



Wednesday, 18th November 2015

Circular No.:-SGS/Admn./241/2015

Classes:- Buds to XII

Subject: Punctuality and Regularity

Dear Parent

Despite repeated circulars, phone calls and smses regarding the need to maintain punctuality, it has been observed that some students repeatedly come late to school.

- To ensure that the students learn the value of punctuality, we seek the cooperation of parents to abide by the following procedure :

Classes III - XII	07:50 to 08:00 a.m.	Entry to school
	08:00 to 08:10 a.m.	Late entry through gate no 3 - On three consecutive late entries, the student will be sent back home.
	08:10 a.m.	All school gates will be closed and students will not be allowed entry, even on exam days.
Classes Bud - II	08:50 to 09:00 a.m.	Entry to school
	09:00 to 09:10 a.m.	Late entry through gate no 3 - On three consecutive late entries, the student will be sent back home.
	09:10 a.m.	All school gates will be closed and students will not be allowed entry, even on exam days.

- Also please refrain from taking your ward back from school unless it is a medical emergency.

You are requested to counsel your ward regarding the same. Together, let's make punctuality a habit.

Warm Regards

**Mrs. Sumana Dutta Sarkar
(Head of School)**