

April 2026 (Calling Month)						
Sundav	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	1 Staff Reporting 1. Teachers to meet HE for the Kaushal Bodh 2. Old CTs to meet new CTs to know the stduents 3. HOD dept meeting(LPs)	2 EI (Online interaction with teachers) Staff Prep XSeed workshop for teachers Discussion about Bridge course/LP	3 Holiday Good Friday	4 Orientation Program for all Books and Uniform distribution for new students Submission the Bridge course Plans
5	6 School Reopens from Grade 1 to Grade 9 (7:45am-2:10pm),and Nursery (10:00am-11:00am) (Welcome to school activity)	7 Nursery timings (10:00am-11:00am)	8 School reopens for LKG and UKG (09:30-12:30PM),Timings for Nursery (10:00am-12:00pm), Student login session for mind spark (Gr 3-6), Extended working Hour for Teachers HOD's Lesson Plan meeting	9 Timings for Nur (10:00-12:00pm),LKG and UKG(09:30-12:30pm), Prefects meeting with Principal Ma'am	10 Timings for Pre-primary (Nur, LKG and UKG) (09:30 -12:30pm) Allen Session for Grade 8,9 &10	11 Dr. Shroff's Session on Parenting Lesson Plan for the month of April
12	13 Baiskhi celebration Physical teacher orientation (EI),[Quiz activity SPORTS (zero lesson) (7-10)], Detailed Observation of new joinees by DOA	14 Holiday Ambedkar Jayanti	15 Quiz activity (Topic--SPORTS) (zero lesson) (3-6), Extended working Hour for Teachers, School Id's for students and Teachers (Photograph) (6-10 Hindi & Math N/B submission to DOA<Principal)	16 School Id's for students and Teachers (Photograph) Prefects meeting with Principal Ma'am (6-10 Science & Compt N/B submission to DOA<Principal),Observation: Ms Sureshi	17 Allen Session, School Id's for students and Teachers (Photograph), Online Session with parents (1&2 and 6&7) (6-10 SST and Sanskrit N/B submission to DOA<Principal),Observation: Ms Sureshi	18 Saturday Off
19	20 [Quiz activity (Topic--SPORTS) (zero lesson) (7-10)], [Primay(1-5) N/B Eng. 3 N/B each section.to DOA<Principal], Observation: Ms. Reena Joshi	21 (1-5 Hindi N/B submission to DOA<Principal),Observation:Ms Nameera Khan	22 Earth Day Tree plantation (Pre Primary) Poster colouring (Grade1-2) Poster Making Competition (3-8) Slogan writing(9-10), Extended working Hour for Teachers, Hindi and SST Syllabus Grade 9 and 10 to be shared with EI Independent Work 1-5 Math N/ B	23 [Quiz activity (Topic--SPORTS) (zero lesson) (3-6)], Submission of 1-3 EVS N/B and 4 and5 Science N/B Prefects meeting with Principal Ma'am , Observation:Ms. Mini,Online session Grades 3 and 8.	24 Inter School Pickle Ball Competition Allen Session Submission of 4-5 SST & SKT N/B Parents Bond activity to be shared separately for Pre-Primary/Primary/Senior,Online Session(4 & 9)	25 AMA Session Quiz club (all), Inter School Pickle Ball Competition, Submission of reports to coordinators, Lesson Plan , 1-5 computer N/B submission, Online Session 5 & 10
26	27 [Quiz activity SPORTS (zero lesson) (7-10)], Pre-Primary N / B, worksheet Nursery, observation: Mr Mukul	28 Submission of Pre-Primary LKG N/B to coordinator, Observation : Ms Himanshi Godiyal. VR Demo session by Metaverse for grades 1 to 10	29 [Quiz activity SPORTS (zero lesson) (3-6)], Extended working Hour for Teachers, Staff Meeting-- Share Teaching Strategies Dept/ Individual Submission of UKG Pre-Primary N/B	30 Labour Day Activity, Recogination of Support Staff, Prefects meeting with Principal Ma'am, Observation:Ms. Nikita Gujral	1	2
No of Working Days: 23 Saturday Off :1 Holiday: 3 Allen Session: 3 Students-21 Teachers- 23 Total no of working Days 23						

- Notes:--
1. All Reports to be submitted t as follows:
 2. Pre-Primary -- 28th of Every Month
 3. Grades 1-5 -- 1st of every Month following
 4. Grades 6-10 -- 4th of Every following Month
 5. DOA to Principl Ma'am-- 7th h of every month following
 6. Invite parents to classes
 7. Teachers to sit in staffrooms
 8. Dining etiquettes every Wednesday--> Teachers to sit with the students in their class & have their tiffins
 9. Library: Orientation of library to different classes

Notes

May 2026 (PTM Month-No Calling)						
Sundav	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	1 Holiday Buddha Purnima	2 Submission of reports to Dean of academics Quiz club Pre-Primary Mother's Day celebrations English Handwriting Competition For Grade 1 to 5
3	4 Earthquake drill , [Quiz activity Current affairs (zero lesson) (7-10)], (6-10 Eng N/B submission) Detailed Observation:Mr Manish Shivanshu	5(Photographs Scheduled) Detailed Observation: Ms. Pallavi Joshi	6 [Quiz activity Current affairs (zero lesson) (3-6)], Extended Working Hours for Teachers HOD dept meeting(LPs) (6-10 Hindi & Math N/B	7 Prefects meeting with Principal Ma'am (6-10 Science & Compt N/B submission) Detailed observation: Mr. Shivam	8 (6-10 SST and Sankrit N/B submission)	9 Submission of report to management Mother's Day Activity (Whole school)
10	11 Cares + school PA 1 Begins (Gr 1-10) Primay(1-5) N/B Eng. 3 N/B each section	12 (1-5 Hindi N/B submission)	13 Dental Check up for Pre-Primary, Extended Working Hours for Teachers HOD's Lesson Plan meeting classwise/subjectwise 1-5 Math N/ B	14 Prefects meeting with Principal Ma'am Submission of 1-3 EVS N/B and 4/5 Science N/B Investiture Ceremonv	15 PA 1 Ends (Gr 1-10) Allen Session Submission of 4-5 SST & SKT N/B 1-5 computer N/B submission	16 Third Saturday Off
17	18 Quiz activity Current affairs (zero lesson) (7-10) ASSET (GR 9 & 10) Pre-Primary N / B, worksheet, Nursery	19 ASSET (GR 9 & 10) Pool Party Submission of Pre-Primary LKG N/B to coordinator	20 Quiz activity Current affairs (zero lesson) (3-6) ASSET (GR 9 & 10), Extended Working Hours for Teachers Independent Work Pool Party	21 EDUCIS SESSION Prefects meeting with Principal Ma'am Pool Party (Pre-Primary)	22 EDUCIS SESSION Allen Session Pool Party(Pool Party) Pre-Primary last Working day	23 Submission of reports to Principal Ma'am PA PTM, Holiday Homework to be finalized. Book Fair
24	25 Visit to Crystal world water park (paid) Field Trip Post cares analysis	26 Summer Break Begins for Students, Holiday Homework to be posted on ERP Extra Classes for Gr 9th and 10 begin, Post cares analysis,	27 Extra Classes for Gr 9 and 10 Staff Meeting-- Share Teaching Strategies Dept/ Individual Post cares analysis, Monday Tests in July portions and Qps to be submitted.	28 Extra Classes for Gr 9 and 10 Prefects meeting with Principal Ma'am Post cares analysis	29 Extra Classes for Gr 9 and 10 Allen Session Post cares analysis	30 Extra Classes for Gr 9th and 10 High Tea(Principal Ma'am) Post cares analysis
31 Proposed Jim Corbett 2 nights	1 Proposed Jim Corbett 2 nights 3days trip.	2 Proposed Jim Corbett 2 nights 3days trip.	3	4	5	6
No of Working Days: 24 Saturday Off :1 Holiday: 1 Allen Session: 4 Students-23 Teachers- 23 Total no of working Days 47						

June 2026 (Summer Break)						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1 Summer Break Begins for	2	3	4	5	6
7	8 International Excursion (	9	10	11	12	13
14	15	16	17	18	19	20 Father's day activity for home (Gr 1-10)
International Yoga Day	22	23	24	25	26	27
28	29	30	1	2	3	4

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	1	2.School Reopens for Staff.HODs subject committee meeting. To chk all students are added in class whats app grps	3 XSEED workshop by Ms. Jagpreet.CTs to do up the classrooms and share welcome messages in class groups.Reminders for submitting Holiday Homework on the day of	4
5	6 School reopens for all classes Pre-Primary to X Monday Test (Math), Detailed Observation for old teachers by Coordinators begins	7 Quiz activity History (zero lesson) (7-10) Detailed Observation Mr. Mohd Aman (DOA)	8Extended Working Hours for Teachers HOD's Lesson Plan meeting classwise/subject-wise. Deatiled Observation Ms.Rajni Chaddha (Hindi Grade 10) EDUCIS SESSION	9 Quiz activity History (zero lesson) (3-6) Prefects meeting with Principal Ma'am EDUCIS SESSION (Conducted online due to DM declaration)	10 Detailed Observation Mr. Aman Tomar (DOA) (Rainy Day off for students)	11. ERP Workshop for teachers. Inter-House Hindi Debate For Grade 6 to 10 Inter House Hindi Recitation for Grade 1 to 5 Pre-Primary fathers' day celebration. Allen Session
12	13 Monday Test (English) (6-10 Eng N/B submission)Deatiled Observation Ms.Pragati (DOA)	14 Quiz activity History (zero lesson) (7-10) Detailed Observation Mr. Manish (DOA) Quiz session with Mr.K. K Sharma	15 Herela Celebration, Extended Working Hours for Teachers Field Trip Near by (Nursery) Ei (Mindspark, Cares) Training session (6-10 Hindi & English)	16 (Block office Off) Harela (WD) Prefects meeting with Principal Ma'am (6-10 Science & Compt N/B submission)	17 Quiz activity History (zero lesson) (3-6) (6-10 SST and Sankrit N/B submission) Detailed Observation Ms.Pragya Teng (DOA)	18 Saturday Off All the names of the children with challenges submitted to the Coordinators Allen Session
19	20 Monday Test (Science) Primay(1-5) N/B Eng. 3 N/B each section Detailed Observation Ms. Pallavi Joshi (DOA)	21 Quiz activity History (zero lesson) (7-10) (1-5 Hindi N/B submission)	22 Mom & I UKG, Extended Working Hours for Teachers Staff Meeting-- Share Teaching Strategies Dept/ Individual 1-5 Math N/ B submission Detailed Observation Ms. Shabana (DOA)	23 Quiz activity History (zero lesson) (3-6) Prefects meeting with Principal Ma'am Submission of 1-3 EVS N/B and 4/5 Science N/B	24 Submission of 4-5 SST & SKT N/B Quiz session with Mr.K. K Sharma(tentative)	25 AMA Session Quiz club (Inter-class Extempore Class 5,6,7 &8) Inter House TT Special PTM(Nur to 10) 1-5 computer N/B submission Allen Session (Postponed) Quiz session with Mr.K. K Sharma
26	27 Monday Test (Social Science) Pre-Primary N / B, worksheet,Nursery Detailed Observation Ms. Mansi Mishra (DOA)	28 Submission of Pre-Primary LKG N/B	29 Extended Working Hours for Teachers Independent Work Submission of UKG Pre-Primary N/B Deatiled Observation Mr. Sameer (DOA)	30 Prefects meeting with Principal Ma'am,Detailed Observation Ms. Neelima Chettri, Ms.Sadhavi and Mr. Ashlee (DOA)	31 Initiation of campus reflection Detailed Observation Ms. Febi Shibu (DOA)	
No of Working Days: 26 Saturday Off :1 Holiday: Allen Session: 5 Students-25 Teachers- 25 Total no of working Days 72						

Meeting with Mr. RD Singh for Annual day (2nd week july or as per his availability)
Detailed Observation schedule for old teachers to be planned and rostered
Library : Spine Poetry

August 2026 (Calling month for all grades except 9 and 10)						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1 Inter House English Debate Grade 6 to 10 English Recitation for Grade 1 to 5 Coordination for AWHO Independence Day Prg. HE, All G.
2	3 Monday Test (Hindi) (6-10 Eng N/B submission)	4 Quiz activity India (zero lesson) (7-10) Annual day play auditions by team RD	5 Extended Working Hours for Teachers HOD dept meeting(LPs) (6-10 Hindi & Math N/B submission) World Elephant Day activity Monsoon	6 Quiz activity India (zero lesson) (3-6) Prefects meeting with Principal Ma'am (6-10 Science & Compt N/B submission)	7 (6-10 SST and Sankrit N/B submission)	8 Allen Session, Inter House Patriotic Choir & Dance Competition 1-5 computer N/B submission
9	10 Independence Week for pre- primary &1-5 (Documentary), Primay(1-5) N/B Eng. 3 N/B each section	11 Independence Week (Class quiz) Quiz activity India (zero lesson) (7-10), (1-5 Hindi N/B submission)	12 Independence Week (National symbol craft/drawing), Extended Working Hours for Teachers HOD's Lesson Plan meeting class wise/subjectwise 1-5 Math N/ B submission MOM & I (LKG)	13 Independence Week (Tri-colour lunch box) Quiz activity India (zero lesson) (3-6) Independence Day Celebration Prefects meeting with Principal Ma'am Submission of 1-3 EVS N/B 1-4/5 Science N/B	14 Independence Week (Fancy dress grade 1 and 2- leaders) Pre-Primary Independence Day Submission of 4-5 SST & SKT N/B	15 Independence Day AWHO
16 DSMUN	17 DSMUN Pre-Primary N / B, worksheet rostering	18 DSMUN Submission of Pre-Primary LKG N/B	19 Anganwadi Visit/Donation Drive, Extended Working Hours for Teachers Independent Work Submission of UKG Pre-Primary	20 CARES Revision Papers Begins (Grade 7 to 10),Prefects meeting with Principal Ma'am	21	22 Inter House Football Online Interaction (Pre-Primary) Allen Session
23	24 Quiz Session by Mr. Sharma proposed date(Mr Sharma not available.Session not conducted)	25 CARES Revision Papers Ends (Grade 7 to 10)	26 Holiday Id- E- Milad	27 Rakhi/Card Making Activity(Nursery to 8th) Prefects meeting eith principal.Grade 10 HY Examination begins.	28 Holiday Raksha Bahdhan	29 AMA Session Allen Session
30	31	1	2	3	4	5
No of Working Days: 24 Saturday Off : Holiday: 2 Allen Session: 4 Students-24 Teachers- 24 Total no of working Days 96						

September 2026 (PTM Month only for Grade 10th, No Calling Month)						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2 Extended Working Hours for Teachers HOD dept meeting(LPs) Principal Parent connect(Literary circle) Window into my class(1 & 2-7&8)	3 Janmashtmi celebration Pre-primary, Grade 1 and 2 Prefects meeting with Principal Ma'am	4 Holiday Janamastami	5 Teacher's day celebration
6	7	8	9 Extended Working Hours for Teachers HOD's Lesson Plan meeting classwise/subject-wise Principal Parent connect(Grade-7th)	10 Prefects meeting with Principal Ma'am	11	12 Principal Parent connect(Grade 10th)
13	14	15	16 Extended Working Hours for Teachers(Independent Work) Principal Parent connect(Grade8th)	17 (Block office Off)(Tentative) Vishwakarma Pooja Prefects meeting with Principal Ma'am	18	19 Grade 10th PTM
20	21	22	23 Principal Parent connect(Grade 9th)	24 Prefects meeting with Principal Ma'am Swachta Abhiyaan(6-10)	25 (Block office Off)(Tentative) Anant Chaturdashi	26
27	28	29	30 Extended Working Hours for Teachers(Independent Work) ,	1	2	3
No of Working Days:25 Saturday Off : Holiday: 1 Allen Session: 3 Students-23 Teachers- 23 Total no of working Days 120						

Notes:--
1. Grade 1 to 5 curriculum to be decided Finalize Book Vendor ,Uniform Vendor , fee structure ,Scholarships,Entrance papers (3 answer keys with syllabus)
2. Admission process (Full written process with transport stop list) Entrance Exam Committe ,Admission Marketting Committe (AWHO,JVT etc)

October 2026 (Calling Month)						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	1 Prefects meeting with Principal Ma'am	2 Holiday Gandhi Jayanti	3 PTM/Exhibition Allen Session
4	5 (6-10 Eng N/B submission)	6 Aangwadi visit	7 Extended Working Hours for Teachers HOD dept meeting(LPs) (6-10 Hindi & Math N/B submission)	8 Prefects meeting with Principal Ma'am (6-10 Science & Compt N/B submission)	9 EDUCIS SESSION (6-10 SST and Sankrit N/B submission) Allen Session	10 Campus reflection final draft Spanish Poem Recitation Activity (Gr 6,7,8) 1-5 computer N/B submission
11	12 Primay(1-5) N/B Eng. 3 N/B each section	13 (1-5 Hindi N/B submission)	14 Extended Working Hours for Teachers HOD's Lesson Plan meeting classwise/subjectwise 1-5 Math N/ B submission	15 Prefects meeting with Principal Ma'am Submission of 1-3 EVS N/B and 4/5 Science N/B	16 Allen Session Submission of 4-5 SST & SKT N/B	17 1-5 computer N/B submission
18	19 Holiday Ram Navami Pre-Primary N / B, worksheet , Nursery	20 Holiday Dussehra Submission of Pre-Primary LKG N/B	21 Extended Working Hours for Teachers Allen Session Independent Work Submission of UKG Pre-Primary N/B	22 Prefects meeting with Principal Ma'am	23 Allen Session	24 Uniform counter for winter uniform (Nur-10)
25	26 Holiday Valmiki Jayanti	27 Fire drill EDUCIS SESSION	28 Extended Working Hours for Teachers Staff Meeting-- Share Teaching Strategies Dept/ Individual EDUCIS SESSION	29 Prefects meeting with Principal Ma'am	30 Proposed Annual Day, Syllabus Completion Deadline for Class X	31 Proposed Annual Day
No of Working Days: 23 Saturday Off : Holiday: 3 Allen Session: 5 Students-23 Teachers- 23 Total no of working Days 143						

November 2026 (Calling Month)						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4 Mom & I (Pre Primary), Extended Working Hours for Teachers Winters timing to be executed w.e.f 1st Nov26 HOD's Lesson Plan meeting classwise/subjectwise	5 Allen Session Prefects meeting with Principal Ma'am	6 Fancy Dress (Pre Primary) Diya Decoration Gr 1 to 5 Inter House Rangoli Making Gr 6 to 10 Half Day	7 Deepawali Break
8 Deepawali Break	9 Deepawali Break	10 Deepawali Break	11 Deepawali Break	12 Prefects meeting with Principal Ma'am	13 Pre-Primary Childrens Day Celebrations Allen Session	14 Children’s day celebration by teachers Talent Show of students Quiz club
15	16 Quiz activity Science & tec. (zero lesson) (7-10) (6-10 Eng N/B submission), PA-3 begins for Grade 10.	17 Together We Read (Pre Primary)	18 Quiz activity India Science & tec. (zero lesson) (3-6) Mom & I (Pre Primary), Extended Working Hours for Teachers Independent Work (6-10 Hindi & Math N/B	19 Prefects meeting with Principal Ma'am (6-10 Science & Compt N/B submission)	20 Holiday Igas Bagwal (6-10 SST and Sankrit N/B submission)	21 Inter House Basket ball Allen Session Special PTM with students facing challenges(Nur to 10) 1-5 computer N/B submission
22	23 Primay(1-5) N/B Eng. 3 N/B each section, PA 3 Ends for Grade 10	24 Holiday Guru Nanak B’day (1-5 Hindi N/B submission)	25 EDUCIS SESSION, Extended Working Hours for Teachers Staff Meeting-- Share Teaching Strategies Dept/ Individual 1-5 Math N/B submission	26 EDUCIS SESSION Prefects meeting with Principal Ma'am Submission of 1-3 EVS N/B and 4/5 Science N/B	27 Allen Session Together We Read (Pre Primary) Submission of 4-5 SST & SKT N/B	28 AMA Session Quiz session by Mr. Sharma proposed date Inter House Quiz
29 Walk in Interviews	30 Quiz activity Pre Board 1 Grade 10 Begins (zero lesson) (7-10) Pre-Primary N / B, worksheet, Nur, Exchange Programme / Field Trips/Educational Trips/Internatinal Immersion	1 Submission of Pre-Primary LKG N/B to coordinator	2 Submission of UKG Pre-Primary N/B to coordinator	3	4	5
No of Working Days: 19 Saturday Off : Holiday: 7 Allen Session: 4 Students-19 Teachers- 19 Total no of working Days 162						

Notebook coompletion and grading for grade 10 by 2nd week November.
Library: Read Aloud Session

December 2026 (P T M -No calling Month)						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	1 Book list and alamanac compliation begins for Session 2027-28	2 HOD dept meeting(LPs)	3 Quiz activity India Science & tec. (zero lesson) (3-6) Prefects meeting with Principal Ma'am	4 Parasailing (Tentative)	5 Parasailing (Tentative) Inter House Cricket
6	7 Periodic Assessment II Begins for Grades 1 to 8 and PA 3 For grade 9, Shape O' Mania(Pre Primary), Class Photograph Begins (6-9Eng N/B submission)	8	9 HOD's Lesson Plan meeting classwise/subjectwise (6-9Hindi & Math N/B submission)	10 Prefects meeting with Principal Ma'am (6-9 Science & Compt N/B submission)	11 Periodic Assessment II Ends, Prefect Body / Staff Photograph, Pre Board I Ends (6-9 SST and Sankrit N/B submission)	12 Show and tell activity (Gr 1,2 and 3) Allen Session
13	14 Quiz activity Science & Tec. (zero lesson) (7-9) Primay(1-5) N/B Eng. 3 N/B each section	15 School Annual Calendar compile begins (2027-28) (1-5 Hindi N/B submission) ,Requirement for Buses (Transport)	16 Independent Work 1-5 Math N/ B submission	17 Quiz activity Science & Tec. (zero lesson) (3-6) Prefects meeting with Principal Ma'am Submission of 1-3 EVS N/B and 4/5 Science N/B	18 Allen Session Submission of 4-5 SST & SKT N/B	19 Winter Carnival 1-5 computer N/B submission
20 Classroom capacity /No. of sections planning ,Panels based on no. of sections planning,Furniture based on No. of classrooms getting added,Requisition of lab. equipments (CHEM. PHY., BIO.),Additional furniture/other requirementfor offices/Staff rooms,Soft boards to be ordered,	21 Pre-Primary N / B, worksheet, Nur	22 Book List Finalized Session (2027-28) Submission of Pre-Primary LKG N/B ,Booklist Finalized,Books Ordered	23 Christmas Celebration pre-primary Staff Meeting-- Share Teaching Strategies Dept/ Individual Submission of UKG Pre-Primary N/B	24 Carol Singing Competition (Inter-class) Prefects meeting with Principal Ma'am Allen Session,	25 Christmas Day	26 Working for Staff
27	28 Winter Break for all	29 Winter Break	30 Winter Break	31 Winter Break	1	2
No of Working Days: 22 Saturday Off : Holiday: 5 Allen Session: 4 Students-22 Teachers-22 Total no of working Days 184						

January 2027 (No calling Month)						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6 HOD dept meeting(LPs)	7 Pre Board 2 Gr 10 Begins	8	9
10 New teachers finalized	11 Staff Reporting After winter Break	12 School Reopens for All	13 Pre Board 2 Gr 10 Ends HOD's Lesson Plan meeting classwise/subjectwise	14 Holiday Makar Sankranti	15 Allen Session ,Detailed syllabus split shared with coordinators(Before teachers leave for winter break) , Almanac proof read and finalized, Routes to be finalized	16 AMA Session Quiz session by Mr. Sharma proposed date
17	18 Monday Test (Science), N/B checking Grades 6 to 9 to be followed s per roster.	19 Quiz activity Lit. & arts (zero lesson) (7-10), Hindi N/B Grades 6 to 9	20 Extended hours for UKG begins Independent Work ,School	21 EDUCIS SESSION Prefects meeting with Principal Ma'am	22 EDUCIS SESSION Allen Session	23 PTM for Grade 10 Creative writing intra-class competition (3-5)
24	25 Monday Test (SST), N/B checking to be followed as per roster	26 Republic Day	27 Quiz activity Lit. & arts (zero lesson) (3-6) Staff Meeting-- Share Teaching Strategies Dept/ Individual	28 Prefects meeting with Principal Ma'am	29 Allen Session	30 Sports Day Middle & Seniors
31 Annual Calender ,Assesment plan (PA+ Term) Finalised , Sports Structure reassessed and defined	1	2	3	4	5	6
No of Working Days: 22 Saturday Off : Holiday: 1 Allen Session: 3 Students-20 Teachers- 20 Total no of working Days 204						

February 2027 (Calling Month)						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1 Monday Test (Hindi) , Review on Allen ,El,Edusis and decision of continuation	2 Quiz activity All topics (zero lesson) (6-8), Review of ABRSM and decision of continuation	3 HOD dept meeting(LPs)	4 Quiz activity Topics (zero lesson) (3-5) Prefects meeting with Principal Ma'am	5 Field Trip pre-primary	6 Last working Day Grade 10 Paragraph/essay writing inter-class competition(3-5, 6-8) PTM with students facing
7	8 Monday Test (English) Pre-Board 3 (for academic reinforcement) & Doubt Clearing Session	9 PB 3 & Doubt Clearing Session Quiz Session	10 PB 3 & Doubt Clearing Session Quiz Session HOD's Lesson Plan meeting classwise/subjectwise	11 PB 3 & Doubt Clearing Session Quiz Session Prefects meeting with Principal Ma'am	12 PB 3 & Doubt Clearing Session	13 Quiz club
14	15 Monday Test (SST) Final Exam Gr 9 Begins, Allocation (work starts)	16	17 Independent Work	18 Prefects meeting with Principal Ma'am	19	20 Pre-Primary Sports Day
21	22	23	24 Staff Meeting-- Share Teaching Strategies Dept/ Individual	25 Prefects meeting with Principal Ma'am	26 Final Exam Gr 9 Ends	27 Gratitude wall class-activity (1-9) High Tea
28 Decisions on retainership/Coaches Contracts / Additional Activities ,Children with Sp. Needs identified (Assessment Planned) Individual support plan draft, Staff termination (if any (for staff on probation) to be decided and communicated) Parent communication strategy planned Orientation structure designed, Annual Calendar Finalized.	1	2	3	4	5	6
No of Working Days:24 Saturday Off : Holiday: 1 Allen Session: 3 Students-24 Teachers- 24 Total no of working Days 228						

Notebook checking for completion of syllabus to follow as per roster for all grades Pre-primary to Grade IX

Library: Book Buffet or Blind date

March 2027 (PTM Month No calling)						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	1	2	3 Promotion Meeting HOD dept meeting(LPs)	4 Dummy Report Cards printing	5 Report Card Printing	6 PTM for Grade 9, Orientation for Grade X , (Women's day celebration Pre-Primary), Promotion List (Before Term Break) Grade 9
7	8 Final Examination Begins Grade 1 to 8 Session Starts For Gr 10	9	10 HOD's Lesson Plan meeting classwise/subjectwise	11	12	13 High-tea (Graduation day)
14	15 Time Table Class and Teachers , Buddy Teachers list to be finalized and given a written job role of a buddy , Duty Rosters,Staff workload in final stages. CTs and Co-CTs to be finalized - written sheet describing their roles and responsibilties Decision for Clubs offered for grades 1 to 4 and 5 to 10 Uniform Committee (check feedback for lastyear) Books Committee (check feedback for lastyear) Bridge Plan Finalised and Written Plan submitted,Orientation slides to be made ready and circulated ,Session Planning	16	17 Independent Work	18	19 Final Examination Ends	20 Saturday Off
21	22 Holi	23 Field Trip	24 Student Break Staff Meeting-- Share Teaching Strategies Dept/ Individual,Promotion List (Before Term Break) Pre Primary	25	26 Promotion List (Before Term Break) Grade 1 to 5	27 PTM ,Promotion List (Before Term Break) Grade 6 to 8 ,Day wise Planning for Staff until students report,Student Transport list, Final List of Drivers and Bus attendents and Teachers on Duty,Orientation messages to Parents
28	29 Staff Term Break	30 Staff Term Break	31 Staff Term Break,Identification of Withdrawn Students	1	2	3
No of Working Days:22 Saturday Off : Holiday: 1 Allen Session: 3 Students-18 Teachers- 22 Total no of working Days 250 (for Teachers) 246 (for Students)						

Sun	Mon
4	5 Subject Committees
11	12
18	19
26	27

Note : Welcome mesage from the teachers one day prior the students report

Tue	Wed
6	7
13	14
20	21
28	29

April 2027 (Calling Month

Thu	
1 Duty Rosters	
	8
15 Send message for Clubs and Sports list	
	22
	30

d)

Fri	
	2
	9
	16
	23
	31

Sat	
3 Section Wise Student List. Ice Breaker Plan Ready	
10 Class Whatsapp Groups	
	17
	24