SGS/Admin./PC047/2026-27 Date: 31.08.2026

PARENTAL CIRCULAR- CLASSES III - V
IMPORTANT INSTRUCTIONS FOR MID TERM EXAMINATION

Dear Parent,

Following are some important instructions for Mid Term Examinations commencing from **7th September 2026**, Monday for Classes III-V.

Students will be given 15 minutes reading time before the commencement of the exam.

Please note the timings for the conduct of examination

Classes	Reporting Time	Reading Time	Examination Time	Dispersal
III-V	7:45 am	8:15 am – 8:30am	8:30 am- 10:30 am	11:25 am

* Bus goers will board the school transport at 11:25 am
* Parents who come to school to pick their wards are advised to reach the school premises by 11:15 am to avoid any unnecessary delays.
* Van goers will report to the dispersal venues by 11:20 am.

Important Instructions

1. ***Entry into the school will not be allowed after 7:50 am.***
2. ***No leave should be taken on the day of Examination.*** In case of a medical emergency, a medical certificate from a Certified Medical practitioner (Allopathic) needs to be submitted at the school reception.
3. Report to school in proper **winter uniform and ID card.**
4. Students should carry their own stationery – pencils, erasers, sharpeners in **a transparent pouch** and **a transparent writing board**, if required. **No student will be allowed to go to the stationery store once they have entered the examination hall.**
5. Ensure that your ward is medically fit on the day of the examination.
6. Use of calculators / smart watches / fitness bands /electronic gadgets is not allowed in the examination hall. These will be considered as unfair means.
7. **School canteen will be non-operational during the examination days. Students have to carry their own lunch box.**
8. **Students will report to school only on the days when exams have been scheduled. Days without any scheduled exam are preparatory leave.**

Deepti

EXAMINATION DEPARTMENT

Pooja Batra

PRIMARY INCHARGE

31/8/26

PRINCIPAL