



CIRCULAR NO: IPHS/16-17/035

June 1, 2016

RESTRICTED TO CLASSES I - V

Dear Parents,

Kindly make a note of the following:

1. The **Date-Sheet/Portion Paper of Summative Assessment I** is given to students.
2. School timings from **16/06/2016 to 23/06/2016** will be:
 - **8:00 a.m. to 11:30 a.m.**
 - School buses will ply accordingly.
 - On all exam days, students **must reach** school latest by **7.50 a.m.**
3. Please Note:
 - i) Students are required to bring their '**ADMIT CARD**' on the first day of exam.
i. e. 12th June, 2016.
 - ii) Attendance is compulsory during exams.
 - iii) In case, a student absents himself/herself in any examination, he/she will not be allowed a retest subsequently.
 - iv) The absence of the student in any case **must be informed** to the school office.
 - v) Please don't send your child if he/she shows any signs of contagious, viral diseases. You are requested to submit a medical certificate along with the leave letter for the days of absence.
 - vi) Please preserve the Date-Sheet/ Portion Paper till the exams are over.
 - vii) Students are **not permitted to bring writing pad/ board** in the examination hall.
4. **SPECIAL NOTE:**
 - Kindly make sure that the **Term I fee including transportation** is paid well before the exams. Fee defaulters will not be issued '**ADMIT CARD**'.
 - Students need to come in regular school uniform.
 - Students must bring pen, pencil, eraser, sharpener, scale, etc. Lending or borrowing of these items will not be allowed in the examination hall.
 - If the student attempts any unfair means in the examination, he /she will not be allowed to continue the exam and his/her exam will be cancelled for the day.
 - Parents are requested to make sure the preparation of their wards for the examinations and ensure their best performance.

Thank you.

Anubha Nijhawan
Principal