

**11<sup>th</sup> July, 2022**

**Dear Parents,  
Greetings to you,**

We hereby wish to inform you that the school as a policy does not grant **HALF DAY** to students.

If your ward has a pre planned appointment with doctor or there is any other family function we advise you to keep the child at home for that day.

Once a child has come to school, if he/she stays in school for the entire day, then only we can ensure that some learning will happen.

**Note:- Therefore kindly do not forward any such request to school.**

**Thanking You,  
Regards,**

**Mrs. Archana Pal Singh  
Principal**