

CIRCULAR FOR PARENTS

Reiterating School Information and Guidelines (Session 2026-27)

Dear Parents

In our continued endeavour to uphold institutional discipline, ensure student safety, and maintain operational efficiency, we would like to restate essential school information for the academic session 2026–27. We request your kind attention to the following important guidelines.

Uniform Guidelines: It is imperative that all students adhere to the prescribed uniform schedule and comply with the uniform policy.

Uniform Schedule		
Day	Dress Code	ID Card
Monday, Tuesday, Thursday, Friday	Regular School Uniform	Mandatory
PTM days	Regular School Uniform	Mandatory
Wednesday	House Uniform	Mandatory
Bagless Days	House Uniform	Mandatory

Note: The new uniform has become compulsory from April 2026. To facilitate timely procurement, parents are advised to adhere to the operational hours of the school's outlet.

Book and Uniform Outlet Timings	
Days	Timings
Monday to Friday	2.20 pm to 3.30 pm
Saturday	10.00 am to 2.00 pm

Attendance Requirement: As per Central Board of Secondary Education and institutional guidelines, a minimum attendance of **75%** is mandatory for all students to qualify for internal assessments and final examinations, including the CBSE Board Examinations. Parents are advised to monitor their ward's attendance regularly and avoid unnecessary absences.

Timings Overview: For your quick reference the timings are being reiterated below for compliance, the students are grouped under three categories:



- **Bus User:** Students who avail the school's official transport services. Please note that the school does **not** endorse or take responsibility for private vans or external transport arrangements.
- **Self-Walker:** Students who leave the school premises independently. It is compulsory for parents to submit a duly signed Self-Walker and Sibling Walker Acknowledgment Form to the class teacher.
- **Parent Walker:** Students who are picked up by parents or guardians. The parent guardian must carry and present the Authorization Card to the teacher on duty during dispersal.

School Timings		
Grade	Arrival	Dispersal
Nursery - Grade K2	08:50 am (Entry closes at 9.05 am)	Bus User at 12.30 pm
		Parent Walker at 12:40pm
Grade I - XII	07:50 am (Entry closes at 8.05 am)	Self-Walker at 2:05 pm
		Bus User at 2:15 pm
		Parent Walker at 2:20 pm

Note:

- Repeated late arrivals beyond three consecutive instances will result in the student being sent home after due parental intimation.
- Early pick up from school will be permitted only in cases of medical emergencies or unforeseen exigencies, subject to prior approval and appropriate application to be sent to the principal at principal@rgsnoida.com.

Visiting Hours: Parent visits are scheduled by prior appointment during the designated visiting hours:

- **Principal:** 9:00 am-10:00 am and 1:00 pm-2:00 pm
- **Academic Coordinator:** 8:00 am-8:30 am

We appreciate your cooperation in upholding school protocols and ensuring a safe, secure, and disciplined learning environment for all students.

Escalation Matrix: As part of our ongoing efforts to strengthen communication and ensure the prompt resolution of concerns, we are sharing the Escalation Matrix for your reference.

You are requested to use this matrix to escalate any concerns or issues related to your child's academic or personal well-being. While sending any email or message, kindly mention the Admission Number and Class-Section.



ESCALATION MATRIX

	Scholastic Queries/Resolutions
1st escalation	<p>Class Teacher/Subject Teacher Via almanac or email</p> <p>Email id: - contact@rgsnoida.com Cc to: - principal@rgsnoida.com</p>
2nd escalation	<p>Wing Coordinators Via School Almanac or email</p> <p>Email Id:</p> <p>Ms. Sujata Dey eycoordinator@rgsnoida.com (Nursery-II) Ms. Kritika Rawat pycoordinator@rgsnoida.com (III-V) Ms. Nisha Nair mycoordinator@rgsnoida.com (VI-XII)</p>
3rd escalation	<p>Wing Coordinators</p> <p>In person meeting (After taking prior appointment)</p> <p>Ms. Sujata Dey (Nursery – II) eycoordinator@rgsnoida.com Ms. Kritika Rawat (III-V) pycoordinator@rgsnoida.com Ms. Nisha Nair (VI-XII) mycoordinator@rgsnoida.com</p>
4th escalation	<p>Principal: In person meeting with prior appointment</p> <p>Kindly email at principal@rgsnoida.com or WhatsApp on 8588944468.</p>
5th escalation	<p>Chairperson: Mr. Rahul Raghav</p> <p>For any concerns, please email at care@rgsnoida.com or send a WhatsApp message to 8178957267. Kindly note that calls are not supported on this number.</p> <p>NOTE: Before reaching out via email or WhatsApp, please ensure that you have first met the Principal or followed the appropriate escalation process.</p> <p>The standard response time is 24 to 48 hours.</p>

While sending email, please mention the following information: -

1. Student name
2. Admission number
3. Parent name
4. Class/section
5. Contact number

Warm regards



Principal



HAPPY LEARNING ADVENTURES

