

Subject: Our Apologies for the Change of Venue

Dear Parent,

We have just received news that due to an unfortunate incident that took place the other day in the venue (Al Jahily School) that we have booked for our school's annual event, Al Jahily School has cancelled all external bookings indefinitely.

For this reason, our **Annual Day & KG Graduation Ceremony** will go ahead as planned **on Friday, 12th May 2023, at EIS premises from 7:30 PM onwards**. We are all hugely disappointed with the sudden change of venue, considering the present weather conditions, which are not conducive for outdoor events. Despite the hitch, putting off a fantastic show is not an option. Our children have prepared their level best, and we will not allow all concerted efforts to go down the drain.

Scintilla will go on!

Kindly be advised of the following information:

- Reporting time for the participants on 12th May is at **6:30 PM** at the EIS. Those students using the school transport will be picked up accordingly. There will be **NO drop-off service** after the event.
- Participants should come dressed according to the instructions informed earlier to individual groups.
- Snacks will be provided to the students by the school.
- A child will be handed over to the parent only after their final performance and upon signing a form from the teacher or staff in charge.
 - KG to Grade 3 students will stay in their respective classrooms on the ground floor.
 - Grades 4 to 7 students will be in the upper rooms and descend only after the program to join their parents.
- Taking photographs and recording videos will be done by the school. Parents should refrain from coming near the stage; in between the show to take photographs.
- There will be **NO CLASSES** for all students on 12th May 2023; hence all participating students are expected to be in school at the prescribed time.
- The admin office will remain open from 7:30 AM – 11 AM for queries or fee transactions.
- Waste containers are put in designated areas to keep garbage/litter in one place.
- The canteen will be open. Snacks, bottled water, and juices will be available for sale.
- The main building will be off-limits to parents and visitors. However, prayer areas and washrooms for ladies and gents are accessible on the ground floor.
- For the enjoyment of everyone, we endeavour all to observe order, discipline and follow directives from the school management.

Thank you and we are sure that we can count on your presence.

We value your understanding and continued support on the same.

Kind regards,

EIS Administration