

# 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



# المدرسة الهندية العالمية - جدة

تحت رعاية سفارة الهند، الرياض  
وتابعة للمجلس المركزي للتعليم الثانوي، نيودلهي - الهند  
عضو مجلس C.B.S.E. مدرسة في الخليج  
الانتماء رقم. ٥٧٣٠٠٠١ رمز المدرسة - ٩٠٠٧٢  
وزارة التعليم - ترخيص رقم - ج/٠٤٥، رقم العضوية: ١٣٦٥٩٣  
ص.ب: ١٤٨٦١ جدة ٢١٤٣٤، المملكة العربية السعودية  
ت: قسم البنين: ٦٧١٢٠٩٧ / ٦٧١١٩٣٤ / +٩٦٦ ١٢ ٦٧٥١٥٣٦  
ت: قسم البنات: ٦٧١٨٣٤٥ / +٩٦٦ ١٢ ٦٧٢١٦٠٧  
ت: قسم البنات للصف الأول والثاني: +٩٦٦ ١٢ ٦٧٣٧٥٢، روضة وتمهيدي - +٩٦٦ ١٢ ٦٧٤٧٧٣٧

## CIRCULAR

IIS/JED/PRL/2023-24/27

Date: August 16, 2023

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

