

SATYA/ADMN/CIR/2026-27/052

August 18, 2026

Dear Parent,

Namaste!

"You are late if you arrive on time."

This simple thought reminds us that being a little early allows us to begin every day with calmness, readiness, and purpose.

At Satya School, we believe that every school day should begin with a sense of belonging, routine, and readiness to learn. To ensure a smooth and meaningful start to the day for all our students, we seek your wholehearted support in helping your child arrive at school by 7:50 a.m.

As the school day officially begins at 8:00 a.m., these ten minutes provide students with valuable time to settle into their classrooms, organize their belongings, connect with their teachers and peers, and prepare themselves mentally for the day's learning.

Please note that the school gates will close promptly at 8:00 a.m., **and no entry will be permitted after this time**. This measure is being implemented to ensure the safety of all students and to maintain the sanctity of uninterrupted teaching and learning.

Punctuality is a life skill that extends far beyond the classroom. By arriving on time each day, children learn the importance of discipline, responsibility, respect for others' time, and commitment, values that will benefit them throughout their lives.

While we understand that unforeseen circumstances may occasionally arise, any delay or absence must be communicated to the HRT / CT and Coordinator by **7:30 a.m.**

Thank you for your continued partnership and commitment to your child's education. Together, let us instil the value of timeliness and set our children up for success, one morning at a time.

Please note- this information was also shared through the Circular no. SATYA/ADMN/CIR/2026-27/035 on 30th June 2026.

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 drop off your child on time, you are requested to inform the class teacher and school front office timely by 7.30 a.m.

Warm regards



Manisha Malhotra
Director Principal