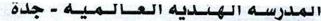
INTERNATIONAL INDIAN SCHOOL - JEDDAH

UNDER THE PATRONAGE OF EMBASSY OF INDIA, RIYADH
AND AFFILIATED TO CENTRAL BOARD OF SECONDARY EDUCATION, NEW DELHI - INDIA
MEMBER, COUNCIL OF C.B.S.E. SCHOOL IN GULF
AFFILIATION NO. 5730001, SCHOOL CODE - 90072
MINISTRY OF EDUCATION - K.S.A - LICENCE NO. 045 / J, C.C.No. 136593
P.O. Box 14861 JEDDAH 21434, SAUDI ARABIA
Boys' Section - Tel. +966 12 6751536 / 6711934 / 6712097
Girls' Section - Tel. +966 12 6721607 / 6718345
Girls' Section I & II - Tel. +966 12 6737752, KG-SECTION - Tel. +966 12 6747737



تحت رعاية سفارة الهند ، الرياض وتابعة للمجلس المركزي للتعليم الثانوي ، نيودلهي - الهند عضو مجلس C.B.S.E. مدرسة في الخليج الانتماء رقم. ٧٣٠٠٠١ ومز المدرسة - ٩٠٠٧ وزارة التعليم - ترخيص رقم -ج/١٤٠٥ ، رقم العضوية : ٣٦٥٩٣ ص.ب : ١٤٨١ جدة ٢١٤٣٤ ، المملكة العربية السعودية

ت: قسم البنين: ١٩٥١/١٦٢ / ١٩٣٠ / ١٩٣٤/ ١٧١٢٠٩٧ ت: قسم البنات: ١٢٦٧/١٦٠٧ / ٢٩٠ / ١٩٣٤/٧٢

Date: August 16, 2023

ت: قسم البنات للصف الأول والثاني : ١٠٠٢ ٢٠١٢ ٢١ ١٠١٠ ، روضة وتمهيدي - ١٢٦٧٤٧٧٢٧ ٢١١٠ ١

CIRCULAR

IIS/JED/PRL/2023-24/27

Subject: Schedule for Reporting Day (Sunday, August 20, 2023)

Dear Staff (Teaching & Non-teaching)

Kindly note that the following schedule will be followed by the staff on the reporting day:

•	Reporting Time	9.00 AM
•	Combined Staff Meeting & Address by the Principal	9.15 AM (BS Auditorium)
•	Parallel Teachers Meeting - I to XII in respective blocks in BS	10.00 AM to 12.00 Noon
•	KG Teachers Meeting in KG Section Building	10.00 AM to 12.00 Noon
•	Block Meeting (KG to XII) in respective blocks of BS & GS	12.15 PM to 01.00 PM
•	Supervision of preparations for re-opening of KG to XII – BS & GS	01.00 PM to 02.00 PM
	Departure Time	2.00 PM

HMs & teachers to ensure and oversee the following for smooth commencement of regular school from Monday, August 21, 2023:

- 1. To physically verify the cleanliness of each classroom and proper dusting of classroom furniture.
- 2. To oversee cleanliness of surrounding.
- 3. Cleanliness of Washrooms, Labs, Offices, Examination Rooms. etc.
- 4. Proper functioning of ACs in the classrooms & labs.
- 5. VP (GS) & HMs (GS) will supervise every classroom & lab etc. to ensure if all required things are in place in view of the ongoing renovation work.

(Dr. Muzaffar Hassan) Principal

Distribution:

- VP-GS
- COE & VP-BS i/c
- FO
- AO
- All HMs –BS & GS & Supervisor KG Section
- Office Superintendent
- System Administrator
- Accounts Section
- Estate Section
- Transport Section
- School Website
- SMC for information

