



15/01/2024

GUIDELINES FOR ANNUAL DAY FOR PARENTS

Dear Parents,

W.r.t. the Annual Day for the session 2023-24 to be held from 17th Jan 2024 to 19th Jan 2024, kindly note down the following instructions:

1. Classes will remain suspended for III to VI on 17/01/2024, Pre-School to II on 18/01/2024 and VII to X on 19/01/2024. School will be working till **12 noon** for other classes as per the above schedule.
2. Parents are requested to drop their wards in school positively by **3:00 pm** on the **Annual Day** as per class / date.
3. Students must be in their costumes and make up as instructed by the class teachers.
4. Students have to carry light tiffin, water and napkin.
5. Parents may collect their wards from the main entry gate (office side) after the individual programme is over.
6. Parents are requested to take their seats by **4:00 pm** on the respective Annual Day.
7. Parents must keep their mobile phones in silent mode during the programme.
8. Your presence till the end of the programme will be appreciated.

LOOKING FORWARD TO YOUR COOPERATION AND SUPPORT TO MAKE THE EVENT A GRAND SUCCESS.

Surajit Chatterjee
Principal