



20th ANNUAL DAY – 21st NOVEMBER 2019
5:00 p.m. to 9:30 p.m.

CIRCULAR FOR CLASSES KG TO XII

Dear Parents,

You are cordially invited to attend the 20th Annual Day Programme scheduled on Thursday, 21st November, 2019 from 5:00 p.m. to 9:30 p.m. You are requested to be seated before 4:40 p.m.

GUIDELINES:

20th November 2019

Wednesday 20th November, 2019 will be a **NON- INSTRUCTIONAL** day. Only the participants of the Annual Day programme will come to the school. Participants will report at the normal school time and will disperse at 1:40 p.m. (Transport will be provided only to participants who avail school transport.)

21st November 2019

1. TIMING

- Annual Day celebrations will begin at 5:00 p.m. Parents are requested to reach the venue and be seated before 4:40 p.m. Please ensure your presence throughout the programme to encourage our children.
- Participants should report to the school by 2:30 p.m. Please note that transport will be available only for participants who avail school transport. However on return all students availing school transport can use the school transport facility.

2. ENTRY GATES

- Parents have access to the venue through Gates 9 and 12.
- You are requested to carry the invitation card with you as entry is restricted to the invitees.
- Students will be permitted entry only if they are in formal school uniform (Grey colour) even when they are with their parents.

3. PARKING

- Parents are requested to park their vehicles in the allotted areas as directed by the volunteers.
- No parking will be allowed at Gate Number 1, 2 and 12 as those parking spaces are reserved for special guests and for school buses.

4. PARENTS AID POST

- Two aid posts will be arranged at the KG and Junior Section Ground floor lobby.
- Parents of the participating students can avail assistance from the Junior Section aid post.

5. PARTICIPANTS LOBBY

- The participants should report at the allotted Green Room (Junior Section) by 2:30 p.m.
- Participants can be seated at the Participants Lobby (Class 2-C) after their particular programme.
- Parents are not allowed to go to the Green rooms; they can collect their ward from the junior section corridor (Help desk).

6. PRAYER AREA

- Prayer rooms are arranged in the KG Section.
Prayer Room 1 (Ladies)→KG-1-A and KG-1-B of KG Section & Prayer Room 2 (Gents) →Class XII-B & XI-A

7. PHOTOGRAPHY & VIDEOGRAPHY

- No photography or videography is allowed. An official photographer will cover all the programmes and arrangements will be made to make the photographs available at reasonable rates.
- Parents and students are requested not to move about when the programme is in progress.

8. EXIT

- The school buses will depart after the programme at 9:45 pm.



Principal



ACKNOWLEDGEMENT



I have received circular No. 43/Circular/2019-20, dated. 18.11.2019

Name of the student :..... Class & Div :..... Signature & Name of the Parent

(Parents are requested to send back acknowledgement slip duly signed to the class teacher)