



SAUPIN'S SCHOOL, PANCHKULA

NOTICE

Circular No: SSP/2019-20/1

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:

1. **Your Orientation Date is March 18, 2019 as per timings given below and it is mandatory for both the parents to attend the orientation along with the child.**
Nursery to UKG – 08:00 am to 10:30 am
2. ***The Syllabus Booklet, Students' and Parents' 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.***
3. Parents will submit the new sets of School Books, Note Books, Worksheet File, Health Card, Art & Craft File, Apron & Table Mats (all duly covered and labelled) on March 25, 2019. **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.
4. Rules given in diary should be read thoroughly. The statement forms and the undertaking in the diary should be duly filled in and signed by the parents latest by March 25, 2019.
5. Students are expected to bring school diary **DAILY**. Home work in diary should be signed by the parents **DAILY**.
6. 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.
7. Parents should note down the Time Table on the Orientation Day.
8. Combo pack of insulated lunch box and water bottle (having steel inside) to be carried separately and not to be put in a bag. Plastic lunch box and water bottles should be **AVOIDED**. Buy pencil pouch instead of pencil box. Costly pens/pencil/pouches/boxes are not allowed. **BUY LIGHT WEIGHT BAGS.**
9. You are requested to ensure that your ward packs his/her bag strictly as per the daily class schedule to avoid carrying unnecessary weight. In case the child is found carrying extra book/notebook, the same will not be returned to the child and will be handed over only to the parents.
10. The tiffin should be nutritious and as per the child's liking. Greasy and junk food should be completely avoided. A bottle of sanitizer along with a cloth napkin should be sent daily.
11. **Only 2nd Saturday will be a holiday. 1st, 3rd, 4th and 5th Saturdays will be Activity Days.**
12. Kindly bear with us for a little change in pick up and drop timings of buses in the initial days as we always need some time to settle down with new students in the regular bus routes.
13. The below mentioned classes will adhere to the timings indicated below:
Nursery (March 25 to March 30) : 09:30 a.m. to 11:00 a.m.
(Note: The School Transport will ply in the morning for class Nursery on the above mentioned dates. Parents are requested to pick their wards at the time of departure on these days. This practice is adopted to make the child settle down in the school in the initial days. Later, the regular timings will be followed. Children are required to reach 10 minutes before the school starts.)
Nursery (1st April onwards) : 09:30 a.m. to 12:45 p.m.
L.K.G., U.K.G. and R.R. (March 25 onwards) : 09:30 a.m. to 12:45 p.m.
14. Students should be in summer uniform w.e.f. March 25, 2019. They should be in correct and complete neat & clean uniform daily.
15. To develop flexibility and adjustments amongst the students, the school will reshuffle the students in various sections Nursery onwards. A positive outlook in this regard will be highly appreciated.

Note: Kindly download/update the school app "SAUPINPKL" from Google Play Store.


Principal