

SATYA/ADMN/CIR/2026-27/035

June 30, 2026

Dear Parent,

Namaste!

We hope you and your family had a safe, restful and rejuvenating summer break. We look forward to welcoming our students back with renewed enthusiasm and a commitment to maintaining high standards of excellence.

To ensure positive, disciplined and conducive learning environment we seek your wholehearted support in reinforcing the importance of **punctuality, discipline and adherence to prescribed school uniform and grooming norms**, which reflects a sense of unity, equality, and pride among our students.

Punctuality is a key value we strive to instil from the very beginning. We seek your support to ensure a smooth and disciplined routine by adhering to the enclosed guidelines:

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 8:55 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: 7:50 a.m. to 3:00 p.m.

- Classes commence promptly at **8:00 a.m.** Reporting time of students is **from 7.50 a.m. – 8.00 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 8.55 a.m. (Early Years), and after 8.00 a.m. (Grades I – XII), shall not be encouraged.**
- To reinforce discipline, respect for school timings and protocols, students arriving after reporting time will be requested to go **back home with the parent** or wait at the reception till parents arrive. We appreciate your cooperation for the same.

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.

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

- For the **After School Program and Morning Practice Sessions**, 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.
- 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**.
- **House T-shirts** to be worn on assigned days of house meetings.
- Wearing of **school socks, school belt, and plain black shoes** is mandatory.
- Uniforms must be neat, clean, and properly ironed at all times.

2. Accessories:

- Minimal or no accessories are permitted (e.g., simple black hair bands, wristwatches).
- Fancy jewellery, makeup, or any other fashion accessories are strictly prohibited.
- Wearing of gold or silver jewellery by the students is not allowed.

3. Hair and Grooming:

- Hair must be **neatly groomed and tied as** required. Extreme hairstyles or hair colours are not allowed.
- Nails must be **trimmed and free of nail polish**.
- **Only black coloured hairbands/rubberbands** are allowed in the school.

4. Identity Card:

- The school ID card must be worn at all times within the school premises.
- Lanyards must be worn with the ID cards, else the entry will be denied at the gate.

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

With the reopening of the school, these guidelines will be implemented with greater consistency and strictness. We request all parents to ensure that their ward reports to school on time, in complete proper uniform.

Warm regards



Manisha Malhotra
Director Principal