



SRI AUROBINDO PUBLIC SCHOOL
SAI ROAD (BADDI)
CLASSES-I- XII

Date: December 8, 2017

Circular No.-36-2017

Dear Parent,

We are delighted to inform that the closing ceremony of Annual Sports Events of the School is scheduled for 10 December, 2017 at 10:30am and is expected to be over by 12:30pm. **You are cordially invited and requested to be seated by 10. 25am.** We seek your co-operation in making the programme a grand success.

Kindly note the following details: -

Entry and Access: -

1. The invitation cards for the function have been handed over to the students.

(a) **Kindly carry the invitation card for entry. Only two persons are permitted on one card**

(b) Seating arrangement is limited to a capacity of 1000.

(c) School gate will be closed after the entry of the Chief Guest.

(d) No extra person (other than two) will be allowed to enter. We request your cooperation.

2. Since the weather is likely to be sunny, **you are advised to carry your sunglasses.**

3. To ensure that the programme is enjoyed by everyone equally you are requested to: -

(a) Keep your mobile phones on silent mode.

(b) **Please avoid taking photograph on your phone and camera which will obstruct view of others.**

We have hired a photographer and videographer. Photographs and CDs will be available for purchase later.

(c) Please do not enter the school building (blocks). Since green rooms are allotted, the students will not be in respective class rooms.

Convenience: -

4. For your convenience, wash rooms on the ground floor of block III and IV will be open for use. You are welcome to take help of volunteers for any emergency.

5. The school has limited parking space We request you to kindly park your vehicles, in the open grounds available opposite to Vishal Mega Mart. You are also requested not to park any cars on the road connecting Sai Road and the School to avoid traffic jam. Kindly car pool, so that traffic can be minimized.

Dispersal Venue:-

Your child's safety is of utmost importance to the school. We request you to be patient during the dispersal and wait for your child's turn.

(a) All students of class UKG to V will be dispersed from the venue ground (parents may remain seated till the child's name is announced).

(b) Students from class VI-XII will be dispersed from the ground in front of Admin Block.

6. **Dispersal will be done only after the function is over. No child will be handed over inside the building.**

7. **Transport facility will not be available for the students at dispersal.** Teachers will not be escorting children in any vehicle since they will be staying back in school after the function.

8. The parents should collect their children after the function. In case the child is going with a relative, **an authorization letter signed by the parent along with the person's photograph** should reach the class teacher

/Chief Co-ordinator Mrs Anita Kaul by 9.12.2016. (Please note that no child will be handed over to any unidentified person.

GUIDELINES FOR STUDENTS :-


- (a) Reaching time at school is 8.30am (as usual) in school buses.
- (b) The students should carry their lunch box & water bottles.
- (c) Students of class U.K.G and I will come in white uniform (full sleeves shirt and white inner) with white shoes.
- (d) Students participating in March Past will come in House T-shirt with trouser/ skirt and white shoes.
- (e) Girls with long hair to make single plait and girls with short hair to make single pony (Those in dance and band instruction will be given by concerned teachers.)
- (f) Uniform and all other belongings should be labelled with name and class to avoid confusion if they are taking part in any event.
- (g) Girls should wear white bands.

In case of any query regarding the function, kindly feel free to contact the school office.

Contact No:- 01795-247440

01795-244330

Mrs Anila Nair


8.12.2017
Principal