**MATA GUJRI GIRLS’ PUBLIC SCHOOL, INDORE**

**Circular No. 03 / 2019-20 Date: 19th Dec.’19**

**A road with challenges & hurdles lead us to a beautiful destination, Success!**

Dear Parents

It is our proud privilege to invite you on our 24th Annual Function and Academic Prize Distribution Ceremony on 23rd December, ‘19 Monday at Guru Harkrishan Public School, Khandwa Road, Indore. It is our humble request for your esteemed presence to witness the auspicious occasion and to appreciate the diligent endeavors of the students and the teachers as well.

**Kindly note the following:-**

1. All the buses will directly go to Guru Harkrishan Public School, Khandwa Road, Indore for dress rehearsal at 8:30 am on 21st Dec.’19 (i.e. Saturday).

2. The school will remain working on 22nd Dec. ’19 (i.e. Sunday) for final rehearsal of Annual Function at Mata Gujri Girls’ Public School.

3. The school timings for Nursery to class K.G. II will be 9:30 am to 1:30 pm and for classes I to XII it will be 8:30 am to 1:30 pm on 22nd Dec. ‘19 (Sunday).

4. The school buses will be on route for the participants from 1:30 pm onwards on 23rd December, ’19 (Monday). The participants should report to the item incharges by **3:00 pm positively.**

6. Parents of the students for classes Nursery, K.G. I, K.G. II, and I are requested to drop their child latest by 3:00 pm at Guru Harkrishan Public School on the **Annual Day** to avoid the inconvenience to the school.

7. No participants will remain absent during the final rehearsal i.e. on 20th, 21st and 22nd Dec. ’19.

8. Academic Prize recipients must come in neat and clean school uniform with blue Blazer and report to Ms. Manjula Padhee & Mr. Sudesh Rawat by 5:30 pm back stage only.

9. Tea and refreshments will be served to the parents from 4:30 pm to 5:00 pm.

10. Parents are requested to be seated 15 minutes before the commencement of the programme.

11. It is our humble request to the **parents not to come near the stage to take photo of their ward** to avoid the disturbance during the programme.

12. Parents are also requested NOT TO COME TO THE GREEN ROOM OR BACK STAGE to take their ward to avoid any disturbance and inconvenience.

13. **Nursery to III participants will be handed over to the parents only after the completion of the programme**.

14. On 24th December, ’19 (i.e. Tuesday) school will remain closed only for students.

15. Anyhow, no leave application and no half day leave will be entertained during the practice session as it is the ‘Cultural Fiesta’ presented by students only.

16. On the occasion of Christmas, i.e. 25th Dec.’19 (Wednesday) will be a holiday.

17. Winter break will be from 30th Dec.’19 to 1st Jan. 2020.

18. Observing the Prakash Parv of Guru Govind Singh Ji, there will be an off on 2nd Jan. 2020.

19. The regular classes will commence from 3rd Jan. 2020.

With warm regards

**Neelam Pandey**

 **Principal**