



SCHOOL ROUTINE (PRIMARY SCHOOL)

Following school routine will come into force with effect from 01 April, 2024:

Reporting time for teaching staff : 07.50 a.m.

School Timings : 07.50 a.m. to 02.20 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	07.50–08.20 a.m.	Mondays	• MASS PT STRETCH TIME: FOR CLS I – V	Ms. DEEPA C., Ms. NISHA R. & Ms. RANI N.
ZERO	07.50–08.50 a.m.	Tuesdays	• PERIODIC TEST FOR CLS I – V	Ms. MUKUL S. (Pr. Exam Cell I/C) MISMUSTER : Ms. POOJA K.
ZERO	07.50–08.20 a.m.	Wednesdays	• INTER SCHOOL REHEARSALS/ CLASS LIBRARY PERIOD	Ms. SUMANA S. & Ms. ANKITA T.
	12.55–02.10 p.m.		• BAL SABHA ACTIVITIES • CLUBS	Ms. SONA R. & Ms. LEENA M. Ms. YASHA S. & Ms. SUNITI
ZERO	07.50–08.20 a.m.	Thursdays	• PR. SCHOOL ASSEMBLY	Ms. SUMANA S, Ms. NISHA R. & Ms. RASHI A.
ZERO	07.50–08.20 a.m.	Fridays	• REMEDIAL CLASSES	Ms. MEENA A. & Ms. ANKITA B.
ZERO	07.50–10.00 a.m.	Saturday (1st & 3rd of each month)	• PREPARATORY CLASSES FOR COMPETITIVE EXAMS • REMEDIAL CLASSES • CLUBS	Ms. SHAGUN S. & Ms. NANDINI G. Ms. MEENA A. & Ms. ANKITA B. Ms. YASHA S. & Ms. SUNITI

- DURING STRETCH TIME & MASS PT, Specialised coaching in Table Tennis, Volleyball and Football (Junior Team) will remain suspended.

MONDAY(S), WEDNESDAY (S) TO SATURDAY(S)			TUESDAY(S)			POINTS TO REMEMBER
PERIOD	TIMING	DURATION	PERIOD	TIMING	DURATION	
Zero Period	07.50 – 08.20	30Min	Zero Period	07.50 – 08.50	1 Hr.	<ul style="list-style-type: none"> • Departure Time for School Buses: 02.30 p.m. • Dispersal of Teaching Staff : 02.45 p.m. • 2ND AND 4TH SATURDAYS WILL BE OBSERVED AS HOLIDAYS. • 1st & 3rd Saturdays of each academic month will be working for students who have opted for paid clubs. • 1st, 3rd and 5th Saturdays of each academic month will be working for the Staff. Dispersal of Teaching Staff : 02.45 p.m. • Dispersal Time for the teaching Staff on the last day of the working month is 03.00 p.m. • 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. • All Departmental, House Meetings, Class Rep Meetings and any other desired meeting will be held on week days after school hours. • School teams will train under respective coaches during Zero periods (Mon-Fri).
1	08.20 – 09.00	40 Min	1	08.50 – 09.25	35 Min	
2	09.00– 09.35	35 Min	2	09.25 – 10.00	35 Min	
3	09.35 – 10.10	35 Min	3	10.00 – 10.35	35 Min	
LUNCH BREAK	10.10– 10.30	20 Min	LUNCH BREAK	10.35 – 10.55	20 Min	
4	10.30 – 11.05	35 Min	4	10.55 – 11.30	35 Min	
5*	11.05 – 11.45	40 Min	5	11.30 – 12.05	35 Min	
6	11.45 – 12.20	35 Min	6	12.05 – 12.35	30 Min	
7	12.20 – 12.55	35 Min	7	12.35– 01.05	30 Min	
8	12.55 – 01.30	35 Min	8	01.05 – 01.35	30 Min	
9	01.30 - 02.10	40 Min	9	01.35- 02.10	35 Min	
--	02.10 - 02.20	DISPERSAL OF STUDENTS UNDER THE SUPERVISION OF CLASS TEACHERS				

***05 Min short break** for Jr. school is meant for a fruit / drinking water / visiting toilets, under the supervision of respective subject teachers. During this break on all days except Tuesday, subject teachers / substitution teachers of 5th period are to remain in their respective classes and settle the students before leaving for the next class.

Dated : 15 March, 2024

Asha Prabhakar

Asha Prabhakar
(Principal)

Kindness, Resilience, Respect



Distribution:

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A Razdan (File), School Website