



IIS/CIR/060/2023-2024  
04/09/2023

Dear Parents,

**“Greetings from IIS Family”**

Kindly be informed that the school has scheduled Extra classes for Board students (**Grade X and XII**) w.e.f **5<sup>th</sup> - 28<sup>th</sup> September 2023**. The timings for the Extra classes need to be followed as given below.

Monday, Wednesday	Boys – X & XII	2.50 pm - 4.30 pm
Tuesday, Thursday	Girls – X & XII	
Saturday	Boys & Girls	9 am – 1.30 pm

**Note:**

- The weekly time table for Extra classes will be shared by the respective class teacher through the school Orison portal.
- Attendance is compulsory for all the students. If it is found the student is not attending extra classes regularly, school will take strict disciplinary action as per BMC.
- As per CBSE examination by law, if any child is found short of attendance the school is directed to send the details to CBSE Regional Director and the child will not be eligible to appear for Grade X and XII Examination, March 2024.
- Students' absence from extra classes will be allowed only in case of medical and emergency reasons. Parents are requested to keep their ward's Class teacher updated on this and seek prior approval for their ward's absence.
- Students must bring their own food from home. (No junk food allowed). Ordering food from outside is not permitted.
- Students are not allowed to bring any electronic items and mobile phones. If caught, they will be confiscated.
- Transportation will be provided to students opted for school transport after the extra classes. OT students must be dropped to and picked from school as per the timing given above.
- No student will be allowed to leave the school after the normal school working hours (7.30 am – 2.15 pm) without attending the extra class scheduled for the day.
- The classes will be monitored randomly by the Principal whenever required.

Your co-operation will be highly appreciated in this regard.

***Stay Safe & healthy!***

**PRINCIPAL**  
**Ms. Qurat Ul Ain**