Leave required for (From To), and a note to attach a doctor's certificate for serious illness. There are signature lines for the Applicant, Father/Guardian, and Class Incharge, along with a date field and a Principal's signature line.

PARENT PARTNERSHIP PROGRAM:-

- PTMs are scheduled for the second Saturday of each month (except public holidays).
- It is mandatory for all the parents to attend PTM



SCHOOL WEBSITE:-

Visit (www.hvmglobalschool.com) for updates on:

- Events and images.
- Syllabus, Holidays Homework, Book Lists, Fee structure, Circulars, Birthdays are available on school website.



HVM ERP SYSTEM:-

All key updates (e.g. homework, attendance, notices) will be shared via the HVM ERP system. Ensure to check it regularly.

MEDICAL ASSISTANCE :-

- Do not send your ward to the school in case of sickness.
- In case of any illness / pain / injury in school, First Aid is administered in School.
- For even basic oral medication (if required) parents are immediately contacted first to know about any allergy.
- Emergency cases are rushed to the hospital and parents are informed.



TRANSPORTATION:-

- The school provides its own transportation facilities with well-maintained vans and buses.
- All school vehicles are GPS-enabled and equipped with camera connectivity for enhanced safety and monitoring.



SCHOOL TIMINGS :-

Monday-Saturday	7:50 am - 1:50pm
Kindergarten Monday-Saturday	8:50 am - 12:30 pm

Note: Main Gates will be closed at 7:50 am sharp for Classes I-VII and at 8:50 am for classes Pre-Nsy -UKG. No entry is permissible after that.

SUGGESTIONS WELCOME:-

We value your feedback. Feel free to email us or write in the suggestion register during PTMs.

Periodic Assessment-I : 12th May 2025 to 17th May 2025.

Together, let's build a brighter future—where every child grows, learns, and thrives in a nurturing environment.