



**Thursday, 20<sup>th</sup> January 2011**

Circular No.:-SGS/Admn./77/2011

**Subject: ANNUAL DAY CELEBRATION**

Dear Parent

We are celebrating **Annual Day** on **Monday, 24<sup>th</sup> January 2011**. You are cordially invited for the function; formal invites will also follow. Detailed programme and other arrangements made by the school to facilitate our guests are given below.

**Venue** : **Main School**  
**Time** : **10:30 a.m.**

We have already sent the information about costumes, practice time and such details. Make-up of the participants will be done by a team of make-up artists and the school staff. We have made arrangements for **photographs** and **CDs** of the programme, the same can be procured by parents by placing the request.

**PLEASE NOTE:**

- You are requested to park your vehicle by **Gate No.2** or the parking space besides the school. Our support staff will help you park your vehicle.
- School transport will be provided in the morning; children who use school transport will be picked up at their usual time in the morning.
- Walkers should reach the school at **07:55 a.m.** sharp.
- Students should wear their **I-Cards**.
- Students will come dressed-up from home in the costume as per the instructions.
- Parent's entry is from **Gate No. 2** of the school.
- You are requested not to go back-stage to meet your child, as this creates inconvenience and also disturbs the child.



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- Refreshment will be served to the children. Canteen facility will also be there for your convenience, however eatables are not allowed during the programme.
- Personal cameras and cell phones are not permitted during the programme. Our photographer will be there to cover the event.
- Students' dispersal after the programme will take place from the school grounds. Parents are requested to take their ward/s with them.
- Kindly send back the rented costumes duly packed and sealed on **Thursday, 27<sup>th</sup> January 2011**, to avoid paying extra rent.
- Please retain this circular till the **Annual Day**.

**Please do bring along the Invitation Card and occupy your seats by 10:30 a.m. to enjoy the whole programme.**

Looking forward for your full co-operation,  
Warm regards

Amita Saxena  
(Headmistress)