



SAUPIN'S SCHOOL, PANCHKULA

NOTICE

Circular No: SSP/2017-18/4

Dear Parents,

We are pleased to inform you that we are going to hold our Annual Function on 17th and 18th November, 2017 in the evening. We have tried our best to get each and every child to participate and showcase his/her talent.

Please co-operate as, our children have worked very hard. Please take notice of the following:

1. 16th November, 2017 (Practices in Tagore Theatre)

Practices in Tagore Theatre are from:

09:00 a.m. to 12:00 noon - Classes Playgroup to 3 and Resource room

11:00 a.m. to 02:30 p.m. - Classes 4 to 10

Students will come in their dance/play costumes from home without fail for dress rehearsal. Makeup not required on 16th November, 2017.

School transport will pick and drop only those children who use school transport.

The parents (not using school transport) should pick and drop their children to/from the Tagore Theatre on their own. Attendance is compulsory.

Children will only be handed over to their parents with Parents I-card as per below mentioned schedule:

Place

At 12:30 p.m.

At 02:30 p.m.

Glass Enclosure (Back) - Classes Playgroup to UKG Classes 4, 5, and 6

Backyard - Classes 1 to 3 and Resource Room Classes 7 to 10

2. Function Days

17th November, 2017 (Classes Playgroup to 3 and RR)

School transport will pick up only those children who use school transport. Students should reach Tagore Theatre latest by 02:30 p.m.

The students who do not use school transport SHOULD reach Tagore Theatre on their own latest by 02:30 p.m. sharp.

18th November, 2017 (Classes 4 to 10)

School transport will pick up only those children who use school transport. Students should reach Tagore Theatre latest by 02:30 p.m.

The students who do not use school transport SHOULD reach Tagore Theatre on their own latest by 02:30 p.m. sharp.

3. Children must come dressed in their costumes and with light make up (foundation and lipstick) and hair do etc. from home. Sample of hair do is attached herewith. They will go back in the same dress. Parents should ensure that dress is not spoiled or damaged **at all**. Dresses should be returned on November 21, 2017 in perfect condition else Rs. 50/- fine per day would be charged. The children should have a heavy breakfast and carry a packed lunch (no messy or oily stuff), fruit, water bottle and a front open woollen pullover /jacket on 16th, 17th and 18th November, 2017. Parents should write name of the child on every personal piece of clothing, shoes, tiffin, water bottle, etc.

4. School will provide refreshments on 17th and 18th November, 2017.

5. Parents will pick up their children themselves from the Tagore Theatre after the function is over. The school transport will not ply to **DROP** the children off on 17th and 18th November, 2017. **For security reasons, parents should come themselves with Parents I-card and not send relatives or strangers to collect their children after the function. Children will not be handed over without Parents I-card. Parents are requested to collect their children turn wise. Rush should be avoided at any cost.**
6. Parents are advised to be seated by 04:45 p.m. and take their seats, as the seats in Tagore Theatre are limited. The card admits TWO adults only. Children if any, should be seated on the lap. ***Please keep your MOBILE PHONES on SILENT MODE inside the theatre.***
7. Kindly send extra hair pins, safety pins & comb.
8. Parents are instructed not to get up from seat and come forward to the stage while the function is in progress to click photographs. Photographers have been deployed to click the photographs of all participating students. Besides, the programme is being covered on video camera which will be made available to parents at a nominal charge on DVDs, if they so desire. Hence, parents must not come forward and obstruct viewing by insisting on taking photographs.
9. **Very Important**
Parents should not come backstage to collect their children after an item. Children will only be handed over to their parents from the below mentioned places after the conclusion of the entire programme.

<u>Place</u>	<u>November 17, 2017</u>	<u>November 18, 2017</u>
Glass Enclosure (Back) -	Classes Playgroup to UKG	Classes 4 and 5
Backyard -	Classes 1 to 3 and Resource Room	Classes 6 to 10
10. The programme is expected to conclude at 7:00 P.M. (may take a little longer)
11. Ours is an environmental friendly school. Therefore, polythene bags are not allowed.
12. It is **COMPULSORY** for all the students from Classes Playgroup to 10 and Resource Room to be present on 16th November, 2017.
 Students of Classes Playgroup to 3 and Resource room need to be present for performances on 17th November, 2017.
 Students of Classes 4 to 10 need to be present for performances on 18th November, 2017.
13. 20th November, 2017 will be a holiday.
14. We are in our best effort to provide you the best possible that we can. Kindly bear with us if any unforeseen inconvenience happens despite our sincere endeavour.

Dated: November 14, 2017

Principal