



HAL New Public School

Knowledge Is Power

HNPS/2024/Circular-01

Wednesday, May 16, 2024

1. For Academic Year 2024-25, the School Timings for Students
 - a. Classes I - Class VIII: 7:35 am to 2:40 pm (Monday to Friday)
 - b. Balvatika I-III (will be intimated after one week)
 - c. Classes IX-X: 7:35 am to 2:40 pm (Monday to Saturday, except II and IV Saturdays)
2. Timings for all Staff members: 7:25 am to 2:55 pm (Monday to Saturday, except II and IV Saturdays)
3. Staff members must dress formally during school hours and while on duty.
4. Mrs Sinija will share the school calendar with teaching staff, non-teaching staff (through email), and parents through the parent app on 18th May 2024 at 11:00 am. Mrs Reshmi will upload the school calendar on the school website and LMS.
5. All subject teachers must prepare the annual plans by 20 May 2024, 3:00 pm. All subject Heads must thoroughly check all annual plans and share them with Mrs. Reshmi by 23 May 2024, 3:00 pm, who will then share them with parents.
6. Subject Teachers must update the lesson plans weekly according to the latest CBSE/NCERT curriculum, and Subject Heads must check them regularly.
7. The campus language is English. Everyone is expected to follow the norms strictly
 - Teacher-Students: English
 - Teacher-Teacher: English
 - Teacher-Office Staff: English
 - Teacher and visitor: English/Kannada
 - Teacher-Non-Teaching Staff: English
 - Teacher-Group D: English
 - Office Staff -Visitor: English/Kannada
8. All circulars for staff members will be numbered and sent through email only. Messaging through WhatsApp and circular register is to be discontinued. All written communications will be done through a single email ID contact@hnps.co.in, and all verbal communications will be done through school phones (Landline/School Mobile) only. Kindly refrain from using

Handwritten signature and date: 22/5/24

personal/official email IDs and personal mobiles for external communications. Staff should use their official email IDs and Personal Phone Numbers for internal communications only.

9. All circulars for parents will be sent through the parent app only. Sending messages through LMS and WhatsApp class communities will be discontinued.
10. Everyone must maintain the hierarchy while communicating with all stakeholders, particularly school management committee members. Staff members should avoid sending messages or emails directly to committee members using their personal email IDs, WhatsApp messages, and SMS. A prior appointment to meet committee members must be made through the school office if the meeting is urgently required.
11. The appraisal parameters and frequency have been revised for all staff members (ad hoc, tenure, and regular). The updated staff appraisal system will be implemented during the current academic year.
12. All inventory holders and checkers must complete the Annual stock-taking work by 18 May 2024. New procurements will be made only after this work is completed.
13. All subject heads and Mrs Sinija will plan a one-day orientation session for all new staff members.
14. Staff members must get prior (written) permission from the principal if they enrol in any distance education or online course. Members who have updated their qualifications must submit photocopies of mark sheets and degrees to update their service records.
15. All staff must read the code of conduct carefully and ensure strict compliance throughout the year. The office staff must ensure that newly appointed staff members sign the code of conduct soon after the orientation session.
16. Mrs Radha will share the Teacher-On-Duty roster for May 2024 with all staff members on 16th May 2024.
17. The staff room is meant for doing qualitative correction work; please refrain from talking loudly or discussing anything with your colleagues in the staff room.
18. Do not send students to bring anything from staff rooms. Students should not be allowed to enter staff rooms.
19. All subject heads should keep documents related to their department, such as meeting minutes, teaching-learning materials, Quiz questions, event reports, and result analysis, in the department drive.
20. Time Table Committee to release the teacher timetable and class time to the respective staff members on 18th May 2024 (10:00 am)

Principal

