



IIS/CIR/132/2023-2024

16/01/2024

Dear Parents,

*“Greetings from IIS Family”*

Kindly be informed the school is planning to conduct **Special classes with block periods** for **Grades X & XII** which will provide students enough time to prepare & clear their concepts before appearing for the Board Examination 2024. Subject teachers will be providing one on one mentoring to students during this period. The Special classes will be conducted during regular school working hours as per the below schedule:

<b>Grade X</b>	<b>19<sup>th</sup> January – 11<sup>th</sup> March 2024</b>
<b>Grade XII</b>	<b>25<sup>th</sup> January – 29<sup>th</sup> March 2024</b>

**Kindly note the below guidelines:**

**Attendees for Special Classes**

- It is an exclusive program for all Board students of Grade X & XII (High, Middle, Low) in order to support and guide the students further so that they excel in their upcoming CBSE Board Examination, Feb – March 2024.
- The class teachers of Grade X & XII will notify the student about the Special class timetable shortly.

**Attendance**

- Attendance of all students of X & XII is compulsory for all days till the end of Board Examination.

**Absence**

- No student will get exemption or relaxation for not attending the classes. The attendance of Grade X & XII students, during Special classes, will be strictly monitored by Section Heads, followed by required action in case student is found absent without any valid reason or approval from the Class teacher. Absence can be granted only based on medical emergency or any other genuine reason officially intimated to school through their Section Heads/ Class teachers/ Principal.

**Model 2 Examination**

- Grade X & XII will have Model 2 Examination along with Special classes as given in **Annexure 1**. Students are expected to prepare well & utilize the Special classes and the best Model marks will be considered for Grade XI stream selection for the next academic year, 2024-25.

**Code of Conduct for Students**

- Students should be in complete uniform prescribed by the school and must wear school ID during the Special classes. Colour jackets are not allowed.

- As school could still observe a few students are not following the prescribed hair style, parents are advised to follow the below in regard to their ward's hairstyle so that students will look well groomed and presentable as they will be writing Board examination in the Center school, which will be allotted to them by the Board.

Girls	Neatly plaited hair with no accessories & trimmed nails.
Boys	Neat & trimmed haircut with no accessories.

- Students are expected to bring their textbook & notebooks as per the time table & as directed by the subject teachers.
- Students are not allowed to bring any electronic items and mobile phones. If caught, it will be confiscated.
- Students need to carry their breakfast & lunch. Ordering food from outside is not recommended by the school.

**Note: Any disciplinary issue or non compliance with the above code of conduct will be handled as per Behavioural Management Policy mandated by MOE.**

#### **Transportation**

- Transportation will be provided to those availing the School bus facility. Bus & OT dispersal will be as usual.

#### **Outstanding Fee**

- It is the **final call** for all the Board students' parents to clear the outstanding fee of their wards **on or before 17th January 2024, morning** either online or by visiting the school office as Grade XII Practical Examinations are commencing from the said date.

Parents should be aware of the school initiatives taken in the best interest of students and must ensure strict monitoring and regular attendance of their wards for Special classes.

*Your cooperation will be highly appreciated in this regard to achieve academic excellence for our batch of students in Grade X & XII.*

***Stay safe and healthy!***

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

## Annexure 1

### Model II Exam Schedule for X & XII, AY 2023-24

#### Grade X

Date	Subject
29 January 2024	Social Science
5 February 2024	Math
12 February 2024	Science

#### Grade XII

Date	Subject	
	Science stream	Commerce stream
29 January 2024	Maths	IP
5 February 2024	Chemistry	Accountancy
12 February 2024	Physics	Business studies
11 March 2024	<b>Special class</b>	Economics
13 March 2024	Biology	<b>Special class</b>
25 March 2024	IP	<b>Special class</b>