

**NURSERY PRIMARY BRANCH, DIRECTORATE OF EDUCATION
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
OLD SECRETARIAT, DELHI -110054**

(Email ID: edu.primarybranch@gmail.com)

No. DE/89/Nur-Pry. Br./New Initiatives/2025/PF-2/94

Date: - 16/07/25

CIRCULAR

Subject: Orientation Programme for Entry level classes i.e. Nursery/ K.G./ Class I in all Sarvodaya Vidyalayas under Directorate of Education, reg.

The Initial days of school are a crucial and memorable phase for the young children as well as their families. It is a transition from the comfort of home to an environment that will shape the entire journey of one's education in the years to follow.

In order to ease this transition, Inclusive and Engaging Orientation Programmes are to be organized in all Sarvodaya Vidyalayas under Directorate of Education for the new entrants. This will not only help children and parents to familiarize with the school environment but also with the teaching staff and academic planning in a warm and engaging manner. These programmes should include interactive activities for children & Parents/Guardians and opportunities for both to participate, accommodate and adapt themselves to the school and vice-versa. In addition to this the Orientation programme will be beneficial in the following ways –

- Formal Introduction to the School environment.
- Ease Transition from Home to school and a Positive First Impression
- Fostering a sense of comfort and belongingness.
- Engage the young entrants and make them feel welcomed.
- Foster Parent-School Partnership and collaboration.
- Orientation to Safety and Security tips.
- Strengthen the Community Outreach programme
- May help reduce Separation Anxiety.

Suggestive Activities

The following points and suggestive activities may be included for the enrichment and effectiveness of the program.

- **A guided tour of the School:** A guided tour of the facilities i.e. Classrooms, Playground etc. and an overview of the school.
- **संवाद (Samvaad : Dialogue) :** Children and Parents to meet their teachers and classmates, fostering a sense of comfort and belonging.
- **Interactive Activities:** A few Games, storytelling, and play-based activities may be used to engage the New Entrants as well as Parents to make them feel welcome.
- **संरक्षण अभिमुखता (Orientation for Safety and Security) :** Informing parents on school policies regarding safety including information for drop-off and pick-up schedule by the HoS and teachers.

Further, the **Dress code for the students should be flexible** and as per the availability and Ease of the parents. In addition to this, **Engaging the Elder peers** in organizing the Programme will foster both Values of collaboration and capacity building of those students.

Schedule for Organising Orientation Program in Sarvodaya Vidyalaya

Date: Saturday, 19th of July 2025.

Time: 10:00 AM onwards for Morning/General Shift Schools and 02:00 PM Onwards for Evening shift

Duration: 60 to 90 minutes.

Venue: within the school premises

Participants

- New entrant students and their parents/guardians (Nursery / K.G. / Class I)
- Senior students – to assist in hosting, guiding, and presenting
- Teaching & Administrative Staff

Guidelines to HoS for Conduct

- All Parents / Guardians should be informed/ invited in writing through SMS facility and other suitable means, by the HoS well in advance.
- Warm welcome should be extended to the Parents/ Guardians by the HoS and school staff to serve a hospitable environment.
- Record of all the participants should be prepared as they may serve as a resource for the school in future. It may include Name, Contact Details, Work expertise of all the parents/Guardians.
- Feedback should be sought from the Parents/Guardians and should be noted diligently by the class teacher and be brought to the notice of HoS for Improvement.
- Provision for Tea and Biscuits for the Parents/ Guardians shall be made and the expenditure in this regard shall be met from PWF/SMC fund as per norms.
- HoS shall make efforts for good quality photographs of this event and share it with the parents as a token of sharing good moments and share it on the school's social media handle.

Reporting and Feedback

The HoS shall fill the Google Form as given below for the report of the Orientation Programme after the conclusion of the programme with the requisite details along with Photos of the programme.

The link of the google form → <https://forms.gle/4c4ffbw7WVQ97rjg8>

Or (alternatively) scan the QR code →



Heads of all Sarvodaya Vidyalayas are directed to ensure compliance.

This is issued with the approval of the Competent Authority.



Dr. Rita Sharma
Addl. DE (Nursery Primary Branch)

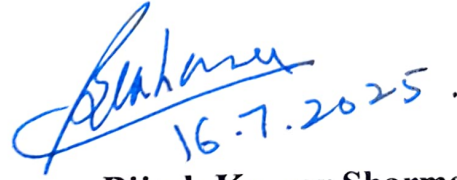
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The Heads of Govt. Schools through DEL-E

Copy to: -

- 1) Secretary to Hon'ble Chief Minister, GNCT of Delhi
- 2) Secretary to the Hon'ble Minister of Education, GNCT of Delhi
- 3) PS to Secretary (Education), Directorate of Education
- 4) PPS to Director (Education), Directorate of Education
- 5) PS to Addl. DE (Nursery Primary Branch), Directorate of Education
- 6) All DDEs (District & Zone) through MIS
- 7) OS (IT) for uploading to MIS
- 8) Guard File



Bijesh Kumar Sharma
DDE (Nursery Primary Branch)