



SAN ACADEMY, _____

_____ ANNUAL DAY CIRCULAR 20 _____ - 20 _____

Dear parents,

Greeting from San Academy!!!!

The Annual Day is an integral part at San Academy. It is an occasion of celebration, felicitation and festivity when students present not only their wonderful performances but also receive honours for their academic performances.

Date: _____ (day) and _____ (day)

Time: Morning : 09.30 a.m. – 12 noon Evening : 05.00 p.m. – 08.00 p.m.

Venue: Kamarajar Arangam, Teynampet.

Invitation for the same is posted in our School website. We cordially invite you all to grace the occasion. Tickets for the event have been attached with this circular.

Please carry your tickets along with you to the venue without fail.

We are glad to inform you that your ward _____ of class _____ is participating in _____ event.

We request you to kindly note down the following details in this regard.

Date	DATE (day)		DATE (day)	
Classes				
Reporting time at the venue	7.30 a.m.	02.00 p.m.	07.30 a.m.	02.00 p.m
Dress Code	Bottom : Leggings/ Shorts – above knee level Top: T-Shirt without collar, sleeveless preferred	Bottom : Leggings/ Shorts– above knee level Top: T-Shirt without collar, sleeveless preferred	Bottom : Leggings/ Shorts– above knee level Top: T-Shirt without collar, sleeveless preferred	Bottom : Leggings/ Shorts– above knee level Top: T-Shirt without collar, sleeveless preferred
Hair	Shampooed	Shampooed	Shampooed	Shampooed
Jewellery	Strictly not allowed	Strictly not allowed	Strictly not allowed	Strictly not allowed
Footwear	San Academy Socks	Barefoot	Barefoot	Barefoot
Snacks and Water	Will be provided by School	Will be provided by School	Will be provided by School	Will be provided by School
Dispersal Time	After the National Anthem Parents are requested to show the Parent ID card for dispersal	After the National Anthem Parents are requested to show the Parent ID card for dispersal	After the National Anthem Parents are requested to show the Parent ID card for dispersal	After the National Anthem Parents are requested to show the Parent ID card for dispersal

P.T.O.

To ensure the success of any school function, the support of the parents is a very valuable component. Please do consider the following instructions and continue to extend your whole hearted support to your child and the school:

- The parents are requested to be seated **half an hour** before the start of the programme on the day of the function so that the function can start on time
- During the programme, the parents are requested not to approach their ward or the teacher incharge.
- We request you not to get up from your seats during any performance as it is disrespectful to our precious little performers and their efforts.
- Parents are requested **not to click photographs** as we have organized a professional photographer and furthermore, this would create a lot of disturbance.
- Participants will be handed over to the parents only after the programme i.e. after the **National Anthem**. Till then parents are requested to be seated to avoid any chaos or untoward incident. **Any request for early handing over will not be entertained.**
- Please keep your **mobile phones on ‘switch off’ mode** for the duration of the programme. Your child’s hard work deserves your undivided attention.
- **Ensure your ward wears proper innerwear, so that they can wear their costume on top of it comfortably.**
- **Please send a back bag neatly labelled with name of the student, class and sec and the event name.**

With your cooperation alone we can make the function a grand success.

Looking forward to meet you all.

Warm Regards,

Ms. R. Archana,

Managing Director, SAN ACADEMY-GROUP OF SCHOOLS.