

Circular No: 071/2025-26

Date: 13-10-2025

Dear Parent,

Annual Function is an occasion of celebration, felicitation and festivity when students present wonderful performances and receive recognition for their efforts and achievements.

Annual Function & prize distribution is scheduled to be held on 17th October, 2025, Friday at 5:00 pm for K – 2 section. Invitation for the same shall be posted on the class whatsapp groups. We cordially invite you to grace the occasion. Entry passes for the event shall be sent. **Please carry your entry passes along with you to the venue without fail.**

You are requested to note the following schedule for the practice session.

Date	Schedule	Timings	Bus/Van routes
15 th Oct. – 16 th Oct. 2025	Evening Practice	2:00 pm-7:00 pm(K-2)	Regular routes will ply
17 th Oct., 2025	Reporting Time 2:30 pm	Till the program finishes (8:30pm)	Regular routes will ply

Regular time table would be followed from 27th October 2025.

Things to remember:

1. Students should carry two tiffins & water bottles on all days mentioned above. Every article brought by the students should be properly labeled. The bags should also be labeled.
2. Parents are requested to send heavy tiffins.
3. All the articles (only if applicable) asked by the scene in-charges should be submitted to the teacher on 15th October or as directed by the teacher.
4. All the students should be in school at 2:30 pm on 17th October i.e., Friday.
5. Reporting should be in the green rooms already allotted.
6. **Parents are requested not to take their wards home before the programme gets over.**
7. On 15th and 16th October, the children should come to school with base makeup already done from home, or as directed by the teachers. Children would be sitting in the green room after their scene. Parents are **earnestly requested** to cooperate and take the children after the entire programme gets over.
8. Visitors are not permitted in the green rooms and inside the school building.
9. Dispersal shall be from the allocated area. After the programme gets over, you are requested to pick up your child from the designated area by submitting the dispersal pass duly signed by you. Parents should not take entry in the school building. Make sure to handover the duly signed entry pass to the teacher incharge for taking your child.
10. **Parents are earnestly requested to be seated by 4:45 pm on 17th October.**

Please come to encourage the children like every year. We look forward to your whole hearted support & cooperation to make the annual day a grand success.

With best wishes

(Vandana Singh)
Principal

