

## **Monthly Report for March 2018**

***“EVERY NEW BEGINNING COMES FROM SOME OTHER BEGINNING’S END”***

***~Seneca***

The month of March signalled the end of the academic session 2017-18. One and all were deeply involved in the completion of the work assigned to them for the session. Preparations for the final examination for classes V-VII and the Evaluation cycle IV for classes I- IV were completed with great care.

- Date-sheet and syllabus for the same was sent to students and were also uploaded on the ERP.
- Teachers prepared elaborate revision worksheets for the students and helped them in clearing their doubts about various concepts.
- 1<sup>st</sup> and 2<sup>nd</sup> of March was declared off on account of Holi and teachers were given 3<sup>rd</sup> March off in lieu of 2<sup>nd</sup> Saturday.
- 8<sup>th</sup> March was given off to the students as a preparatory leave.
- Final examination for classes V- VII started from 9<sup>th</sup> March and finished on 19<sup>th</sup> March.
- Evaluation Cycle IV for students of classes I-IV was completed by 21<sup>st</sup> March .
- Session break for the students of classes V-VII started once their exams were over.
- Session break for all the students of classes pre-nursery to IV started on 24<sup>th</sup> March.
- Retest for absentees was conducted on 22<sup>nd</sup> March and for the weak students on 26<sup>th</sup> and 27<sup>th</sup> March.
- Report cards were prepared for all the students from Pre-Nursery to Class VII.
- Photocopies of the report cards of the students of I-VII were made and filed as a record after the signature of the parents.
- Photographs of the students of Pre-Nursery to KG were ordered and later put in their report cards.
- The Parent Teacher interaction scheduled for 28<sup>th</sup> March was very successful and the parents were satisfied with the progress made by their wards during the academic session 2017-18.
- Parents were assured that high academic standards will be upheld and maintained.
- Parents gave their valuable feedback

## **PREPARATIONS FOR THE SESSION 2018-19**

- New session will start from 2<sup>nd</sup> April 2018.
- Teachers were asked to prepare detailed week-wise syllabus for all the subjects they were allotted.
- Format of the above breakup was provided by the Principal.
- A detailed Activity Calendar for the up-coming session was prepared by Ms. Alka Sharma under the guidance of the Principal.
- The same calendar was used to design the week-wise break up for Academics and also to assess the number of working and teaching days for the upcoming session.
- Time table (Teacher as well as class) was prepared for the upcoming session.
- Teachers also thought about themes and presentation of the class boards and prepared a detailed outlined and got approval from the Principal.
- The requisite material and the stock was procured for the new session.
- Class lists for the new session were compiled and handed over to the teachers.
- A new KG class Magpie was created as the number of students being promoted from Nursery and new admissions were 31 in total.
- Two new teachers joined for the new session: Ms Bhavna Duggal and Ms Shubhashri
- Extra duties were allotted to all the teachers and a list was prepared for the same.
- Hobby classes were planned, which will start from the new session and will be held four days in a week from Monday to Thursday from 2:30pm to 3:30pm.
- Various Clubs were also planned and the teachers were segregated into these as per their interest. Each child will be allotted one club as per his or her interest.
- A whole set of new books were bought to upgrade the library.
- Booklist of all the classes was prepared and handed over to the vendor.
- Requisite changes were made in the Prospectus and Almanac for the new session. New pocket pages were also designed and prepared.
- Teachers were asked to deposit their phones at the reception to Ms. Nirmal in the morning and to collect it in the afternoon before leaving.

## **MEETINGS:**

### **Date: 23<sup>rd</sup> March**

On 23<sup>rd</sup> March a session end meeting was arranged in the AV room and was conducted by the Vice Chairman and Chairman, Mr.S.C. Arora and Mr. Manish Yadav

They appreciated the teachers and the staff for their dedication and hard work shown during the session.

They encouraged them to keep putting in their best and to work towards the betterment of the school and the students.

The Vice-chairman highlighted the difference between the qualities of an average teacher and a good teacher.

He also encouraged teachers to brainstorm about what the word Education meant for them and helped them to synthesize their ideas and reach a consensus.

School dress policy was clearly put forth and the teachers were encouraged to adhere to it.

They also asked the teachers to avoid gossip, negativity and ill-will towards each other.

### **Date: 28<sup>th</sup> March**

On 28<sup>th</sup> March another meeting was scheduled for the teacher which was addressed by the Principal after the PTI.

Attendance of the PTI was discussed along with the feedback of the parents.

Teachers were asked to maintain high standards of teaching and learning.

The Examination Policy was discussed at length.

They were to ensure above average to good standard of question papers for the students and were also advised to conduct regular tests to assess the depth of learning amongst the students.

Different teaching techniques were highlighted.

The Time-table was handed over to the teachers along with good wishes for the new session.

### **EXCURSIONS:**

#### **Pre-Primary Classes**

An excursion to **Traffic Police Park** was arranged for all the students of Pre-Nursery to KG on 16<sup>th</sup> March.

All the teachers and the headmistress accompanied the teachers in two buses .All the nannies and a male guard also went along to take care of the safety and security of the students.

A demonstration regarding the traffic rules and regulations was given to the students and photographs were also clicked.

Students enjoyed a lot, their enjoyment was heightened because of the long bus ride they undertook. It was a novelty for them.

### **Primary:**

An excursion was arranged for the students of classes I-IV to **Railway Museum** on 23<sup>rd</sup> March'18

They were accompanied by their class teachers.

They saw the life size exhibits of locomotives and coaches preserved by the museum. These included primitive steam engines, first electrical engine and rare engines like the Patiala State Mono Rail and John Morris Fire Engine.

They learnt many interesting and unique facts about workings of the railways.

They also enjoyed a ride in the Toy Train.

### **Work- Shops:**

A workshop on **English Proficiency** in class-rooms was conducted by Ms Kaveri from Pearson on 28<sup>th</sup> March'18.

She talked about the importance of languages in our lives and the ways in which we acquire them.

Various methods such as audio video aids, dictation etc. used to help students gain proficiency in English language were discussed. She also highlighted the manner in which these could be used to make acquisition of language stress free.

A work-shop for Pre-Primary teachers has been scheduled for 7<sup>th</sup> April Saturday. The Resource person will be from Next-Education.

Mahuya Mandal  
Principal