



MINUTES OF THE PRE PRIMARY MEETING

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| Date | : | 20 th March 2024 |
| Day | : | Wednesday |
| Time | : | 10:30 a.m. to 01:20 p.m. |
| Venue | : | Classroom PP B |
| Convened by | : | Ms Sarika Passi, HM(PP) |
| Attended by | : | Ms Payal Chauhan, Ms Manami Ghosh, Ms Nitika Bhatia, Ms Kuldeep Sood, Ms Sheuli Ghosh, Ms Anju Raghav, Ms Gitika Thapliyal, Ms Vibha Khurana, Ms Eva Kulshrestha, Ms Neeru Sharma, Ms Swati Chordia, Ms Pallavi Kakoty, Ms Khushboo Sharma |
| Staff on Leave | : | Mrs Manju Malkoti and Mrs Kanika Bhatia |

HM (PP) initiated the meeting with a warm welcome.

The following points were discussed in the meeting:

- The HM guided the teachers to send a welcome message to new Pre-School children via the WhatsApp group, including the Orientation Letter and other guidelines as a gentle reminder for new admission children.
- Pre Primary teachers were directed to ensure the proper maintenance of all required records (Student Dossier, Anecdotal record, and Student Portfolio) from the commencement of the new session. Regular checks will be conducted to ensure compliance with record-keeping procedures.
- Teachers were guided to create monthly collaborative activities to promote teamwork and engagement among students, enhancing their learning experiences.
- The teachers were guided to plan age-appropriate activities for new Pre School and Pre Primary children, to be carried on during the Adaptation Week to help them get adapted to the new environment and become happy learners. Class Representatives were asked to share the details latest by 26 March 2024.
- HM (PP) instructed the team of teachers responsible for developing the Holistic Progress card to submit the initial draft promptly. Further guidance will be provided upon review of the draft.
- It was suggested that the teachers procure a copy of the NCF and Unmukh (Teacher's Handbook for Balvatika) and read them thoroughly to gain a better understanding of the features of the National Curriculum Framework at the Foundational Stage. It was suggested that all teachers must read some pages of the two documents daily to ensure compliance.
- The Bal Sabha Activity In-charges were instructed to maintain a record of all Bal Sabha Activity rules and reports. The teachers were directed to submit the rules for all activities scheduled for the upcoming month in advance to HM (PP) through the Bal Sabha In-charges for approval and uploading on the school website for the perusal of parents.

- All class teachers were instructed to maintain records of children participating in each Bal Sabha activity on the class nominal roll. It was further directed that these records are to be submitted to HM (PP) through the Bal Sabha In-charges every Thursday.
- The teachers were also guided to be very attentive in the timely submission of all essential documents for the student dossier and student diary by the parents.
- HM (PP) instructed the teachers to acknowledge the diary notes made by the parents regularly and also to guide the parents to acknowledge the messages sent by the teacher through the student diary. It was reiterated that the parents' notes are to be duly acknowledged with an appropriate remark and not a mere signature.
- The teachers were guided to review the student dossiers to ensure the inclusion of essential documents such as the Medical Alert Notification Proforma, Authority letter etc.
- The teachers were advised to thoroughly examine all documents within the student dossiers, ensuring that no attached document remains incomplete in any aspect. Any oversight in this regard will be the responsibility of the respective class teacher.
- The teachers were asked to create weekly lesson plans and organise them in a digital folder. They were instructed to share this folder with HM (PP) for review every Monday.
- All teachers were asked to keep a record of the daily activities conducted in the class as per the plan. The teachers were guided not to take any deviation. The smooth operation of this process will be overseen by HM (PP) during her regular rounds.
- The class representatives were directed to conduct weekly curriculum planning meetings and keep a record of these meetings. The documentation of these meetings should be submitted to HM (PP) every week.
- For the new session, teachers were advised to create informative and age-appropriate display boards inside and outside the classrooms. These boards should include and promote multilingualism enhancing the students' comprehension.
- The Pre Primary teachers along with the Activity Teachers were guided to organize and conduct a bicycle race for the Pre Primary children on 20 April 2024.
- The class representatives were asked to design a PowerPoint presentation outlining the Pre-School system for parents of both Pre-School and Pre-Primary students. The class representatives are required to submit the completed presentation to HM (PP) on 22 March 2024.

The meeting concluded amicably, with HM (PP) formally ending the proceedings.

Compiled by:
Mrs Vibha Khurana
(PRT Pre Primary)