

**SACHDEVA GLOBAL SCHOOL**  
**CIRCULAR – COMMENCEMENT OF NEW ACADEMIC SESSION (2026-27)**  
**CLASSES: BALVATIKA-1 (NURSERY) AND BALVATIKA-3 (UKG)**

March 28, 2026

Dear Parents,

Hearty greetings from Sachdeva Global School!

*“It takes a big heart to shape little minds”*

It is with great pleasure and a wonderful sense of anticipation that I extend a warm welcome to you and your ward to the new academic session 2026-27. The new academic year brings in the renewed energy and resolve to fulfill all that has been planned for the students. There are new goals to identify and work upon that will go a long way in shaping the students' attitude and developing their overall personality.

We would also like to welcome our new students and with a definite assurance that you will find the school welcoming and warm at heart with an energetic environment, conducive to learning and growth. It will be our endeavour to ensure that a safe and sustainable healthy environment prevails throughout.

With a firm belief that the parents would extend co-operation and support as always to help us build holistic personality of our students, here are some important points and we request all our parents to adhere to them.

1. The School Timings are **8:45 a.m.- 12:45 p.m.** Students are not allowed to enter the school before 8:30 am. Parents are advised to adhere to these timings strictly.
2. Students are required to come in proper **summer school uniform** on the first day of the new session. **(Wednesday, 1<sup>st</sup> April 2026 for Balvatika-3 (UKG) and Thursday, 2<sup>nd</sup> April 2026 for Balvatika-1 (Nursery).** Hair neatly tied up for girls and to be cut short for boys.
3. **Google Classroom** will be used for sharing school circulars, notes, assignments, etc. ID and password for the same has already been clipped in the folder provided to you.
4. School gates will be closed at 08:45 a.m. If a student reports late to the school on a particular date (till 08:50 a.m.), he/she needs to enter from **Gate No.3** and the same will be marked in the late coming record given on the last page of the school almanac. His/ Her name will be entered in the late comer's register and will be allowed to enter the school with a warning. Three or more late comings in a month will result in the student being sent back home.  
**No telephonic requests with regard to this will be entertained.**
5. Parents are advised to be present at the school gate 5 minutes before the dispersal time to pick up their wards.
6. **Arrival and Dispersal** of the students will be done from the school gates as follows:

CATEGORY	GATE NO.
PARENT PICK UP	GATE NO. 2
VAN GOERS	GATE NO. 1
BUS ROUTERS	GATE NO. 3

7. Students must wear the I-Cards daily to school. Parents must carry the Parent I-card when they come to pick up their ward. At any point in time, students will be handed over only to the person whose photograph is affixed on the I-Card.
  8. Students to come to school **ONLY IF MEDICALLY FIT**. In case of a medical leave, a medical certificate (issued by a MBBS Doctor) in original specifying the illness and duration of leave will have to be submitted on the date of joining at the School Reception.
  9. There is no provision for half day for the students on the date of a scheduled assessment/activity or otherwise.
  10. Please ensure that your ward carries all the required belongings for the day in the morning itself. No item will be allowed to be passed on to the student from the school gate during the course of the day.
  11. Birthdays are special days. However, please ensure that your ward comes in proper school uniform and does not bring fancy or expensive gifts for the students or teachers. Only candies will be allowed for distribution.
  12. Strict discipline is to be maintained by the students. Student and Parent must go through the discipline policy given in the Almanac.
  13. Bullying/ use of abusive language/ gender or religion specific comments whether in or out of the school or even in social media is punishable and will be dealt under relevant legal sections.
  14. Parents to ensure that their ward is regular in attending the school. A minimum of **75% ATTENDANCE is mandatory** as per the CBSE guidelines.
  15. For any kind of leave, prior permission from the school authorities is a must. In case of absenteeism of 1-2 days, leave record given at the back of the almanac needs to be filled. Beyond that, a written application will have to be deposited at the reception or an e-mail to be sent on school e-mail id (info@sachdevaglobal.in).
  16. The parent is advised to check the Almanac, Google Classrooms and Student portal on the school website on everyday basis and acknowledge the teacher's notes. For any queries, parents must use the school almanac as a medium of communication. In case of an emergency, the school reception must be contacted.
  17. The parents must attend PTMs regularly. If required, you can meet the teacher on any working Saturday with prior appointment.
  18. Please dress appropriately and formally when visiting the school for any reason. Keeping in mind the dignity of the institution, refrain from wearing shorts/night suits/gym clothing/lounge wear when entering the school premises to pick or drop your ward.
- Looking forward to your cooperation.

Regards

  
Miti Dhingra  
Head of School