

MINUTES OF THE PRE PRIMARY MEETING

Date	:	4 TH December, 2023
Day	:	Monday
Time	:	02:10 p.m. to 03.10 p.m.
Venue	:	Classroom PPC
Convened by	:	Ms Sarika Passi, HM (PP)
Attended by	:	All Pre Primary Teachers except Ms Khushboo (On Informed leave) and Ms Manju Malkoti (On Medical Leave)

HM (PP), Ms Sarika Passi initiated the meeting with a warm welcome, setting a welcoming tone for the proceedings.

The following points were discussed in the meeting:

- HM (PP) emphasized that morning time should be maximized for circle time activities, including news of the day and thought of the day ensuring active participation from all children.
- She stressed that during the morning hours when students report to the class, teachers should engage all children in interactions/conversations to ensure a positive start to the day.
- Notebook correction is to be taken up ONLY after the dispersal of students. However, while the students are doing their notebook work, teachers are required to move around for handholding and support and to ensure that the students hold the pencil correctly and make proper formations. Practice work, if any, may be given for home the next day after completing the correction work.
- All teachers to include 'Working with Montessori Apparatus' in their daily schedule, with reference to the additional guidance and training provided every Thursday by Ms Neelam Ahuja, Pre Primary Advisor.
- Implementing physical activities in class routine such as jogging or running is a MUST. It should be planned at least once or twice a week wherein children are taken outdoors for playing traditional games or any other activity planned.
- It was strictly instructed not to pick up phone calls or check messages during the school hours.
- Senses Board should ONLY be used for instructional or teaching purpose, not as a means to keep children occupied while teachers attend to other work such as completing attendance and register work, Notebook correction. These tasks should be completed before children arrive or after they leave.
- Children must be encouraged to utilize the reading corner effectively, flipping through books, looking at the pictures, even if they are not able to read.

- It was observed and strongly felt by the HM that some students who finish their tasks earlier than the other students are left unattended by some teachers. It was suggested that all teachers must keep one corner having rubik's cube, puzzles, toys, games or pre drawn sheets so that the children may pick up the toy/game of their choice and work with it after completing their tasks assigned.
- Coordination meetings for Pre School and Pre Primary are to be conducted twice a week every week in order to keep pace with the parallel teachers and share innovative practices.
- Extra Support Classes for Pre Primary students are to be held every Tuesday and Friday/Saturday to help students cope up and achieve meaningful learning outcomes. The teachers were asked to monitor the progress of all students enrolled in order to scaffold and design an effective work plan. Ms Manami Ghosh, Class Rep PP was asked to submit the level of performance till date of all the children enrolled in the classes.
- Activities listed during the month of December were discussed at length. The teachers were guided to make preparations for the same and apprise the parents about the dates of the events.
- Diary Committee for the session 2024-25 was constituted comprising Ms Sheuli Ghosh as the convener and Ms. Swati Chordia, Ms. Gitika Thapliyal, Ms. Anju Raghav, Ms Payal Chauhan and Ms. Kuldeep Sood as members. The convener was requested to submit the first draft of the Activity Calendar latest by 09 Jan 2024. All members were asked to think creatively and propose innovative and meaningful activities that lead to the children's holistic development.

All teachers were guided to reflect on the above points to create an effective and engaging Pre Primary Classroom environment.

The meeting concluded on a cordial note, HM (PP) brought the proceedings to a close.

Compiled by:

Nitika Bhatia (PRT Pre Primary)