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**INTEROFFICE MEMORANDUM**

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**TO : CIRCULAR TO ALL TEACHING STAFF**

**FROM : PRINCIPAL**

**SUBJECT : EVENING PREP, EXCURSIONS, SCHOOL TIMINGS**

**DATE : 18/03/10**

**CC : CHIEF COORDINATOR PAILAN GROUP, IN-CHARGE JUNIOR SCHOOL,  
ADMINISTRATOR, RESIDENTIAL HEAD, MATRON- GIRL'S HOSTEL, FRONT  
OFFICE, ESTATE OFFICER, TRANSPORT IN-CHARGE, IN-CHARGE – DINNING  
HALL**

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**EVENING PREP**

There will be no evening prep for those sections where the exams have concluded. For example, Junior School will finish evening prep from the 16<sup>th</sup> March 2010. For all classes in the Senior School who have completed their examinations, evening prep will cease from the 19<sup>th</sup> March, 2010.

Evening prep will continue for A Level & IG 2 Level until the 23<sup>rd</sup> March, 2010. A new evening prep roster will be issued for A & IG 2 Level.

**EXCURSIONS**

There are three excursions arranged for next week as follows:-

Monday, 22<sup>nd</sup> March, 2010 – Classes 6, 7 & 8 to Nicco Park.

Tuesday, 23<sup>rd</sup> March, 2010 – Junior School.

Wednesday, 24<sup>th</sup> March, 2010 – Classes IG1 & AS Level to Nicco Park.

**Students are responsible for payment for admission.**

**SCHOOL TIMINGS**

From the 22<sup>nd</sup> March, 2010 School timings will resume at a 4.30 p.m. departure to cater for excursion times. Now, the activity teachers will provide activities from 2.25 p.m. to 4.00 p.m. In some instances, activity teachers may have to take juniors and seniors together. The Swimming Coach will take some groups for swimming during activity time as well.

**On 23<sup>rd</sup> March, 2010 all the senior school teachers will be showing their subjects paper in the respective classes.**

**School re-opens on 5<sup>th</sup> April, 2010. Boarders are expected to return on Sunday evening, 4<sup>th</sup> April 2010 by 6 p.m.**

Ken Jarman  
Principal