

## SCHOOL CIRCULAR

05/08/2019

Respected Teachers,

The timing of the school from 6<sup>th</sup> of August to 28<sup>th</sup> is attached herewith. You may note the instructions regarding the zero hour.

1. The discipline of the school should be maintained.
2. The teachers in charge of various houses should inform the class teachers about the students whom they need for practice.
3. Class teachers should take care of children who are not in any of the programmes.
4. Make sure they are in the class during the zero hour and ask them to revise the lessons.

Your kind co-operation is solicited.

Principal

11/10/2019

Respected Teachers,

Sub: Half yearly examination 2019-2020

Half yearly examination commences on 14<sup>th</sup> of October and ends on 26<sup>th</sup>. All the students should come in full uniform during the exam days. Class teachers of std.III to X are requested to make the seating arrangements for the exam. Invigilators are requested to hand over the answer scripts to the teachers concerned.

Principal

06/12/2019

Sub: PF details updating

Respected Teachers,

All the teachers are requested to update the PF detail. Kindly go over to the school office with their Aadhar Card, bank pass book, and mobile phone number.

Principal

03/01/2020

Sub : Annual sports meet

Respected Teachers,

Our Annual School Sports Meet is scheduled to be conducted on 04/01/2020. The inaugural ceremony will be at 9.30 am. All the students are requested to be present in the school at the usual time. Students have to be in their PT uniform.

Principal

17/02/2020

Sub : Conduct of school social gathering

Respected Teachers,

Kindly communicate the following information to the students regarding our school social of this year.

1. The school social is on 18/02/2020
2. It is a regular working day and children will have to bring their books as per their time table.
3. Students upto std.IV can wear colour dress. Others will have to wear their regular school uniform.
4. No individual celebration is permitted.
5. Bringing soft drinks and other food items to the school is disallowed.
6. Lunch will be provided to all.
7. Perfect discipline should be maintained throughout the day.
8. Class room should be kept neat and tidy.

Principal