



SGS/2023-24/Circular No. 0003

Date: 19.4.2023

Dear Parent,

Namaskar!

Children have settled well in the school routines and the building reverberates with their laughter. It is a delight to see them learning and enjoying their time with us. The culture that we set together would reflect in our children's well-being and development. It is a humble request to the parents to adhere to the following guidelines and protocols to set a rich value based conducive environment for learning:

- Children should reach school on time. The school gate will close at **8.10 am** for G1 to 8 students and at **9.40 am** for Pre-Nursery to Kg classes.
- Students will not be handed over to parent/guardian without a valid Escort Card issued by the school.
- Students will not be allowed to leave school premises before dispersal time. However, incase of emergency a gate pass will be issued for the same from higher authority. If you wish to pick up your child before the dispersal time, it has to be intimated to the class teacher through almanac a day prior.
- Students are to wear house uniforms on Sports Club days and whenever they have their dance period in the class time table.
- Students must wear a temporary I-card everyday.
- Parents are requested not to call teachers during school hours. However, mail can be dropped incase of any concern. Remember, **school almanac is the primary mode of communication for all information exchange**. Respect the family time of educators and refrain from calling and sending messages at odd hours. During school hours you may call the school counselors Ms. Aarti or Ms. Priyanka.
- Inculcate healthy hygiene practices with your child at home.
- Inculcate basic virtues like greetings, respect, patience and humbleness at home as well.
- Follow the Birthday policy mentioned in the school almanac. Do not send toffees/chocolates of more than Rs 10.
- Children till grade 5 are allowed to wear casual clothes on their birthday. However, ensure the clothes are decent and graceful enough to be worn in school.

Stay Safe, Stay Healthy!

Warm Regards

Principal

Sparsh Global School