



SNGCS/CIRC/25-26/276

Tuesday, 27th January, 2026

SUBJECT: Portfolio – Schedule and Instructions

Dear Parents/Students

Greetings from S.N.G.C.S.!

Kindly note the following important details regarding the Portfolio:

The Portfolio work is scheduled on 9th and 10th February 2026. Students are required to attend school on both days and complete their Portfolio.

Materials to be carried:

Sr.no	Description
1	➤ All stationery items (Sketch pens, colours, craft paper, and decorative materials)
2	➤ One flat file for the Portfolio, in which students will file all colour printouts of the Portfolio PDF shared by the school Note: <ul style="list-style-type: none">• Students who have portfolio files from previous years may bring them. Further instructions will be given in school.
3	➤ Colour printout of the Portfolio PDF (Which will be shared in the group)
4	➤ Colour printouts of the following pages: <ul style="list-style-type: none">▪ Acknowledgement page – 2 copies▪ Certificate page – 2 copies▪ Index page – 2 copies▪ All other pages – 1 colour printout each from the Portfolio PDF▪ Any drawing, craft, or artwork done by the student (Original or Xerox)▪ Certificates achieved during the academic year 2025–26 (Xerox copies)▪ Any other activities, achievements, or score sheets (Xerox copies)▪ Recent passport-size photographs of: Student, Parents & Siblings▪ Colourful project papers – 15 sheets
5	➤ General Instructions: <ul style="list-style-type: none">▪ Students will complete the Portfolio during these two days.▪ Attendance is compulsory.▪ Portfolio carries 10 marks.▪ Kindly ensure that all the above materials are brought without fail.
6	➤ Very Important Instruction: <ul style="list-style-type: none">▪ Students are informed that if the Portfolio is not submitted on time, only one reminder will be issued. If the Portfolio is still not submitted even after the reminder, no marks will be awarded for the same in the report card.

Warm regards,
Deepa Jayaroy
Principal
SNGCS

“A step away from sugar, a step toward health.”