

NON ACCEPTANCE OF ITEMS IN THE SCHOOL OFFICE**With effect from Monday, 13 April 2026 onwards**

Dear Parent,

Please note the following :

- It has been noticed that the parents are dropping tiffin boxes, water bottle, notebooks, stationery, projects etc. in the school office after the student arrival.
- **Please note that from Monday, 13 April 2026 onwards no items will be accepted in the school office.**
- Students are advised to ensure that they bring all necessary materials along with them at the beginning of the school day.
- The student who forgets to bring the tiffin box can avail the canteen facility. You may keep Rs. 100/- with your child for emergency OR they can borrow money from the teacher and return to her the next day.
- We are trying to instill discipline amongst the students. Being sincere and diligent about carrying your belongings is the first step towards the discipline.
- The security guards and office staff have been instructed accordingly. DO NOT argue with the staff members.
- Parents are requested to cooperate with the school in this matter to ensure smooth functioning of the office and avoid disruptions during academic hours.
- Request you to treat the school with sanctity and not bend the policies set by us to suit you.

Thanks & Regards,



Mrs. Suchita Malakar

Principal