



## SCHOOL ROUTINE (SR. SEC. SCHOOL)

### SCHOOL TIMINGS

<b>Summer Months (April to March)</b>	<b>XI A,B &amp; XII A,B 7.50 a.m to 12.50 pm</b>	<b>XI –C,D, XII C D 07.50 am to 2.10 pm</b>
<b>Winter Month (January only)</b>	<b>XI A,B &amp; XII A,B, 8.20 am to 1.20 pm</b>	<b>XI–C,D, XII, C, D 08.20 am to 2.10 pm</b>

PERIODS	TIMINGS	DAY	ACTIVITIES	COORDINATOR(S)
<b>ZERO</b>	07.50–08.50 a.m.	Mondays	Round Test For Cls XI & XII	Ms Neha & Ms Sabari
<b>ZERO</b>	07.50–08.20 a.m.	Tuesdays	Stretch time for Cls VI - XII	Mr D Bist, Mr A Dixit & Mr U Verma
<b>ZERO</b>	07.50–08.20 a.m.	Wednesdays	SCHOOL ASSEMBLY : FOR CLS VI-XII	Mr D Bist, Mr Vardhan & Mr P Pallavi <b>Overall Supervision</b> : Ms Rachna Sondhi & Ms. Meenakshi Gulati
<b>ZERO</b>	07.50–08.20 a.m.	Thursdays	<ul style="list-style-type: none"> <li>Class XII : Extra Classes for Physics, Accountancy and Political Science</li> <li>Career Counselling sessions (XI)</li> </ul>	Ms Swati C, Ms Ruby S, Ms S Walia / Mr Nilesh Roy  Ms Philo Maria & Ms Rumpa B
<b>ZERO</b>	07.50–08.20 a.m.	Fridays	MASS P.T.: FOR CLS VI – XII	Mr Vardhan S & Mr Ankit J <b>Overall Supervision</b> : Ms Rachna Sondhi & Ms. Meenakshi Gulati
<b>8<sup>TH</sup>&amp; 9<sup>TH</sup> PERIOD</b>	01:10-02:10 p.m. (Sr School)		<ul style="list-style-type: none"> <li>Inter House Activities</li> <li>Inter House Matches</li> <li>Counselling Sessions &amp; Adolescent Training Program</li> </ul>	Ms Rachna Sondhi & Ms. Meenakshi Gulati Mr D Bist, Mr. Vardhan & Concerned Coaches Ms Philo Maria & Ms. Neha Yadav

- PGTs are required to adhere to the Extra Class Time Table on Thursdays.
- DURING STRETCH TIME & MASS PT, Specialised coaching in various Games & Sports will remain suspended.

TUESDAY (S) TO FRIDAY(S)			MONDAY(S)			TUESDAY (S) TO FRIDAY(S)		
XI A/B AND XII A/B			XI A/B/C/D & XII A/B/C/D			XI C/D AND XII C/D		
PERIOD	TIMING	DURATION	PERIOD	TIMING	DURATION	PERIOD	TIMING	DURATION
Zero Period	7.50-8.20	30 Min	Zero Period	07.50 – 08.50	1 Hr.	Zero Period	07.50 – 08.20	30 Min
1	08.20-09.00	40 Min	1	08.50 – 09.25	35 Min	1	08.20 – 09.00	40 Min
2	09.00– 09.40	40 Min	2	09.25 – 10.00	35 Min	2	09.00– 09.40	40 Min
3	09.40 – 10.20	40 Min	3	10.00 – 10.35	35 Min	3	09.40 – 10.20	40 Min
4	10.20 – 11.00	40 Min	4	10.35 – 11.10	35 Min	4	10.20 – 11.00	40 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>	<b>LUNCH BREAK</b>	<b>11.00-11.20</b>	<b>20 Min</b>
5	11.20 – 12.00	40 Min	5	11.30 – 12.05	35 Min	5	11.20 – 12.00	40 Min
6	12.00-12.40	40 Min	6*	12.05 – 12.40	35 Min	6	12.00-12.40	40 Min
-	-	-	7	12.40 – 01.10	30 Min	7	12.40-01.10	30 Min
-	-	-	8	01.10 – 01.40	30 Min	8	01.10-01.40	30 Min
-	-	-	9	01.40 – 02.10	30 Min	9	01.40-02.10	30 Min

**DISPERSAL OF STUDENTS UNDER THE SUPERVISION OF CLASS TEACHERS.**

\* Classes XI A/B and XII A/B shall arrive at 7:50 a.m. and disperse at 12:50 p.m.

#### POINTS TO REMEMBER:

- Zero period will be utilized for sports practice (only school teams) nearing a tournament, 1 & 2 periods can be utilized for Practice Matches.
- Departure Time for School Buses: **02.20 p.m(XI C/D and XII C/D)**.
- Dispersal of Teaching Staff : **02.45 p.m.**
- 2<sup>ND</sup> AND 4<sup>TH</sup> SATURDAYS WILL BE OBSERVED AS HOLIDAYS.**
- 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 : **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 may 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. A prior intimation will be given to the staff.

Dated: 27 March, 2024

#### Distribution

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

Asha Prabhakar  
(Principal)

स्वच्छ भारत

एक कदम स्वच्छता की ओर