



Change in School Timings during Half-Yearly Examination

Dear Parents,

This is to inform you that the school will follow revised timings during the upcoming Half-Yearly Examination.

- Arrival Time: As per the regular schedule
- Departure Time for Self-Pickup Students: 11:35 am
- Departure Time for Bus Students: 11:45 am

Kindly note the following important points for smooth conduct of examinations:

1. Students must come in proper school uniform and carry their ID card daily.
2. They should bring their hall ticket, stationery items, light refreshment, and water bottle with them. Sharing of stationery will not be allowed.
3. Students must reach directly to the allotted classroom as per their seating plan during examination.
4. Parents are requested to ensure punctual pickup of students at the revised timings.
5. There will be preparatory leave (for Grades 3 to 10) on the days when there is no exam as per the examination timetable.
6. Kindly motivate your ward to prepare well in order to achieve good marks in the examination.
7. Grades 1 and 2 students will attend school regularly on the days other students will have exams ie. 12th, 15th, 16th, 18th, 19th, 20th, 22nd, and 23rd September 2025 following the revised school timings.
8. There will be only one break each day from 12th September to 23rd September for classes 1 and 2 students.
9. Regular school timings will resume after the examination period is over (24th September 2025 onwards).
10. Students are expected to bring only a transparent stationery pouch and a transparent writing board.
11. No electronic gadgets (e.g., smartwatches, calculators, etc.) are allowed.
12. Malpractice is strictly prohibited. If a student is found indulging in malpractice, strict disciplinary action will be initiated. Ten (-10) marks will be deducted, the existing answer script will be confiscated, and a new one will be issued. The student will be required to complete the paper within the remaining time, and only the new answer script will be evaluated.
13. All absenteeism cases will be treated as per the organisation's policy.

We look forward to your kind cooperation in ensuring the successful conduct of the Half-Yearly Examination.

With regards,

Principal