

CIRCULAR – ANNUAL DAY 2026

Dear Parents,

The eagerly awaited School Annual Day is around the corner! We appreciate and commend the cooperation extended by you so far and seek the same support on 9, 10 and 11 October'26. Kindly read the circular carefully so that the venues and timings are clearly noted. **For security reasons above all, we particularly seek your patience at dispersal time on all three days. Also kindly carry only a small purse/ wallet inside the School premises. Refreshments will be available before and after the show at the venue.**

Please note the School timings for participants on 9, 10 and 11 October'26:

Friday, 9 October (rehearsal): 2:30 pm to 7:30 pm

Saturday, 10 October: 3 pm to 8 pm

Sunday, 11 October: 3 pm- 8 pm

For Non-participants, 9, 10, 11 October'26 will be holidays.

- Participants will wear the School uniform on the day of rehearsal and will carry tiffin, a fruit, a water bottle and the almanac. All bags and other belongings must be labelled.
- All participants will receive their costumes before 9 October.
- On 10 and 11 October'26, participants are to come dressed in costume for their events (tableaux, dances, drama, choir).
- All participants should wear basic makeup from home: eyeliner, eye-shadow, blush-on, lipstick. Hairstyling as will be explained, has also to be done from home. The makeup would only be touched-up at School.
- Children should carry a comb, hairpins, bob-pins, safety pins, cotton balls, cleansing milk. Only black hair clips and bands are allowed.
- The boys should wear their hair in a short, neat haircut. Sikh boys must wear maroon patkas.
- All participants must wear skin coloured socks .
- Do not send your ward with expensive jewellery or watches. School will not be responsible for any misplaced items.
- Participants should eat a light lunch before reaching School on 10 and 11 October. Please ensure that your ward carries a labelled water bottle.

- **Kindly note that School will provide light refreshments to all participants on all the three days .**
- **Attendance on 9, 10 and 11 October of all participants is compulsory.**
- Parents are requested NOT to take photographs as the School has organised a professional photographer to cover the show, including a video recording of it which will be made available to you.
- Please keep your cell phones on switched-off mode for the entire duration of the programme. Your ward's performance deserves your undivided attention.
- Parents are requested to use carpooling or opt for public transport to avoid parking difficulties. Parents are also requested to cooperate with the security guards for parking.
- In case your ward is travelling by van on any of the days you may inform the class teacher in advance.
- Parents must carry the Annual Day Invitation Card and the Parent I Card to attend the show.
- **Parents are requested to be patient and follow the instructions for the dispersal of participants on all three days as provided below in the dispersal plan.**
- Parents of participating students of the following classes are invited to view the show on 10 October'26- **Classes Pre primary, II, IV,VI,VIII, X and XII.** Entry from the Front Gate for the parents of **Pre primary, IV and VIII.** Entry from the Bus Gate for the parents **of II,VI, X and XII.**
- Parents of participating students of the following classes are invited to view the show on 11 October'26- **Classes Pre school, I, III,V, VII, IX and XI.** Entry from the Front Gate for the parents of **Pre school, III and VII.** Entry from the Bus Gate for the parents of **Classes I,V,IX and XI.**

Dispersal Plan for 10 October

Invitee parents of PP, II, IV, VI, VIII, X, XII

Dispersal after the grand finale:

- Pre primary & Class II from the stage
- Class IV- Kota Niwas
- Classes VI, VIII - Basketball Court

- Class X and XII - Backfield

Non-invitee parents to come for picking up their wards as per the following schedule:

- Pre school and Class I- Front lawn at 8:15 pm. Entry and exit of parents from the Front Gate.
- Classes III & V- Skating Rink at 8:30 pm. Entry and exit of parents from the Bus Gate.
- Classes VII & IX -Kota Niwas at 8:30 pm. Entry and exit of parents from the Back Gate.
- Class XI - Back Field at 8:30 pm. Entry and exit of parents from the Back Gate.

Dispersal Plan for 11 October

Invitee parents of Pre school, Classes I, III, V, VII, IX and XI.

Dispersal after the grand finale:

- Pre-school and Class I from the Stage
- Classes III & V from Kota Niwas
- Classes VII & IX from the Basketball Court
- Class XI from the Back Field

Non-invitee parents to come for picking up their wards as per the following schedule:

- Pre-primary & Class II- Front Lawn. Entry and exit of parents at 8:15 pm from the Front Gate.
- Class IV- Skating Rink. Entry and exit of parents at 8:30 pm from the Bus Gate.
- Classes VI & VIII- Kota Niwas. Entry and exit of parents at 8.30 pm from the Back Gate.
- Classes X, XII- Back field. Entry and exit of parents at 8.30 pm from the Back Gate.

Dispersal Plan for 9 October

- Pre school & Pre primary- from the Front Lawn. Entry and exit of parents at 7:00 pm from the Front Gate.
- Classes I & II- Bus Gate. Entry and exit of parents at 7:15 pm from the Bus Gate.
- Class III - Kota Niwas. Entry and exit of parents at 7:15 pm from the Back Gate.
- Classes IV & V- Skating Rink. Entry and exit of parents at 7:30 pm from the Front Gate.

- Classes VI – IX- Basketball Court. Entry and exit of parents at 7.45 pm from the Back Gate.
- Classes X-XII- Back Field. Entry and exit of parents at 8:00 pm from the Back Gate.

Looking forward to a memorable Annual Day 2026!

Principal