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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 -MONDAY TO THURSDAY W.E.F. 5TH APRIL, 2022 -I & II**

**CIRCULAR NO.: MLZS-MZN/CIR-STAFF/2022-23/006**

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| **TIMINGS-MONDAY TO THURSDAY** | **PERIOD** |
| **REPORTING TIME FOR TEACHERS** | **BY 7:20 AM** |
| **REPORTING TIME FOR STUDENTS** | **BY 8:15 AM** |
| **CLASS TEACHER PERIOD/ATTENDANCE** | **8:15 AM TO 8:20 AM** |
| **ASSEMBLY** | **8:20 AM TO 8:40 AM** |
| **FIRST PERIOD** | **8:40 AM T0 9:15 AM** |
| **SECOND PERIOD** | **9:15 AM TO 9:50 AM** |
| **THIRD PERIOD** | **9:50 AM TO 10.25 AM** |
| **RECESS** | **10:25 AM TO 10:55 AM** |
| **FOURTH PERIOD** | **10:55 AM TO 11:30 AM** |
| **FIFTH PERIOD** | **11:30 AM TO 12.05 PM** |
| **SIXTH PERIOD** | **12:05 PM T0 12:40 PM** |
| **CLASS TEACHER PERIOD** | **12:40 PM TO 12:45 PM** |
| **DEPARTURE** | **12:45 PM TO 12:50 PM** |
| **DEPARTURE FOR TEACHERS** | **2:30 PM** |

**CLASS I & II**

**NOTE: -**

* **NO STUDENT WILL BE ALLOWED TO ENTER THE SCHOOL PREMISES AFTER 8:15 AM. SCHOOL GATES WILL BE LOCKED AT 8:15 AM SHARP.**
* **PARENTS WHO COME TO PICK THEIR WARDS MUST REACH THE SCHOOL PREMISES BY 12:45 PM.**

**REGARDS**

**MLZS**