



Saupin's School, Panchkula

NOTICE

Circular No: SSP/2016-17/1

Name: _____ Class / Section: _____ Roll No.: _____

Dear Parents,

I take this opportunity to welcome you and your child to Saupin's School and hope that together we will make this year a fruitful and enjoyable experience for your child. This is only possible if there is active participation and co-operation from your side to supplement our efforts.

Kindly read the following points carefully and comply:

- Your Orientation Date is 31st March, 2016 as per timings given below and it is mandatory for the parents to attend the orientation along with the child.**
Playgroup : 08:30 a.m. to 09:30 a.m. **Nursery** : 09:30 a.m. to 10:30 a.m.
LKG : 10:30 a.m. to 11:30 a.m. **UKG** : 11:30 a.m. to 12:30 p.m.
- All the children must attend the school in summer uniform from 1st April, 2016.
- The Syllabus Booklet, I-card, Health Card, Worksheet File and School Diary for the new academic session will be handed over to you by the class teacher on the Orientation Day.**
- Rules given in diary should be read thoroughly and signed on Page No. 27 by the parents. Both statement forms in the diary also should be filled by the parents before 1st April, 2016.
- Students are expected to bring school diary **DAILY**. Home work should be checked & signed by parents **DAILY**.
- Worksheet file should be submitted to the Class Teacher on 1st April, 2016.
- Parents will submit the new sets of School Books to the Class Teacher on the Orientation Day. **The books, work books and note books should be covered neatly and duly labelled. Parents are advised to be brief while depositing the books with the Class Teacher.** Detailed discussions may be entered into with the teacher on the Parent Teacher Meeting Day.
- Parents are requested to **co-operate with the Guard and Parking Attendants on duty outside the school gates** with regard to the parking of their vehicles to avoid any discomfort and chaos.
- To avoid mishaps due to shoes with laces, round-toe slip-on shoes are recommended. These shoes will be mandatory for children of Classes Playgroup to U.K.G.
- Bag should be packed strictly according to the time table to avoid heavy bag.
- The tiffin should be nutritious and as per the child's liking. Greasy and junk food should be completely avoided. A bottle of sanitizer should be sent daily.
- Only 2nd and 4th Saturday will be holidays. 1st, 3rd and 5th Saturday will be Activity days.**
- School Timings**
Summer Timings with Summer Uniform will be in effect from 1st April, 2016 onwards. The below mentioned classes will adhere to the timings indicated below:
Play Group & Nursery (1st April to 8th April) : 09:00 a.m. to 10:00 a.m.
(Note: The School Transport will ply in the morning for classes Playgroup and nursery on the above mentioned dates. Parents are requested to pick their wards at the time of departure on these days.)
Play Group & Nursery (11th April onwards) : 09:00 a.m. to 12:00 p.m.
L.K.G. and U.K.G. : 09:00 a.m. to 12:00 p.m.

Date: March 14, 2016


Principal