

Birla High School
Circular to Parents

22nd April, 2024

The Annual Day and Prize Distribution will be held at 11:00am. on **Thursday, 2nd May, 2024** for classes **VII, IX** (2024-2025) and on **Friday, 3rd May, 2024** for classes **VIII, X and XII** (2024-2025) at the Vidya Mandir Auditorium, 1, Moira Street, Kolkata 700017. **All parents of prize winners and participants of the Cultural Programme are cordially invited to attend the programme and encourage the students.**

Things to Remember:

1. All prize winners and participants of the cultural programme should be in school at 7:30 a.m in their school uniform. It will be a **Non-Working** day for the students who are not receiving prizes.
2. Prize winners must report to the following classrooms:

Classes	Registration and Seating Arrangements	Teacher on Duty
Class 12(3rd May 2024)	Room No: 313	D. Saha & Binay Biswas
Class 10 (3rd May 2024)	Room No 315	R. Chowdhury & K. Banerjee
Class 8 (3rd May 2024)	Room No:314	Mrinmoy Mondal & Rochita Sinha Chakraborty
Class 9 (2nd May 2024)	Room No: 314	Kushal Bhattacharya & A Mishra
Class 7(2nd May 2024)	Room No: 313	Sohini Roy & J Basu

The participants of the cultural programme must report to the following rooms:

Dance- Dance Room (L N Birla Library)

Drama- Green Room (Auditorium)

Choir- Green Room (Auditorium)

3. Registration for prize winners will be between 9:00 and 9:30 a.m. in the above mentioned rooms.
4. Parents are requested not to take their wards home before the Prize Distribution is over.
5. Prizes will be awarded not only on the basis of merit but also for the students' involvement throughout the year.

6. Students are required to look after their belongings and must remember to carry them back after the Prize Distribution.

7. Students participating in the programme and the prize winners should carry their tiffin and water bottles in a labelled bag.

8. Parents are requested not to bring children under 5 years in the auditorium and to be seated in the auditorium by 10:45 a.m.

9. All prize winners should come in proper school uniform, polished shoes and a neat haircut. They will not be allowed on stage otherwise.

10. Dispersal time is 1:30 p.m.

11. Parents are requested to be a part of the programme and encourage the students.

N.B. Plastic bottles /packets/cameras and eatables are not allowed inside the auditorium. Mobile phones should be kept in silent mode in the auditorium.

Principal