



Sector 5, Part 6, Gurugram-122001  
CBSE Affiliated Upto Sr. Sec. Affiliation No. 531718

Circular No. OS/01/26-27

Date: 30.03.26

**Dear Parent**

We extend a hearty welcome to your child into the warm folds of Open Sky Family. We feel extremely thrilled as we enter the next session 2026-27, with renewed vigour and enthusiasm.

We at Open Sky, consistently endeavour to provide a congenial and warm environment that is conducive for teaching, learning and for the overall development of all our students. For this, we strive to incorporate latest trends in our curriculum and upgrade our facilities accordingly. Given below are few important instructions which will give you an insight of the school's working. Please go through them carefully.

**Significant Information for the New Students (Session 2026-27)**

New Session begins as per the schedule given below.

<b>Classes</b>	<b>Session begins on</b>	<b>Summer Timings</b>
Nur	06.04.26	8:15 am - 12 noon
KG to Prep	01.04.26	8:15 am - 12 noon
I to X	01.04.26	7:30 am - 1:30 pm

- School buses will ply at 1:35 pm. Walkers will be dispersed from 1:40 pm onwards.
1. Please make sure that your child reports to school 5 minutes before. School gates will open at 7:15a.m and will be closed at sharp 7:30 a.m. No child will be allowed to attend the school late.
  2. Make your child wear a temporary I-card on the first day of the school. Mention the name of the child / father's name / contact number and mode of transport. Fill the ID card proforma at the earliest.
  3. Parents I - card is compulsory. Always carry it at the time of visiting the school / picking of your ward. Format of the parent I-card and students I-card will be sent within the 1st week of April,26.
  4. Please send your ward in a proper neat and clean uniform. Timetable will be given later in the almanac (for Sports/House/Regular uniform)
  5. Parents are requested to deposit the books / study material duly covered with name tags to class teacher on the date of joining. Encourage your ward to keep their books and notebooks neatly.
  6. Label all the other belongings (like: bag, bottle, Tiffin, apron) with a black permanent marker.

7. Read the rules and other information given in school almanac. Fill the pages 3 – 5. Check and sign the almanac regularly.
8. Parents are requested to check V3M app daily for homework or any information.
9. Online payment of fee is available through V3M app. In case of any query, contact accounts department for the same.
10. Avoid leaves on working days for the better performance of your ward. In case of taking leaves, please submit leave application duly signed by the parent.
11. Intimate the school in writing for any changes in residential address / contact number immediately.
12. Take prior appointment for meeting with teachers or Principal, on Saturday or any other day of the week.

**For school transport users (\*for class I onwards only)**

13. For any query related to route, contact  
Transport Incharge – Ms. Anurag Sharma (9971435867)  
between **7 am to 8 am** and **1pm to 2 pm** on Mobile.
14. Parents opting for school transport (Class I-XI) for their ward, please contact the transport Incharge for finalizing the routes.
15. Students availing school transport must reach the designated bus stop 5 minutes prior and the same is to be followed by the parent at the time of pick up in the afternoon. Real time tracking of buses will be provided subsequently.
16. In case the parent is not present at the stop, the child will be brought back to the school and the child can be picked up from the school by the parent.
17. School transport users need to give prior information in written if the child will not go by bus on any particular day.

**For books and uniform**

18. Uniforms are available from 21.03.26 to 31.03.26 from 11a.m to 1.30 p.m.in the school premises. Jain Garments contact no. - 9250569142
19. Books are available from 21.03.26 to 31.03.26 from 09:30 am to 6.00 pm on working days (**Mon-Fri**) 10am-5pm (**On Sundays**) at Naman Book Seller, Near Head Post Office, Stamp wali Gali, Gurugram. Contact no.9818048637

Kindly co-operate with us for the smooth functioning of the school. Welcome once again to Open Sky

Regards  
Team Open Sky