



Saupin's School, Panchkula

NOTICE

Circular No: SSP/2017-18/1A

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:

- Schedule of Orientation for Classes 1 to 10 & Resource Room is given below and it is mandatory for the parents to attend the orientation along with the child.**

March 16, 2017	-	Class 1	:	08:30 a.m. to 09:30 a.m.
		Class 2	:	09:30 a.m. to 10:30 a.m.
		Class 3	:	10:30 a.m. to 11:30 a.m.
		Class 4	:	11:30 a.m. to 12:30 p.m.
		Class 5 & RR	:	12:30 p.m. to 01:30 p.m.
March 17, 2017	-	Class 6	:	08:30 a.m. to 09:30 a.m.
		Class 7	:	09:30 a.m. to 10:30 a.m.
		Class 8	:	10:30 a.m. to 11:30 a.m.
		Class 9 & 10	:	11:30 a.m. to 12:30 p.m.
- 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.**
- Worksheet, test file and Art/Craft file should be submitted back to the Class Teacher on 20th March, 2017 for Classes 1 to 10 & RR.
- Rules given in diary should be read thoroughly and the undertaking should be signed by the parents. The statement forms in the diary also should be filled by the parents before 22nd March, 2017.
- The books, workbooks and notebooks should be covered neatly and duly labelled. Teach your ward the importance of keeping the books and notebooks neat and tidy.**
- Students are expected to bring school diary **DAILY**. Homework should be checked & signed by the parents **DAILY**.
- Bag should be packed strictly according to the time table to avoid heavy bag.
- 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.
- School Timings will be from 08:00 a.m. to 02:00 p.m. w.e.f. 20th March, 2017 onwards for Classes 1 to 10.
- Second and Fourth Saturday will be holidays.
- All the students are required to come in complete summer uniform from the very first day. Kindly read the instructions regarding school uniform in **school diary carefully**.
- 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.
- Children are required **to reach 10 minutes** before the school starts. It is mandatory for all the children to attend the school assembly.


Principal