



Ref: ISA/CIR/2022-2023/28

Date: 19/09//2022

Dear Parent (s),
Greetings!

Please note the following instructions regarding the Term 1 Examination for KG1 to Grade 12 which will commence w.e.f 26/09/2022:

1. The syllabus and the timetable for this exam has been shared with the students by the class teachers.
2. It is important and essential that all students appear for this examination as these marks would contribute to the final grades for promotion to the next class.
Kindly encourage your ward/s to prepare well.
3. School timing for students from **26/09/2022 to 07/10/2022** will be from **7.30 a.m to 11.30.a.m.**
4. Office timing from **26/09/2022 to 07/10/2022** will be from 7.30.a.m. to 2.00 p.m (Monday to Thursday) and 7.30 a.m to 11.30 a.m (Friday).
5. Students using school transport will be picked up at the normal time and dropped back soon after the examination.
6. Parents of students using private transport may please make their own arrangements accordingly and pick up their wards on time (latest by 12 noon).
7. All parents are required to clear pending fee arrears, if any, by 23/09/2022. Those who have already cleared may kindly ignore this reminder.

Thanking you for your co-operation.

Yours Faithfully

Neelam Upadhyay

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Principal