

SCHOOL ROUTINE (MIDDLE & SECONDARY SCHOOL)

School Timings : 07.50 a.m. to 02.25 p.m. – Summer Months (April to March)
08.20 a.m. to 02.50 p.m. – Winter Month (January only)

PERIODS	TIMINGS	DAY	ACTIVITIES	
ZERO	07.50–08.50 a.m.	Mondays	• PERIODIC TEST FOR CLS VI – VIII	- COORDINATOR: MS MANISHA A & MS KOMAL M
ZERO	07.50–08.50 a.m.	Tuesdays	• STRETCH TIME: FOR CLS VI – XII	- COORDINATOR(S): MR D BIST & MR VARDHAN
ZERO	07.50–08.50 a.m.	Wednesdays	• REMEDIAL CLASSES (VI-X)	- COORDINATOR(S): RESPECTIVE SUBJECT TEACHERS & CLASS REPS
			• ARYABHATTA CLASSES (FOR CLS VIII)	- COORDINATOR : MS NAMRTA K
			• REHEARSALS FOR SCHOOL EVENTS /- ANNUAL DAY	- COORDINATOR(S): MR PALLAVI, MR TULSI, MR UPADHYAY, MS KAVITA, MR SWAPAN MR YUVRAJ & MR NILADRI
ZERO	07.50–08.50 a.m.	Thursdays	• REMEDIAL CLASSES (VI-X)	- COORDINATOR(S): RESPECTIVE SUBJECT TEACHERS & CLASS REPS
			• REHEARSALS FOR SCHOOL EVENTS /- ANNUAL DAY	- COORDINATOR(S): MR PALLAVI, MR TULSI, MR UPADHYAY, MS KAVITA, MR SWAPAN MR YUVRAJ & MR NILADRI
ZERO	07.50–08.50 a.m.	Fridays	• MASS P.T.: FOR CLS VI – XII	- COORDINATOR(S): MR D BIST/ MS R NEGI
			• REMEDIAL CLASSES (VI-X)	- OVERALL SUPERVISION: MS RACHNA SONDHI
8TH & 9TH PERIOD	01:10-02:20 (Sr School)		• INTER HOUSE ACTIVITIES	- COORDINATOR: MS RACHNA SONDHI
			• INTER HOUSE MATCHES	- COORDINATOR: MR D BIST
ZERO	07.50–08.50 a.m.	Saturday (1 st & 3 rd of each month)	• <u>LIFE SKILLS</u> : AWAKENED CITIZEN PROGRAMME FOR CLS VI-VIII	- COORDINATOR(S): RESPECTIVE CLASS TEACHERS
7th 8th & 9th PERIOD	11:25-01:10 (Middle School)		• CLUB ACTIVITIES (FOR CLS VI-VIII)	- COORDINATOR: MS POONAM SHARMA MS NANDINI B
			• FMM CLASSES (IX & X)	- COORDINATOR: MS M GULATI
			• 6 TH SUBJECT (HINDI)	- COORDINATOR: MS U KUMARI

- TGTs are required to adhere to the Remedial Time Table (Cls VI-X) on Wednesdays & Thursdays.
- DURING STRETCH TIME & MASS PT, Specialised coaching in various Games & Sports will remain suspended.

MONDAY TO FRIDAY			SATURDAYS			POINTS TO REMEMBER
PERIOD	TIMING	DURATION	PD	TIMINGS	DURATION	
Zero Period	07.50 – 08.50	1 Hr.	Test Period / Life Skills I & 2	7.50-08.50	1 Hr	
1	08.50 – 09.25	35 Min	3	08.50-09.25	35 Min	
2	09.25 – 10.00	35 Min	4	09.25 – 10.00	35 Min	
3	10.00 – 10.35	35 Min	5	10.00 – 10.35	35 Min	
4	10.35 – 11.10	35 Min	LUNCH BREAK	10.35-10.50	15 Min	
LUNCH BREAK	11.10 – 11.30	20 Min	6	10.50-11.25	35 Min	
5	11.30 – 12.05	35 Min	7	11.25-12.00	35 Min	
6	12.05 – 12.40	35 Min	8	12.00-12.35	35 Min	
7	12.40 – 01.15	35 Min	9	12.35- 01.10	35 Min	
8	01.15 – 01.50	35 Min	Dispersal of students will be between 01.10 to 01.15 p.m. under the supervision of Club Incharges only.			
9	01.50 - 02.25	35 Min				
--	02.25 - 02.30	DISPERSAL OF STUDENTS UNDER THE SUPERVISION OF CLASS TEACHERS				

1. Assembly (through Public Address System inside the class room) : 08.00 to 08.05 a.m
2. Zero period will be utilized for sports practice (only school teams) on Wednesdays & Thursdays only
3. Departure Time for School Buses: 02.30 p.m.
4. Dispersal of Teaching Staff : 02.45 p.m.
5. 2nd and 4th Saturdays will be observed as Holidays.
6. 1st & 3rd Saturdays of each academic month will be working for the students of Cls VI-VIII
7. 1st, 3rd and 5th Saturdays of each academic month will be working for Staff. Dispersal of Teaching Staff : 02.45 p.m.
8. Dispersal Time for the teaching Staff on the last day of the working month is 03.00 p.m
9. Class Teachers are to invite parents for a brief discussion, if any, on any working day between 02.30 p.m. to 03.00 p.m.
10.All Departmental, House Meetings, Class Rep Meetings and any other desired meeting will be held on week days after school hours.

Dated : 08 Mar, 2019

Asha Prabhakar
(Principal)

Distribution:

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A Razdan (File), School Website

स्वच्छ भारत
एक कदम स्वच्छता की ओर