

**ARMY PUBLIC SCHOOL GWALIOR**  
**CIRCULAR FOR CLASSES NURSERY TO XII**

Dear Parents and Students,

Date: \_\_\_\_\_

We are pleased to inform you that an educational trip/excursion/participation in events/activities (on-station) has been planned for the students of Class \_\_\_\_\_. The visit/participation will take place on/from \_\_\_\_\_, and the plan will include trips/excursions/activities scheduled at \_\_\_\_\_. The visit/participation will be organized during school hours or on/from \_\_\_\_\_, with the arrival and departure of students occurring accordingly.

If you wish to send your ward for the trip/excursion/participation in events/activities (on-station or outstation), please sign the consent form attached to this circular.

With kind regards,

Dr. Arvind Kumar Sikarwar  
Principal, APS Gwalior

**ARMY PUBLIC SCHOOL GWALIOR**  
**CONSENT PROFORMA**

Date: \_\_\_\_\_

We permit our ward \_\_\_\_\_ of Class \_\_\_\_\_ Section \_\_\_\_\_ for educational trips / excursions / participation in events / activities on station / outstation at \_\_\_\_\_ on/from \_\_\_\_\_. We are also aware and assured that the teachers and organization will take all possible care and precautions to safeguard our ward(s), however, we indemnify the school authorities and the organizers from all responsibilities in case of any natural or unforeseen mishap. In this regard, we are aware that the school has already obtained an undertaking from the class teacher / subject teacher / adm staff as chaperones, to ensure that they will take care of our ward(s) and will be accountable for their safety and security during the trip / excursions / participation in events / activities.

\_\_\_\_\_  
Name & Signature of Mother

\_\_\_\_\_  
Name & Signature of Father

Contact Number of Mother \_\_\_\_\_

Contact Number of Father \_\_\_\_\_

**ARMY PUBLIC SCHOOL GWALIOR**  
**UNDERTAKING FROM CLASS TEACHER / SUBJECT TEACHER /ADM STAFF DURING TRIP /**  
**EXCURSION / PARTICIPATION IN EVENTS / ACTIVITIES ON STATION/OUTSTATION**

Date: \_\_\_\_\_

I, \_\_\_\_\_, Class Teacher / Subject Teacher of Class/Adm Staff \_\_\_\_\_, hereby declare that I will take full responsibility of the children during Trips / Excursions / Participation in Events / Activities on station/outstation scheduled on/from \_\_\_\_\_ to \_\_\_\_\_. I assure you that I will take every possible care and precautions for the safety of each student under my supervision as Class Teacher / Subject Teacher / Adm Staff.

Signature of Class/Subject Teacher/Adm Staff \_\_\_\_\_

Name of Class/Subject Teacher/Adm Staff \_\_\_\_\_

Mobile Number \_\_\_\_\_

**ARMY PUBLIC SCHOOL GWALIOR**  
**CIRCULAR (OUTSTATION PARTICIPATION)**

Date : \_\_\_\_\_

Dear Parents,

1. Your ward has been shortlisted for participating in \_\_\_\_\_ (Event Name)  
Organized by \_\_\_\_\_ scheduled to be held wef \_\_\_\_\_  
to \_\_\_\_\_ at \_\_\_\_\_.
2. For any query, please contact to \_\_\_\_\_ (Mob: \_\_\_\_\_).
3. Arrival and Departure details are as under: -  
**Departure-** By Train / Flight No : \_\_\_\_\_ - \_\_\_\_\_ (Date) – \_\_\_\_\_ hrs from Gwalior  
\_\_\_\_\_  
**Arrival** - By Train / Flight No : \_\_\_\_\_ - \_\_\_\_\_ (Date) – \_\_\_\_\_ hrs at Gwalior  
\_\_\_\_\_
4. If you are interested to send your ward for the above event, please sign the attached consent form and send it back to the school for official record.

With kind regards,

Principal  
Army Public School Gwalior

**ARMY PUBLIC SCHOOL GWALIOR**  
**CONSENT PROFORMA**

Date: \_\_\_\_\_

We permit our ward \_\_\_\_\_ of Class \_\_\_\_\_ Section \_\_\_\_\_ for educational trips / excursions / participation in events / activities on outstation at \_\_\_\_\_  
\_\_\_\_\_ on/from \_\_\_\_\_. We are also aware and assured that the teachers and organization will take all possible care and precautions to safeguard our ward(s), however, we indemnify the school authorities and the organizers from all responsibilities in case of any natural or unforeseen mishap. In this regard, we are aware that the school has already obtained an undertaking from the class teacher / subject teacher / adm staff as chaperones, to ensure that they will take care of our ward(s) and will be accountable for their safety and security during the trip / excursions / participation in events / activities.

\_\_\_\_\_  
Name & Signature of Mother

Contact Number of Mother \_\_\_\_\_

\_\_\_\_\_  
Name & Signature of Father

Contact Number of Father \_\_\_\_\_