

## 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	COORDINATOR(S)
ZERO	07.50–08.50 a.m.	Mondays	PERIODIC TEST FOR CLS VI – VIII IX - X	MS RAJNI GATHANIA MS MEENAKSHI GULATI
ZERO	07.50–08.35 a.m.	Tuesdays	STRETCH TIME: FOR CLS VI – XII	MR D BIST, MR A DIXIT & MR U VERMA
ZERO	07.50–08.35 a.m.	Wednesdays	SCHOOL ASSEMBLY : FOR CLS VI-XII	MR D BIST, MR VARDHAN & MR P PALLAVI <b>OVERALL SUPERVISION</b> : MS MANISHA ARORA
ZERO	07.50–08.35 a.m.	Thursdays	<ul style="list-style-type: none"> <li>CLUB ACTIVITIES (FOR CLS VI-VIII)</li> <li>REMEDIAL /EXTRA CLASSES (IX &amp; X)</li> </ul>	MS K SHREYA & MS SAMRA R <b>OVERALL SUPERVISION</b> : HM (SR) SUBJECT COORDINATORS & CLASS REPS
ZERO	07.50–08.35 a.m.	Fridays	<ul style="list-style-type: none"> <li>MASS P.T.: FOR CLS VI – XII</li> <li>REMEDIAL CLASSES (VI-VIII)</li> </ul>	MR VARDHAN S & MR RAJ BALI <b>OVERALL SUPERVISION</b> : MS MANISHA ARORA SUBJECT COORDINATORS & CLASS REPS
8 <sup>TH</sup> & 9 <sup>TH</sup> PERIOD	01:10-02:20 p.m. (Sr School)		<ul style="list-style-type: none"> <li>INTER HOUSE ACTIVITIES</li> <li>INTER HOUSE/SECTION MATCHES</li> <li>LIFE SKILLS: AWAKENED CITIZEN PROGRAMME FOR CLASSES VI-VIII</li> </ul>	MS MANISHA ARORA & MS ABHA BHARDWAJ MR D BIST & CONCERNED COACHES MS DEEPTI MEHRA & RESPECTIVE CLASS REPS.
ZERO	08.00–11.00 a.m.		<ul style="list-style-type: none"> <li>PREPARATORY CLASSES FOR COMPETITIVE EXAMS.</li> <li>REMEDIAL CLASSES</li> </ul>	MS ASHA M & MR ANSHUL RESPECTIVE CLASS REPS

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

TUESDAY (S) TO FRIDAY(S)			MONDAY			POINTS TO REMEMBER
PERIOD	TIMING	DURATION	PERIOD	TIMING	DURATION	
Zero Period	07.50 – 08.35	45 Min	Zero Period	07.50 – 08.50	1 Hr.	<ol style="list-style-type: none"> <li>Zero period will be utilized for sports practice (only school teams). Nearing a tournament, 1 &amp; 2 periods can be utilized for Practice Matches.</li> <li>Departure Time for School Buses: <b>02.30 p.m.</b></li> <li>Dispersal of Teaching Staff : <b>02.45 p.m.</b></li> <li>2<sup>nd</sup> and 4<sup>th</sup> Saturdays will be observed as Holidays.</li> <li>Remedial Classes will be conducted on 1<sup>st</sup> &amp; 3<sup>rd</sup> Saturdays of each month for the students of Cls VI-X.</li> <li>Paid Clubs will be conducted on 1<sup>st</sup> &amp; 3<sup>rd</sup> Saturdays of each month for the students of Cls VI-VIII.</li> <li>1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> Saturdays of each academic month will be working for Staff. Dispersal of Teaching Staff : <b>02.45 p.m.</b></li> <li>Dispersal Time for the teaching Staff on the last day of the working month is <b>03.00 p.m</b></li> <li>Class Teachers may invite parents for a brief discussion, if any, on any working day between <b>02.30 p.m. to 03.00 p.m.</b></li> <li>All Departmental, House Meetings, Class Rep Meetings and any other desired meeting will be held on week days after school hours. A prior intimation will be given to the staff.</li> </ol>
1	08.35 – 09.15	40 Min	1	08.50 – 09.25	35 Min	
2	09.15– 09.50	35 Min	2	09.25 – 10.00	35 Min	
3	09.50 – 10.25	35 Min	3	10.00 – 10.35	35 Min	
4	10.25 – 11.00	35 Min	4	10.35 – 11.10	35 Min	
<b>LUNCH BREAK</b>	<b>11.00 – 11.20</b>	<b>20 Min</b>	<b>LUNCH BREAK</b>	<b>11.10 – 11.30</b>	<b>20 Min</b>	
5	11.20 – 12.00	40 Min	5	11.30 – 12.05	35 Min	
6	12.00 – 12.35	35 Min	6	12.05 – 12.40	35 Min	
7	12.35 – 01.10	35 Min	7	12.40 – 01.15	35 Min	
8	01.10 – 01.45	35 Min	8	01.15 – 01.50	35 Min	
9	01.45 - 02.25	40 Min	9	01.50 - 02.25	35 Min	
--	02.25 - 02.30	<b>DISPERSAL OF STUDENTS UNDER THE SUPERVISION OF CLASS TEACHERS</b>				

Dated: 09 March, 2023

### Distribution

VPL, HMs,  
Transport I/C, Substitution I/C  
A Razdan (File), School Website

Asha Prabhakar  
(Principal)  
स्वच्छ भारत  
एक कदम स्वच्छता की ओर

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