SATYA/ACAD/CIR/2025-26/027 **May 9, 2025**

Dear Parent,

Namaste!

At Satya School, we believe that **adherence to time and uniform discipline** reflects a sense of unity, equality, and pride among our students. Punctuality is a key value we strive to instil in our students. To ensure a smooth and disciplined routine, we kindly request your cooperation in adhering to the same. Your support to follow the guidelines outlined below will be much appreciated:

School Timings:

1. **School Start and End Timings***
   (*Subject to change during winter months or Government compliance)

Early Years: 9:00 a.m. to 1:00 p.m.

- Classes commence promptly at 9:05 a.m. Students must be on **campus latest by 8:50 a.m.** and in their respective classrooms by 9:00 a.m.
- The school day concludes at 12:45 p.m. Students should leave the premises within and by 1:00 p.m.

Grade I to XII: 8:00 am to 3:00 pm

- Classes commence promptly **at 8:00 a.m**. Reporting time of students is **from 7.45 – 7.55 a.m.**
- The school day concludes at **2:45 p.m**. Students should leave the premises within and by **3:00 p.m.**

2. **Arrival on Time**:

- Late arrivals disrupt the learning environment. Hence, **reporting to school after 8:50 a.m. (Early Years) and after 7.55 a.m. (Grades I to XII)** and**,** shall **not be allowed.**
- Students arriving after reporting time will be requested to go **back home with the parent**.
- If a parent is unable to take the child back, the child will spend the day in the school library.

3. **Pick-Up and Drop-Off**:

- Parents/guardians are requested to ensure timely drop-off and pick-up of students to avoid inconvenience and ensure student safety.
- If you are unable to pick up your child on time, you are requested to inform the class teacher and school front office timely.
- Parents coming to pick-up their wards during dispersal are required to produce the Escort Card at the entry gate. If they do not have the escort card, they will have to get the Gate Pass from the reception before they collect their ward from the respective walker pick-up point.

4. **Co-Curricular Activities and Extra Classes**:

- For any scheduled activities or classes outside regular school hours, students must arrive and depart as per the specified timings.

Uniform Guidelines:

1. **School Uniform**:
   - Students must wear the prescribed **SATYA SCHOOL** uniform every day, as per the guidelines issued at the beginning of the academic year.
   - They must **ONLY** wear the SATYA SCHOOL jackets/blazers, cardigans, shirts, t-shirts.
   - For any formal events the **Council Members** must have **blazers and school trousers for boys/skirts & trousers for girls**.
   - **House t-shirts** to be worn on assigned days of house meetings.
   - Wearing of **school socks and plain black shoes** is mandatory. No fancy shoes will be allowed.
   - Uniforms must be neat, clean, and properly ironed at all times.
   - They can wear casuals on birthdays (Grades Nursery to V only).
   - Students taking part in before school sports / team practice sessions are allowed to wear sports attire only for the specific activity. They are expected to bring their regular school uniform to change into after the sports session is over. They should not wear the sports gear throughout the day.

2. **Accessories**:
   - Minimal or no accessories are permitted (e.g., simple black hair bands, wristwatches-no smart watches are allowed).
   - Fancy jewellery, makeup, or any other fashion accessories are strictly prohibited.

3. **Hair and Grooming**:
   - Hair must be neatly groomed and combed / tied as required. Extreme hairstyles or hair colours are not allowed.
   - Nails must be trimmed and free of nail polish.

4. **Identity Card**:
   - The school ID card must be worn at all times within the school premises.

Non-compliance with the above guidelines will result in appropriate disciplinary actions, including verbal warnings, written notices, or a meeting with parents/guardians.

We seek your wholehearted support to uphold the values of our school and value your partnership in fostering discipline and ensuring the best learning environment for our students.

Warm regards

Manisha Malhotra
Director Principal

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