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**AN ENGLISH MEDIUM, CO-EDUCATIONAL SCHOOL**

Affiliated to CBSE, New Delhi (Affiliation No.: 2132852)

 **SESSION:2022-23**

**DATE: 3RD APRIL, 2022**

**FROM: OFFICE**

**TO: ALL STAFF**

**CONTENT: SCHOOL TIMINGS -SATURDAY W.E.F. 5TH APRIL, 2022**

**CIRCULAR NO.: MLZS-MZN/CIR-STAFF/2022-23/005**

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| **TIMINGS-SATURDAY** | **PERIOD** |
| **REPORTING TIME FOR TEACHERS** | **BY 7:20 AM** |
| **REPORTING TIME FOR STUDENTS** | **BY 7:25 AM** |
| **CLASS TEACHER PERIOD-CROSSCHECKING OF ALL NOTEBOOKS, ALMANAC, BAGS ETC. & FRUIT TIME** | **7:25 AM TO 8:05 AM** |
| **FIRST PERIOD** | **8:05 AM TO 8:40 AM** |
| **SECOND PERIOD** | **8:40 AM T0 9:15 AM** |
| **THIRD PERIOD** | **9:15 AM TO 9:50 AM** |
| **FOURTH PERIOD** | **9:50 AM TO 10.25 AM** |
| **RECESS (CLASS III TO VI)** | **10:25 AM TO 10:55 AM** |
| **RECESS (CLASS VII TO XII)** | **10:30 AM TO 10:55 AM** |
| **FIFTH PERIOD** | **10:55 AM TO 11:30 AM** |
| **SIXTH PERIOD** | **11:30 AM TO 12.05 PM** |
| **SATURDAY ACTIVITY** | **12:05 PM T0 1:15 PM** |
| **CLASS TEACHER PERIOD(CLASS III TO VI)** | **1:15 PM TO 1:20 PM** |
| **CLASS TEACHER PERIOD(CLASS VII TO XII)** | **1:15 TO 1:25 PM** |
| **DEPARTURE -CLASS III TO VI** | **1:20 PM TO 1:25 PM** |
| **DEPARTURE- VII TO XII** | **1:25 PM TO 1:30 PM** |
| **DEPARTURE FOR TEACHERS** | **2:30 PM** |

**CLASS III TO XII-SATURDAY**

**NOTE: -**

* **NO STUDENT WILL BE ALLOWED TO ENTER THE SCHOOL PREMISES AFTER 7:25 AM. SCHOOL GATES WILL BE LOCKED AT 7:25 AM SHARP.**
* **PARENTS WHO COME TO PICK THEIR WARDS (CLASS III TO V) MUST REACH THE SCHOOL PREMISES BY 1:15 PM.**
* **PARENTS WHO COME TO PICK THEIR WARDS (CLASS VII TO XII) MUST REACH THE SCHOOL PREMISES BY 1:20 PM.**

**REGARDS**

**MLZS**