



**SATYA/ADMN/CIR/2023-24/088**

**September 25, 2023**

Dear Parents,

Greetings!

We would like to take this opportunity to remind you of the importance of adhering to school timings and maintaining decorum when dropping off your child at the school gate.

We believe in instilling values of discipline and punctuality in our students, and this begins with their daily routines. It is essential that all parents and guardians strictly adhere to the designated school timings as late arrivals disrupt the smooth functioning of school and can be distressing for students who miss the important part of their morning routine.

We request the parents to maintain a respectful & patient demeanour when dropping your wards at the school gate. Engaging in arguments, altercations & aggressive behaviour with the school staff is unacceptable and inimical to creating a harmonious environment for our students.

We understand that mornings can be hectic, but your cooperation in following these rules will contribute to the overall well-being of the school community. If you have any grievances or concerns related to school matters, please contact through appropriate channels of communication.

Please note the School timings once again:

**Grades KG1 & KG2:** 9:00 am to 1:00 pm

**Grades I to XII:** 8:00 am to 3:00 pm

**No walkers will be allowed entry into the premises after 8:05 am (Grades I to XII) and 9:05 am (KG 1 & KG 2) and the school gates will close.**

Let us work together to provide a safe learning environment to our children.

Warm regards,

**Neeti Bhalla Saini**  
**Executive Principal**