



MINUTES OF THE PRE PRIMARY DEPARTMENT MEETING

Date : 14th Nov, 2019 **Day** : **Wednesday**
Time : (09:30 ~ 10:30)AM **Venue** : **Pre Primary - B**
Convened By : Ms S.Passy (HM Pre Primary)

Members Present : All Pre Primary Staff Members. (except Ms. P. Khanna, who was on Leave)

- The meeting began at 9.30 AM with the HM (Pre Primary) greeting all the Staff Members and viewing of the PPT based on setting up of Learning Centers, forwarded by the Mont. Advisor, Ms. Nanu Reiki.
- The HM briefed the Staff Members that Learning Centers are to be set up clearly in all the Classrooms. It was told that the Five (05) Centers viz. Literacy Hindi Center, Literacy English Center, Language Center, Blocks & Maths Center and Creative Expressions Center should be clearly demarcated from one another and materials and apparatus related to each is to be placed in each Center for easy accessibility of the students and ensuring maximum learning outcomes.
- It was decided to give a choice time to the children for selecting Learning Centers as per their wish and Teachers to make certain pointers or cards so that students can easily identify the various Learning Centers and express their choices accordingly.
- It was suggested to keep the Reading Corner in a relatively quieter place of the Classroom.
- Discussions were done at length wherein preparations of TLM, puzzles and games were emphasized.
- In order to enhance critical thinking and problem solving capacity of the students, it was suggested by the HM to put up a "Puzzle for the Day" in the corridor and encourage students to solve it.
- It was instructed by the HM to mention and highlight the "Theme of the Month" in the Weekly Planner and put up the same on the display board.
- It was also suggested to repeat the performances of the Inter School Competition winners during the Morning Assembly to motivate other students for greater participation.
- Emphasis was given on proper planning of activities which can ensure maximum involvement of students and they can look forward to new Learnings.
- The HM insisted on more "hands-on learning activities" which can have life-long impact on students
- It was decided that from the next session, Bal Sabha Activities will be planned according to the Theme of the Month.

The Meeting ended on a congenial note.

Thanks & Regards

Ms. Manami Ghosh (PRT Mont.)

For Info:

VPL, HM (Pre Primary)

All Montessori Staff Members (via email)