



01-12-2023

ANNUAL DAY SPECIAL CIRCULAR

1. **21st Annual Day Celebration ('Festa Naipunnya')** would be held on **7th & 8th of December 2023**. The Management, Principal, Staff, PTWA and Students extend a cordial welcome to all our esteemed parents, well-wishers and stakeholders to the celebrations.
2. It is **mandatory for all the students to attend the Annual Day Celebrations on both the days**.
3. All the **participants** are to reach the school by **1:00 pm**. The **school buses** will start plying from **12 noon**. Please check the school diary and find the name, date and time of the respective programme in which your ward is participating. Parents are to take care of the conveyance of the students after the programme, on both the days.
4. All the **non-participant students and parents** are to reach the school by **5:00 pm**. All the students from class I to XII, except volunteers, have to be in their full regular uniform. The **prefects / volunteers** have to be in **Wednesday's full uniform** on both the days. **KG students are to wear Wednesday's uniform**.
5. **Dispersal** of the student participants, **except KG and I & II**, will be after half an hour of their respective programme. The parents are not allowed to collect their wards directly from the stage or green rooms. The students will be dispersed only from the reception. All the **participants, except KG, I & II**, are to **change their costumes** and put on their regular uniform before they leave the green rooms for the dispersal after their respective programme. Ensure that all participants **hand over their rented costumes to the in charge teachers**.
6. If anyone, **other than parents**, is assigned to collect the participating children at **the time of dispersal**, please submit a consent letter from the parents that specifies the name of the proxy, and the name of the student to be collected, to the **teacher in charge, well in advance**.
7. All the students, **who are to receive Proficiency Awards**, should come in regular full uniform on **7th of December at 5.30 pm**. Make sure that they are available by the side of the stage in time, to avoid delay in starting the function.
8. **Parents and relatives** of students (except those, whose assistance are requested in the green rooms) are **not allowed to enter the school building** on both the days for security reasons. Parents are also **Not** permitted to take photos or record videos of the programmes on the stage.
9. **No student is allowed** to wear gold ornaments. Students are also **Not** to bring **cameras and mobile phones inside the school campus**. If anyone needs photos/CD, they may place the order at the school reception.
10. There would be a **canteen** run by **Food Cafe Caterers**, in the school campus. Parents, who wish to place the order for dinner on Thursday & Friday, are requested to ensure the same by **purchasing food coupons** through their wards or by parents from the **reception** on **4th, 5th & 6th of December**. Parents are also to ensure that the amount of the same is mentioned in the school diary. You have to collect the food ordered **before 9 pm** on both the days.
11. The students of class X, who are assigned with DAY-1 & 2 reception duty should come in full regular uniform on the day, when **No** reception duty is assigned.
12. All the students/parents/relatives/well-wishers will have to produce the Entry Pass at the main gate on both the days. **No one would be allowed** to enter the school campus without the Entry pass.
13. Parents/well-wishers are requested to feel free to seek any help from the volunteers/prefects who are deployed in the auditorium, in case any need arises.
14. **Parents are requested not to park their vehicles on the road/in front of the school that might cause traffic blocks. Please adhere to the instructions given by the volunteers regarding the parking.**

The menu and the rates are as follows:

Chappathy (3 Nos) + Chicken Kuruma - Rs. 120/-	Chappathy (3 Nos) + Veg Kuruma - Rs. 70/-
Chicken Biriyani - Rs. 160/-	Veg Biriyani - Rs. 120/-
Fried Rice + Chilly Chicken - Rs. 170/-	Veg Fried Rice + Chilly Goby - Rs. 130/-

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