

Dear Parents,

This is to inform you that the school begins at 7:40 a.m. Students are expected to arrive before the commencement of the school day to ensure a smooth and timely start.

In order to promote punctuality and minimise disruption to the academic schedule, the following procedure will be followed for students arriving after the school begins:

Arrival Time	Category	Procedure
By 7:40 a.m.	On Time	The student proceeds to the class and then joins the assembly in the auditorium as per the regular schedule.
7:41–7:45 a.m.	Late Arrival – Level 1	The student proceeds directly to the auditorium and keeps the school bag in the designated platform area. The name of the student will be recorded by the teacher in charge.
7:46–8:00 a.m.	Late Arrival – Level 2	The student remains in the designated trellis area until the assembly is over. The name of the student will be recorded by the teacher in charge.
After 8:00 a.m.	Late Arrival – Level 3	The student reports to the Reception. The name of the student will be recorded by the teacher in charge, and a message regarding the late arrival will be sent to the parents through the ERP.

Note: In case of **three or more late arrivals during the month**, parents will be required to meet with the concerned school authorities to understand the circumstances and work together towards ensuring the student's regular and timely arrival at school.

Parents are requested to ensure that their ward **reaches school well before the commencement of the school day** and to make appropriate arrangements to avoid delays. Your cooperation in promoting punctuality will help maintain a disciplined school environment and ensure that students begin their school day on time.

Regards,

Ms. Sharmila Raheja
Principal