

BURN HALL HR. SEC. SCHOOL

17th April 2018

CIR. No: 17 - 04 / 17-18 / SCHOOL ARRIVAL / LKG - 10

Dear Parents / Guardians,

It is hereby in general brought to your notice that we are witnessing late arrival of the students (mostly who are dropped by parents or who arrive by themselves) which affects the functioning of the school and teaching process.

As such it is once again notified to all the students and parents that the students should report to the school strictly as per specified reporting time in proper, neat & clean uniform prescribed by the school along with the text books, notebooks as required for the time table.

A grace time of 10 minutes after prescribed reporting time is kept as a provision for any late arrival due to valid reasons.

Hence it is notified that the school gates will be closed strictly after the grace time is over and no entry will be allowed.



Sd/-
PAL

Example:

Reporting Time	:	08:40 am
Grace Time (10min)	:	08:50 am (Max. Late Entry)
Gates Closed after	:	08:50 am (No Entry thereafter)