



SCHOOL ANNUAL DAY

Dear Parent,

We are pleased to inform that your ward has been selected to participate in the Annual Day Function. You will appreciate that presentation of a cultural programme involving a large number of students requires long practice sessions. The schedule for the final rehearsals on **24 & 25 Nov, 2023** is as follows :

Schedule for 24 Nov, 2023(Morning and Evening)

Participants are required to report to their respective green rooms at the beginning of the rehearsals.

DATE / DAY	AM/PM	ITEMS	REPORTING TIME	REHEARSAL TIME ACTION : ITEM INCHARGES	DESCRIPTION
24.11.2023 (Friday)	A.M.	School Band	07.50 A.M	08.00 a.m. – 08.20 a.m. (Infront of the stage) 08.20 a.m. – 11.00 a.m. (On Lawn Tennis Court)	<ul style="list-style-type: none"> Participants will be picked up by the School Transport at normal school timings in the morning. The dispersal of students will be at 12.00 noon. The buses will depart from school at 12.00 noon. <u>THE SCHOOL BAND WILL ALSO REPORT FOR THE REHEARSALS.</u> All teacher I/Cs of Konkan Diaries, Kerala Presentation, Choir and Orchestra with report along with participants at sharp 11.00 a.m. on the stage for the rehearsals.
		School Choir & Orchestra	07.50 A.M.	08.00 a.m. -09.00 a.m. (On the Stage) 09.00 a.m. – 11.00 a.m. School Auditorium	
		Kerala Cultural Confluence (Primary Dept)	07.50 A.M	09.00 a.m -10.00 a.m (On Stage) 10.00 a.m. to 11.00 a.m. (Mont Courtyard)	
		Konkan Diaries	07.50 A.M	10.00 a.m.- 11.00 a.m (On Stage) 08.00 a.m.– 10.00 a.m. (Basketball Court)	
		Grand Finale	07.50 A.M	11.00 a.m. to 11.45 a.m. (On Stage)	
		Emcees*	07.50 A.M	08.00 a.m. onwards Venue - Sr Library	
	*Emcee Mentors are to ensure minimum 03 stage rehearsals before Finale				
	P.M. Rehearsal Under Lights	Pre-Primary Item	12.30 P.M	01.00- 3.00 p.m. (On stage) 05.00-06.00 p.m. (Under lights)	For Pre-Primary Item, parents are requested to drop their wards at 12.30 p.m. and pick them up at 07.00 p.m. Students must carry sufficient tiffin for sustainability till 07.00 p.m.
		School Choir & Orchestra	03.30 P.M	04.00-05.00 p.m. (On Stage)	Participants including Emcees are required to report to school at 03.30 p.m. Buses will ply on all routes to <u>bring the participants to the school for rehearsal under the lights.</u> (Please add 07 Hours 40 Minutes to the morning timings for boarding the bus in the afternoon)
		Kerala Cultural Confluence	03.30 P.M	6.00 p.m. to 7.00 p.m. (On stage)	
		Grand Finale	--	07.00 p.m. to 07.30 p.m.	
		Konkan Diaries	03.30 P.M	07.30 p.m. to 10.00 p.m. (On Stage)	

DISPERSAL SCHEDULE

Please note parents are required to pick up their wards in the evening after the rehearsals as per the schedule given below:

- Parents are requested to pick up their wards as per the schedule stated below :
- Students of Pre Primary Item will be dispersed at 07.00 p.m. from Gate No.1.
- Students of School Choir & Orchestra will disperse at 08.00 p.m. from Gate No.2
- Students of Kerala Cultural Confluence will disperse at 08.00 p.m. from Gate No.1.
- Students of Konkan Diaries and Emcees will disperse after 10.00 p.m. from Gate No.1
- Teacher I/Cs will remain at the gate till the last student has been handed over to the parent.**

Schedule for 25 Nov, 23.

DATE / DAY	AM/PM	ITEMS	REPORTING TIME	ACTION TIME	DESCRIPTION
25.11.23 (Saturday)	P.M	*All Groups	01.00 p.m	Annual Day Function commences at sharp 05.00 p.m.	All participants except for PRE-PRIMARY CHILDREN will be picked up from their respective stops 06 hrs later than normal bus timings. *Pre-Primary children are to be dropped at 01.30 p.m. by their parents.

DISPERSAL SCHEDULE OF STUDENTS ON 25 NOV, 2023

Parents are requested to pick up their wards as per the schedule given below:

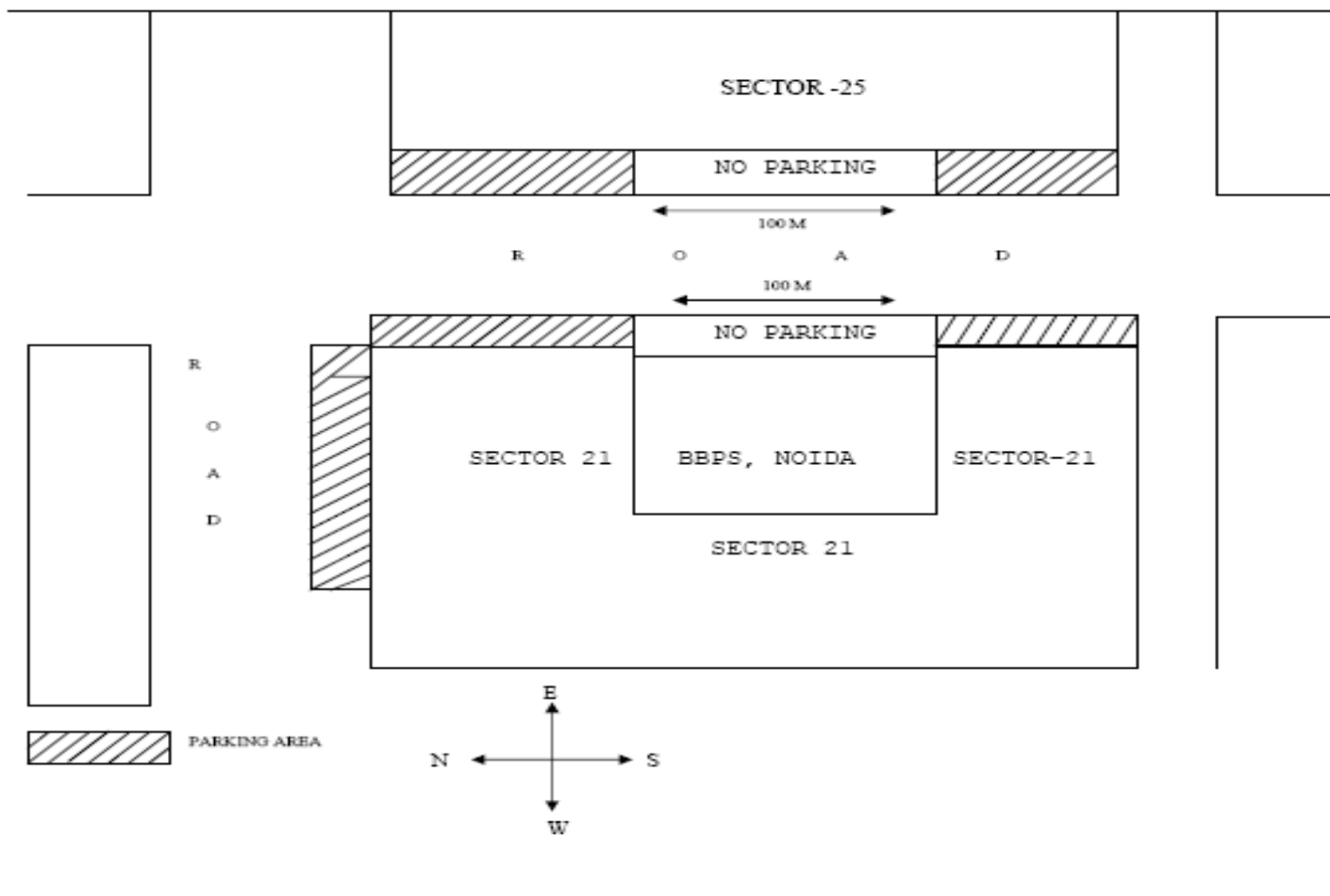
S. NO.	ITEM	CO- ORDINATOR & TEACHER I/CS		GREEN ROOM	ESCAPE ROUTE IN EMERGENCY
01	Emcees	Ms Rachna S, Ms Rumpa B, Ms Kamna J & Ms Rashi A		Sr Library	Staircase adjacent to Class-II A
02	Prize Distribution	Ms Abha B, Ms Mamta M		Sr Library	
03	School Choir & Orchestra	Mr P Pallavi, Ms S Sengupta & Music Dept.	Ms S Renakumar Ms Khushi P Ms Mukul S Ms Minakshi J Mr Anshul	IX E, XI A, C & D	Staircase opp. VPL's office
05	Primary Presentation (Kerala Cultural Confluence)	Ms Nisha	Ms Neelam & Ms Ruchika K Ms Poonam & Ms Yasha Ms Anita V & Ms Deeksha Ms Medha & Ms Nandini Ms Sona R & Ms Deepa C Ms Anita V & Ms Ruchika K	III A to F & V C & D	Staircase adjacent to HM (Pr)'s office
06	Pre Primary Presentation	HM (PP) Ms Sheuli G & Ms Neeru S	Pre Primary Teachers	PS A to F	Exit adjacent to Medical Room
07	Konkan Diaries – Musical Drama (A Senior School Presentation)	Enactment	Ms Umesh K, Ms Komal	XII C	Staircase leading to the Car Park area
		Malhaar	Ms Srishti & Ms Sabari M	Music Room-1	
		Sufi	Ms Smriti S	Music Room-2	
		Lavani	Ms Shreya & Ms Rakhi	Dance Room-1	
		Gondal	Ms Nivedita & Ms Deepti M	Dance Room 2	
		Kathiawad	Ms Deepti T & Ms Poonam S	Sitar Room	
		(a) Lezium	Mr Mohit & Ms Namrata	Chess Room	
		Koli	Ms Nishi S & Mr Anoop D	XII D	
Talwar	Ms Nupur & Ms Sweta	XII B			
09	Band	Mr Tara & Mr D Bist Ms Mamta M.		Optional Study Room	Exit adjacent to Class XI C

- Participants of the Pre Primary Item will be handed over to the parents after the completion of their respective items from the designated green rooms.
- Parents are requested to be seated throughout the programme. Participating students will be handed over to the parents only after the completion of the function.
- Parents are to ensure the smart turn out of their wards.
- Neatly packed costumes along with Jewellery is to be returned to the respective Item I/Cs on 25 Nov, 2023 itself for Pre Primary Item. For all other items, the costumes are to be returned positively by 29 Nov 23 (Wednesday).
- **KINDLY DO NOT REQUEST THE SCHOOL STAFF FOR TAKING AWAY YOUR CHILD DURING THE REHEARSALS.**

AMENDMENT TO SCHOOL ROUTINE

The school will revert to normal school routine w.e.f 28 Nov, 2023.

PARKING GUIDE



AN APPEAL

- Parents are earnestly requested to follow the schedule given above for the smooth conduct of the Final Rehearsals and Annual Day Function.
- Parents are requested NOT TO CLICK PHOTOGRAPHS DURING THE ANNUAL DAY FUNCTION. THE SCHOOL SHALL MAKE THE CDs OF THE ENTIRE PROGRAMME AVAILABLE TO THE PARENTS.
- Your presence till the end of the programme will be appreciated.

LOOKING FORWARD TO YOUR ALL TIME SUPPORT FOR GRAND ANNUAL DAY CELEBRATIONS.

Asha Prabhakar

Asha Prabhakar
(Principal)

Kindness, Resilience, Respect



VPL, Academic Coordinator, HMs, A,O (via e-mail)
Website I/C Staff Members (via e-mail)
A Razdan (File)