

25th September, 2019

Cir/19-20/23

Dear Parents,

- **Friday, 27th September 2019 will be full working day for all classes i.e from 8:15 a.m to 2:30p.m.**
- **Saturday, 28th September, 2019 will be working for classes III to X. The regular school timings will be followed, i.e. from 8:15a.m. to 2:30 p.m.**
- **Classes XI and XII will have preparatory leave on Saturday, 28th of September, 2019.**
- **Monday , 30th September 2019 will be half day for classes 1 TO XII i.e 8:15 a.m to 12:15 p.m.**
- Regular school timings will be followed For **MB, Nursery and KG (from 9:15 a.m. to 1:15 p.m.) on Monday, 30th Sept, 2019**
- **Tuesday, 1st October, 2019 is open day for classes III to XII.**
- It has been observed that some parents drop their children and move on before the school gate opens. Please note that the school gate opens at **8:10a.m.** Please do not leave your child unattended at the gate and be with your child till the gate is opened.
- As per circular No. 1027/ dated 5.09.19, from District Magistrate, Gautam Budh Nagar it has been ordered to the schools not to use any product made up of plastic and thermocol, so we request you all to please abide by the rules of **NO PLASTIC** in School:
 - Please avoid carrying/ sending lunch in plastic Lunch Box.
 - Carry Steel Water Bottle for water.
 - Do not wrap food in aluminum foil. Instead use clean piece of cloth or paper napkin.
 - Avoid using plastic spoons and carry steel spoons.
 - No thermocol plates and glasses to be used.
- After constant reminders regarding the students documents i.e.(**T.C of previous School, Adhar Card of Student, mother and father, Birth Certificate, Caste Certificate and Medical**) many of the students have not submitted it. It is a request to the parents to kindly submit it ASAP to avoid any inconvenience in CBSE registration.
- It has also been observed that there is a lot of discrepancy in the spelling of the names of many students in our records. It is a humble request to kindly cooperate with the respective class teacher to get them corrected at the earliest to avoid any inconvenience in CBSE registration.
- The timing to deposit the school fees at the school fee counter is from **8:30 a.m. to 1.00 p.m. by 10th of every month.**

Samsara Team