



Circular No. SGS/2023-24/Circular No. 0002

Date: 30/03/2023

Dear Parent,  
Namaskar!

A very warm welcome to the first orientation day of Sparsh Global School. We are glad to partner with you in this crucial journey of our students' lives.

Kindly note down the following details of the orientation day program "Aagman":

1. Date of the Event: 1st April 2023
2. Time: 10 am onwards
3. Venue: Amphitheater (Primary Block). Parents are requested to be seated by 9.45 am
4. Flow of Event
  - Assembly of parents in the amphitheater
  - Formal address and welcome (10 am to 10.45 am)
  - Orientation by the class teachers in the respective classrooms (11 am to 12 noon) and handing over of student kit to parents
  - Distribution of Books and Uniform (12 noon onwards)
5. Distribution of Books:
  - 1st April 12:15 onwards (Venue: Primary Block Second Floor **Room no. 415 and 416**)
  - 2nd and 3rd April 11 am to 4 pm (Venue **School Book Shop**)
6. Distribution of Uniform:
  - Formal Uniform will be available in school from 1st April 2023. 12:15 onwards (Venue: Primary Block Second Floor **Room no. 421 and 422**) and on 2nd and 3rd April from 11 am to 4 pm (Venue- School Uniform Shop)
  - House Uniform will be available for Grade Nursery Onwards from 8th and 9th April from 11 am to 4 pm (Venue- School Uniform Shop)

7. School Opening Date-The school is opening for **Pre-Nursery to Kg** on **5th April 2023** and for **Grades 1 to 8** from **6th April 2023**
8. School Working Days- School will remain open for students of Grades Pre- Nur to 8th (**5 days a week Monday to Friday**). Saturdays are off for students.
9. Remedial Classes will be scheduled as and when required.
10. School Timings - Summer: (Arrival / Dispersal)
  - Grade **Pre-Nursery to Kg** timings would be 9:30 a.m. to 1:00 p.m.
  - Grade **1 to Grade 8** timings would be 8:00 a.m. to 2:20 p.m.
  - Students coming with parents or using a van/auto will enter from Gate no. 1 and the dispersal would happen from Gate No. 3
  - Children will be handed over only to the authorized person at the bus stop or after the attendance is taken at the specified area. In case a person other than the authorized person has to pick up the child, please notify the concerned teacher in advance.
11. School Transport -In case you would like to avail bus facility for your ward, fill out the form given below.  
<https://forms.gle/vzT3hGYygvrdQ6L7>. Route allocation needs 7 working days. For any query related to transport kindly contact Transport Incharge Mr. **Amit Pal** at 9599791008 or drop in a mail at [transport@sparshglobalschool.com](mailto:transport@sparshglobalschool.com)
12. School Daycare- In case you wish to avail daycare facility for your ward from school, kindly fill out the form given below.  
<https://forms.gle/DEW8jKde9dRL5wQCA>

Warm Regards  
Sparsh Global School

