



# SAUPIN'S SCHOOL, PANCHKULA

## SMART SCHOOL

(Affiliated with the Council for the Indian School Certificate Examinations, New Delhi)  
School Code – HA022

No.: SSP/2025-26/31A

November 25, 2025

### NOTICE

## WOMEN EMPOWERMENT Classes 3 – 10

Dear Parents,

We are pleased to inform you that we are going to hold our Annual Function – “Women Empowerment” on December 3, 2025. We have tried our best to get each and every child to participate and showcase their talent.

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

**1. Tuesday, December 2, 2025 (Rehearsal in Indradhanush Auditorium)**

Timings for the rehearsal of the Annual Function in Indradhanush Auditorium will be as follows:

**Classes: Nursery to UKG**

Timings: 09:45 A.M. to 12:45 P.M. (Regular School timings)

**Classes: 1 to 10**

Timings: 08:30 A.M. to 04:00 P.M.

Students should bring 2 lunchboxes, fruit and water bottles (labelled) on December 2, 2025.

Transport will ply according to the schedule mentioned above.  
(Only for transport students)

**2. Function Day**

**Wednesday, December 3, 2025**

**(Classes 3 to 10)**

Students should reach Indradhanush Auditorium latest by 12:30 p.m. sharp.

**3. Choir, Shivay performance, Bhangra and Play children will come at 08:00 a.m. on December 3, 2025.**

4. 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 and make up will be provided afterwards. Kindly send extra hair pins, safety pins & comb. Parents should ensure that dress is not spoiled or damaged **at all**. Send a set of comfortable clothes for your child as **the dress has to be returned on the same day** else extra rent of Rs. 300/- per day would be charged by the vendor.

5. The children should have a heavy breakfast and carry a packed lunch (no messy or oily stuff), fruit, water bottle on their respective slots. Parents should write name of the child and class on every personal piece of clothing, shoes, tiffin, water bottle, etc.

6. School will provide refreshments on December 3, 2025.
7. Auditorium Gates will open at 03:30 p.m. on Function Day i.e. December 3, 2025.
8. ***Please keep your Mobile Phones on SILENT MODE inside the auditorium.***
9. 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.
10. **Very Important**  
**Parents will drop and pick up their children themselves from Indradhanush Auditorium. Parents should not come backstage to collect their children after the completion of their ward's performance. Children will only be handed over to their parents after the conclusion of the entire program. 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.**
11. The programme is expected to conclude at approximately 07:30 p.m.
12. Ours is an environmental friendly school. Therefore, polythene bags are not allowed.
13. 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.

Principal