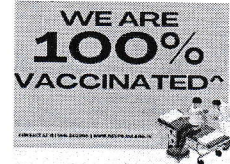




# BIRLA SHISHU VIHAR

A Prestigious Day School for Boys and Girls  
(Affiliated to CBSE, New Delhi No: 1730263, School No: 10606)  
(A Birla Education Trust, Pilani Institution)  
Website: [www.bsvpilani.edu.in](http://www.bsvpilani.edu.in)



Estd: 1953

## Circular - 026

Kind Attention: All concerned  
From : Principal's Office

April 30, 2022

### Precautionary measure due to Rise in Temperature & Heat Waves School - Schedule (W.E.F. May 02 - 14, 2022)

#### A. From May 02, 2022:

Staff Reporting	06:50 am - 07:00 am
Students' Registration	07:00 am - 07:10 am
Registration and Class Assembly	07:10 am - 07:20 am
Period-I	07:25 am - 08:00 am
Period-II	08:00 am - 08:35 am
Period-III	08:35 am - 09:05 am
Period-IV	09:05 am - 09:40 am
BREAK	09:40 am - 10:00 am
Period-V	10:00 am - 10:35 am
Period-VI	10:35 am - 11:05 am
Period-VII	11:05 am - 11:40 am
Period-VIII	11:40 am - 12:15 pm
Students' Dispersal	12:20 pm - 12:30 pm
Teaching Staff Dispersal	01:00 pm

#### B. Timings for LKG & UKG: 08:00 am - 11:00 am

#### C. Break Duty:

Class teachers III - XII will remain in their respective class - rooms during break time.

S. N.	Block	Name of Teacher
1	Senior (Ground Floor)	Mr. Girish Pant & Mrs. Jyotsna Sharma
	Senior (1 <sup>st</sup> Floor)	Mr. Anil Nanglia, Mrs. Hema Joshi & Mr. Bhuvan Sandhu
2	Middle	Mrs. Kauna Yadav, Mrs. Chandra Sharma, Mr. Satish Kumar Shukla, Mrs. Shararnjit Kaur & Mr. Sandeep Sharma
3	Junior Block, Library Area & MPH	Mr. Bijender Singh, Ms. Divya Mudgal, Mrs. Namita Pareek, Mrs. Rekha Sharma & Capt. B. S. Yadav (Retd.)
4	Play / Swings Area	Mrs. Ragini Sharma & Mrs. Kiran Sinha

#### D. Evening Games: 05:30 pm - 06:30 pm

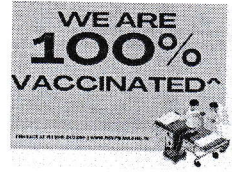
#### E. Bursar: Please ensure -

1. Deployment of support staff and bell timings accordingly.
2. Daily monitoring of drinking water facility and hygiene/ cleaning of wash - rooms at regular intervals personally.
3. Be available **Morning:** 07: am - 01:00 pm | **Evening:** 04:00 pm - 06:00 pm



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F. Visiting hours for Parents: 04:30 pm – 06:30 pm (to meet Bursar, Academic Coordinators, Deputy & Subject teachers)

G. Essential:

1. Teachers' and Parents' are requested to encourage students to drink water and healthy fluids at regular intervals. Students must carry their water bottles during academic and games hours.
  2. To avoid dehydration issues among students, Morning games (05:30 am – 06:30 am) and outdoor games / activities under direct sun are suspended after break. *(as applicable)*.
  3. Parents are requested to stick with school time schedule and deploy transport facility for their wards accordingly.
  4. Teachers' are to focus exclusively on students' learning during academic hours. Correction of student's assignment, late arrival in class will hamper their learning process. Please be punctual & regular.
- Academic coordinators & teachers will be on rounds during break and student's dispersal.
  - At the time of student's arrival & dispersal Mr. Bijender Singh, Dr. Manoj Jangid, Mrs. Sarita Awasthi, Capt. B. S. Yadav & Mr. Lalit will be on duty at main gate.
  - Safe arrival & dispersal of Pre - Primary students is to be ensured by Mother / Class teachers.

Thanks.

(Pavan Vashishtha)  
Principal

Copy: BSV- staff & Parents, Staff & School notice boards