## SPECIAL INFORMATION ABOUT THE SCHOOL

A. School Directory

School Reception : 011-35818964, 8595518799 Email : sghms\_1978@yahoo.com Website : http://sghmsdelhi.com

B. Visiting Days/Hours

V. Principal : All Working days (with Prior Appointment)

8:30 am to 9:00 am 1:00 pm to 2:00 pm

C. School Working Hours

1. For Nursery & KG (All Saturdays off)

8:30 am to 1:00 pm

**2.** For I (All Saturdays off)

8:00 am to 1:20 pm

**3.** For II to IV (2nd and 4th Saturdays off)

8:00 am to 1:20 pm

**4.** For V to X (2nd and 4th Saturdays off)

8:00 am to 2:00 pm

5. For Teachers

7:45 am to 2:15 pm

6. School Office

7:30 am to 2:30 pm (Public Dealing 8:00 am to 12:30 pm)

**7. School Bank** - Punjab and Sind Bank, D-Block, Tagore Garden Extension, New Delhi-110027

## NOTE

- ▶ Parent must open the School website on regular basis, as important circular from DOE, School and all other vital information regarding School activities, functions etc. will be shared on the website.
- Students are expected to reach the School 10 minutes before the scheduled time.
- The School gates will be open at 7:30 am No student is allowed to come before this time.
- The gates will be closed at 8:00 am (except for Nursery, K.G. & I) and entry will not be allowed therafter for the students.