



CIR. NO. : LFPS/2326/2024

DATED : 03.04.2024

CIRCULAR FOR CLASS – K.G. (2024-25)

Dear Parents,

GENERAL ADVISORY FOR SMOOTH ARRIVAL & DEPARTURE OF STUDENTS

We congratulate you as your child is ready to embark on a journey to new academic session.

You are requested to follow the safety protocol for the convenience of the parents who have come to pick and drop their wards.

1. Kindly don't bring your vehicles near the school gates to avoid unwanted rush at the gate.
2. Kindly come at the arrival and dispersal time allotted for the particular class for your convenience.
3. It is mandatory for you to give details to the class teacher about the person authorized by you to pick and drop your ward. Do not change the authorized person frequently.
4. All the details about your wards' siblings studying in the same school, contact number, address, medical condition (if any), etc. should be intimated to the class teacher.
5. Kindly advise your ward to stay within the School campus and remain with the Class Teacher in case you or rickshaw / van drivers are not there to collect them timely.
6. We solicit your cooperation for the smooth and safe dispersal of your ward from the School Campus.

You are again requested not to block the School Gate at the time of Arrival & Dispersal.

ARRIVAL & DISPERSAL TIMINGS

CLASS & SEC.	ROOM NO.	TIMINGS	GATE NO.
K.G. A	7	8:05 a.m. to 12:55 p.m.	1 (NURSERY BUILDING)
K.G. B	8	8:10 a.m. to 01:00 p.m.	
K.G. C	9	8:15 a.m. to 01:05 p.m.	
K.G. D	14	8:05 a.m. to 12:55 p.m.	2 (NURSERY HALL)
K.G. E	15	8:10 a.m. to 01:00 p.m.	
K.G. F	13	8:15 a.m. to 01:05 p.m.	

Please note that the students will not be allowed to enter the school after 8:25 a.m. from 4th April, 2024.

(Principal)