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CIRCULAR

Subject: Recess Break Guidelines and Student Discipline.

Dear Students and Parents

This is to inform all students and parents that the recess break is meant for taking refreshments and a short period of relaxation. All students are directed to maintain proper discipline and decorum during the recess.

Students of Classes Balvatika, I and II are already having their recess in their respective classrooms. In addition to these classes, Class III will also have its recess in the classroom.

The following instructions must be strictly observed:

1. Please ensure your child brings a healthy, balanced, and nutritious lunch to school every day. We strongly discourage sending oily, greasy foods. These items are not only unhealthy but also the lunchboxes frequently leak, causing permanent stains on school uniforms, textbooks and notebooks.
2. Students shall remain within the designated school premises during the recess.
3. Running, pushing, shouting, or engaging in any activity that may cause inconvenience or injury to others is strictly prohibited.
4. Students must keep their classrooms, corridors and the school campus clean by disposing of waste only in the dustbins provided.
5. No student shall visit another floor or classroom without the permission of the Class Teacher or the Teacher on Duty and their class passes.
6. Students are expected to follow the instructions of the teachers on recess duty at all times.
7. The recess break shall conclude with the ringing of the school bell. All students must immediately return to their respective classrooms and be seated before the commencement of the next period. Students who are outside the classroom with prior permission must also return promptly upon the bell.

Any student found violating these instructions or indulging in indiscipline during the recess shall be liable to appropriate disciplinary action.

The cooperation of all students is expected in maintaining a safe, clean and disciplined school environment.

Imran
21/1/26

Md. Imran Zafeer

HOS/Vice-Principal (Interim)

HOS / Vice-Principal (Interim)
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P.S: The School is also examining the feasibility of introducing a staggered recess system, whereby the recess shall be conducted in two phases of 20 minutes each—the first phase for the junior classes and the second phase for the senior classes. The proposal is presently under detailed study, including its operational advantages, possible challenges, supervision requirements, and the necessary timetable adjustments to ensure its smooth implementation. If found feasible, the revised recess schedule will be introduced after due planning, and all students and parents will be informed well in advance.