

# School Timings And Visiting Hours

## SCHOOL TIMINGS

**Summer and Winter (Class I to XII) : 7:50 a.m. – 1:50 p.m.**

1. The School gates will close at 7:50 a.m. sharp.
2. Walker students to be dropped and picked up from Gate No. 3 and 4.
3. Gate No. 3 and 4 for Walker parents will open at 1:45 p.m. for dispersal.
4. Entry permitted only with Parent's ID card.

## VISITING HOURS

FUNCTIONARY	DAYS	TIMINGS
Principal	Tuesday, Thursday	2.30 p.m. - 3.30 p.m. (with prior apointment)
Vice Principal (Primary)	Monday, Wednesday, Friday	10.00 a.m. - 11.00 a.m.
Sr. Headmistress (Secondary)	Tuesday, Thursday	10.00 a.m. - 11.00 a.m.
Coordinator (I - II)	Monday	9.00 a.m. - 11.00 a.m.
Coordinator (III - V)	Tuesday	9.00 a.m. - 11.00 a.m.
Coordinator (VI - VIII)	Wednesday	9.00 a.m. - 11.00 a.m.
Coordinator (IX - X)	Thursday	9.00 a.m. - 11.00 a.m.
Coordinator (XI - XII)	Friday	9.00 a.m. - 11.00 a.m.
Class Teacher / Subject Teachers	On scheduled PTM days or by prior appointment on working Saturdays	---
Event Coordinator	Monday, Friday	9.00 a.m. - 11.00 a.m.
School Counsellor	First and third Saturday of every month or by prior appointment	9.00 a.m. - 11.00 a.m.
Office (Tpt., Fee, I-Card, TC)	All Working Days	9.00 a.m. - 11.30 a.m.
Uniform Store	All Working Days	9.00 a.m. - 2.30 p.m.
Book Store	All Working Days	8.00 a.m. - 4.00 p.m.

- Note :**
1. Second and fourth Saturdays as well as other public holidays as per the school's holiday list will be observed as closed days for the School Office.
  2. Parents are not permitted to go to the class rooms to meet the teachers during regular teaching periods. Kindly write in the Almanac to the Class Teacher, for an appointment with the concerned teacher. The Class Teacher will do the needful and inform you.
  3. Parents / Students should bring forms for attestation only between 2.30 p.m. to 3.30 p.m. on all working days.