

## IMPORTANT INFORMATION

<b>SCHOOL HOURS</b>	
For Classes I to XII	For Classes Pre-school to Pre Primary
Summer 7:30 a.m. to 2:00 p.m.	Summer-7:30 a.m. to 12.00 noon
Winter-8:00 a.m. to 2:30 p.m.	Winter-8:00 a.m. to 12:30 p.m.
<b>OFFICE HOURS</b>	9:00 a.m. to 12:00 noon (on all working days)

Note:-

- All Saturdays will be off for all the classes.
- Principal has the right to declare a working day on any holiday during the academic session.

## APPOINTMENT

<b>Class</b>	<b>Venue</b>	<b>Timings &amp; Days</b>
Principal	Principal's Office	9:30 a.m. to 10:30 a.m. (with Prior Appointment)
Pre-School Pri-Primary, Class-1	Nursery Deptt. Room	8:30 a.m. to 9:30 a.m. <b>(Monday)</b>
Class- II, III	Conference and Meeting Room	8:30 a.m. to 9:30 a.m. and 2:00 p.m. to 2:30 p.m <b>(Monday)</b>
Class- IV, V	Conference and Meeting Room	8:30 a.m. to 9:30 a.m. and 2:00 p.m. to 2:30 p.m. <b>(Tuesday)</b>
Class- VI	Conference and Meeting Room	8:00 a.m. to 8:30 a.m. and 2:00 p.m. to 2:30 p.m. <b>(Tuesday)</b>
Class - VII, VIII IX	Conference and Meeting Room	8:00 a.m. to 8:30 a.m. and 2:00 p.m. to 2:30 p.m. <b>(Thursday)</b>
Class-X, XI XII	Conference and Meeting Room	8:00 a.m. to 8:30 a.m. and 2:00 p.m. to 2:30 p.m. <b>(Friday)</b>

## SCHOOL MEDICAL ROOM

In case of any illness or accident, first aid is provided in the medical room. In case of an emergency, the child is taken to the nearest hospital/nursing home for treatment after intimation to the parents.