



St. Karen's Collegiate School Patna

Notice for Parents regarding Submission of Project Work (A-3)

Dear Parents,

The Project Work of all subjects for Classes 1 to 7 will be submitted on the following dates:

DATE	CLASSES
4 th December, 2020	Std -3, 4 and 5
5 th December, 2020	Std – 1, 2, 6 and 7

Some Guidelines for Parents:

1. The timing for the submission of Projects will be from 9:00 a.m. to 12:00 noon on the days mentioned above.
2. Only one parent will come for the submission of the Projects. No students will be allowed inside the school campus.
3. Please ensure that the projects are properly labelled i.e., Name, Class/Sec, Roll No. are clearly written on the projects.
4. The parents will go to the respective classrooms and submit the projects to the Class Teacher in a CLEAR BAG (with Name Tag of the student).
5. Teachers will be maintaining a record of the list of students who have submitted the Project work and marks will be allotted for the same and entered in the 2nd Term Report Card.
6. Parents are requested to carry their masks and sanitizers and maintain social distancing in the school premises.

You are also requested to submit the completely filled **Student's Personal Information Form & Medical Information Form** provided in the School Diary (if not submitted). It is mandatory to receive the same from all the parents at the earliest as it will be updated in your Child's records for further correspondence.

Regards,
Headmistress