



Date: 23-01-25

QCS/Jan25/144

Dear Parents

The much-awaited annual function- **SAMANVAY-2025** is just round the corner. It would be a pleasure to have you all, to celebrate the achievements, creativity, and the spirit of our students. To ensure the event runs smoothly and everyone has a delightful experience, we would like to share some general guidelines. **Kindly note:**

Dress details:

1. Costumes will be handed over to students on 23rd Jan. Students need to come in costumes from home. Students participating in more than one event, need to carry the costumes along.
2. The costumes need to be returned back in polybags neatly folded and in the good condition on Monday.
3. Please make sure that the child is wearing warmer and stockings beneath the costume.
4. Please label all the accessories, uniform, etc. with black marker on inner side.
5. Students need to come with light makeup and neat hair do.
6. They can wear jackets. Kindly avoid pullovers/ sweaters.
7. Student must carry small hand towel with them.
8. Students must bring the water bottle and tiffin along. Refreshment combo will be provided by the school.


Timings:

1. **On Friday, 24th January:** Final Run Through (Compulsory attendance for all participants).
 - a. Timings for school for Grade Play-school- VIII would be – **9:00 am to 1:00 pm**.
 - b. The dispersal will be at 1:00 pm, accordingly collect your ward from school/ bus stop. Transport In-charge would share the pickup timings in the transport groups.
2. **On Saturday, 25th January:**
 - a. Students will be coming to school at their normal timings i.e. **9:00 am**. All buses will ply.
 - b. Dispersal of students will be after the function. Parents will collect their students from the designated venues. No students will be handed over in between the function.

Entry & Dispersal:

3. Parents are requested to be seated by sharp **11:30 am** for the smooth and timely conduction of the function.
4. Parent ID card is compulsory at the time of dispersal.
5. It will be appreciated, if the parents residing in nearby locations avoid bringing their cars/ do the carpools so as to restrict the traffic congestion near the school premises.
6. Entry from school gate no. 3. For Parking, support would be provided by the helping staff at the parking arena.

Warm Regards


Sandhya Kumaria
HOS