

St. Cecilia's Public School

F-Block, Vikaspuri, New Delhi –18

Ph: 28536267, 45535761, 45535762

Date: 07.12.2015

SUBJECT: ARRANGEMENT AND PROGRAMME DETAILS OF ANNUAL FUNCTION – ON 11th DECEMBER 2015

Dear Parent,

Please note details of arrangement and programme of the Annual Function and extend your whole hearted participation and co-operation for making this function a cherishable occasion of 2015.

Teaching shall remain suspended on 09.12.2015 to 11.12.2015 for non participating students. So, they need not attend the school. Regular school will commence from 14.12.2015.

REHEARSAL	DATE	TIMINGS
REHEARSAL FOR PARTICIPANTS	09.12.2015	8:30 a.m. to 2:10 p.m.
FULL DRESS REHEARSAL FOR PARTICIPANTS	10.12.2015	8:30 a.m. to 2:10 p.m.

1. All participants must report to their respective Teacher In-Charge in the Reporting Room mentioned below
2. Students participating in the function can collect their dresses from their Teacher Incharge on 08.12.15 and take them home. Hired dresses will remain with the students from 08.12.2015 to 11.12.2015. Students should return their dresses to their Teacher Incharge along with all accessories on 11.12.2015 positively. A fine will be charged for delayed submission & loss of accessories/ any article.
3. The students must bring one set of uniform for changing on 11.12.15. The name of the child must be mentioned clearly on the uniform.
4. Students will be coming on their own or parents may drop them and pick them up on all days.
5. For full dress rehearsal students participating in the function should come dressed up from home with makeup. **Students should not come late on above date.**
6. The dresses should be neat, clean and properly ironed. **Do not wash the costumes / dress.**
7. For any query/suggestion contact Teacher Incharge of the item.

ANNUAL FUNCTION: 11.12.2015 – 11.00 a.m. onwards.

CULTURAL EVENTS

S.No.	Name of the Item	Teacher Incharge	Green Room / Reporting Room No.
1.	Ram Vandana	Ms. Nidhi Gupta Ms. Neha Nigam	102
2.	Yoga	Ms. Arti Badola / Ms. Ekta	104
3.	Oh! Grandmaa	Ms. Anuradha & Ms. Prabhjeet	G-19
4.	Toy Land Dance (Noddy)	Ms. Anupama	G-20
5.	I Love School	Ms. Shaveta/ Ms. Simranpreet Ms. Ruchi Sobti, Ms. Pooja Harit Ms. Vincy, Ms. Yashika, Ms. Priyanka B.	G-17, G-18 Activity Hall Ground Floor

P.T.O.

S.No.	Name of the Item	Teacher Incharge	Green Room / Reporting Room No.
6.	Charity Show	Ms. Garvita, Ms. Nishi, Ms. Garima	111
		Ms. Kartiki, Ms. Meharpreet	112
		Ms. Neelam Saxena, Ms. Madhu Rai	
7.	Classical Dances Of India	Ms. Anju, Ms. Neha (after Vandana)	115
		Ms. Rekha Sharma & Ms. Kriti Bajaj	116
8.	International Dance	Ms. Gurmeet, Ms. Kanika Solomon	118
		Ms. Kanika Chopra, Ms. Divya &	119
		Ms. Aashima	
9.	We are the World (Finale)	Ms. Ila/Ms. Sarika, Ms. Bhoomika	107
		Ms. Nishi/ Ms. Ekta	106
10.	Drama	Ms. Kirti Shrivastava, Ms. Shikha	108
		Ms. Jayashree, Ms. Ashmeet &	Bio Lab
		Ms. Kamlesh	
11.	Prize Winners & Awardees	Ms. Harminder & Ms. Prajya Ms. Bharti	Basement Hall
12.	Student Council + Duty Students	Ms. Mukta & Ms. Neeru	Art Room
13.	Stage Duty Students	Ms Mamta Marwah, Ms. Pooja S. Ms. Nidhi Dhinga	Library

INSTRUCTIONS FOR THE PARTICIPATING STUDENTS: 11.12.2015

1. **Students of Class I to XII to report by 9:00 a.m** to their Teacher In-Charge of the item, in the rooms mentioned above. **Students should not come late.**
2. Parents are requested to do the needful alterations for costumes, if required.
3. Students participating in the function should come dressed from home with proper hair style and make up. Also students must carry their own make up kit, hairpins, safety pins etc.
4. Light refreshment will be served to the students by the school.
5. Students must follow instructions/ directions given to them and maintain discipline.

REQUEST FOR THE PARENTS: 11.12.2015

1. Parents are requested to take their seats in the enclosure meant for them. **First three rows are reserved for the V.I.P.'s and other distinguished guests, therefore, please leave them vacant.**
2. Parents can collect their ward after half an hour of his/her item is over from the respective rooms referred above.
3. Parents should not approach the teacher for their ward before their item is over.
4. Parents kindly do not come forward to take the photographs of your child.
5. Entry for two persons will be made on each invitee card.

Let us together make this function a memorable event.

Wish You Merry Christmas & A Happy New Year 2016!

With Kind Regards,

Yours Sincerely,

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Mrs. R. BHUMRA

Principal

St. Cecilia's Public School