

INSTRUCTIONS FOR TEACHERS : IX TO XII

1. School will be opened from tomorrow i.e. Thursday, 21st January 2021 for Class IX to XII.
2. All students of Class IX to XII will come to school and schedule of batches with odd – even number will be decided according to the strength.
3. Few students of Class XI-C will be merged into Class XI-B for maintaining equal number of students in class and will be informed by office.
4. Teachers teaching in Class IX to XII , P.T.I and Art teachers will come to school every day and timing for teachers will be 08.10 am to 12.00 noon. (Student's timing – 08.30 am to 11.20 am)
5. Class Teachers will report in their respective Classes sharp at 08.20 am.
6. **Other teachers** will remain at gate duty in the morning. One PTI will remain at the entrance and other will take the round in corridors.
7. Teacher teaching in last period will lead the students till the gate and will remain there for the responsibility of gate duty.
8. Female teachers will remain near the gate and male teachers will take the round and send the children home without gathering, both P.T.Is should be there.
9. Other teachers who are coming to school that time will help the senior teachers in their gate duty, when students go home i.e. at 11.20 am.
10. Teacher wise time table is already given to you, same will be followed from tomorrow.
11. Few periods of **New Science Teacher** will be allotted to the teachers teaching in another section and will be intimated to you by tomorrow.
12. Prayer will be conducted in the Class only, attendance will be taken by the Class Teachers. Attendance Sheets will be given to you.
13. Teachers are requested that **not to take leave** without prior permission of the Principal, so that substitution can be arranged well in advance.
14. Teachers should reach in Class Timely while changing the time of period.
15. Four periods will be conducted per day, means one day first four periods (I-IV) and next day last four periods (V-VIII).

16. **I to IV** Period will be conducted on Tuesday, Thursday & Saturday and **V to VIII** period will be on Monday, Wednesday & Friday.
17. Live Classes for the students of Class IX to XII will not be conducted from 21st January 2021 but study materials need to be uploaded on website as usual.
18. Live Classes for I to VIII will remain continue as usual.
19. Teachers who have to come to school for IX to XII and they are also taking online class in upto VIII class can take their classes from school only, any clashes should be informed to Mr. Shibu Thomas & Mr. Vipin.
20. Some teachers have finished 80% to 90% syllabus online, now what will they teach in the class, will be decided by themselves in like a way, so that course and revision can be done timely.
21. Subject teachers should have their own Marker Pen and duster, they can collect from Bincy mam.
22. Teachers teaching in Class XII & X will complete their theory portion latest by 06th February 2021 and Practical portion – for XII by 13th February 2021.
23. Pre Board exam will be conducted from 17th February 2021 for class X & XII.
24. Pre Board – II will be conducted only for underachievers.
25. Answer sheets of Periodic-II & III should not be shown to students till the instructions given by the office.
26. Children will come in Winter Uniform only. Class Teachers will collect the consent form from the students.
27. Assessment work for Subject Enrichment should be given to the students of Class IX to XII from 27th January to 30th January 2021 and also it will be uploaded on school website by the teacher teaching in “C” section.
28. Separate notice will be sent to I to VIII for Subject Enrichment.

Timing for Periods

1. I Period - 08.30 am to 09.20 am
2. II Period – 09.20 am to 10.00 am
3. III Period – 10.00 am to 10.40 am
4. IV Period – 10.40 am to 11.20 am

PRINCIPAL