

**CIRCULAR FOR PARENTS****Ref No-** Cir/RBS/2019-20/No.19**Date - 23.07.2019****To:** Parents (Class 7 to Class 12)**From:** The Principal**Subject:** Extended school hours during Cycle Test Examinations**Dear Parents,**

We hope that your child has settled down in the new academic year. We would like to take this opportunity to share certain updates in the school working hours for the students of Class 7 to Class 12 during Cycle Test examinations.

The school timing for the students of Class 5 to Class 12 was revised in the year 2018-19 and reduced considerably (by almost 1.5 hours/day). The purpose of this change was to provide students enough time beyond school hours for self-study and pursuing other activities of their interest.

However, with the experience of running the academic program with reduced timings for one year, the academic team has identified the need for some more teaching time in the year to justify the most critical goal of effective teaching-learning.

One of the major areas where teaching time gets compromised is the Cycle test examinations. During this period, a significant amount of teaching time is compromised (2 periods per day) for conducting the assessment tests. Therefore, teachers experience a shortfall of total teaching periods in a year to complete their syllabus satisfactorily with deep student understanding.

To meet the critical goal of effective student learning, it has been decided to conduct the cycle tests after regular teaching periods instead of replacing teaching periods, by introducing a stay back for students over those days.

The timetable for the days with Cycle tests will be as below:

<b>Session description</b>	<b>Timing</b>	<b>Session Duration</b>
Assembly/HRT	7.55-8.20 am	25 mins
Cycle Test Period	8.20-9.00 am	40 mins

Cycle Test Period	9.00-9.40 am	40 mins
Short Break- 1	9.40-9.55 am	15 mins
P3	9.55-10.35 am	40 mins
P4	10.35-11.15 am	40 mins
P5	11.15-11.55 am	40 mins
P6	11.55-12.30 pm	35 mins
Lunch Break	12.30-12.55 pm	25 mins
P7	12.55-1.30 pm	35 mins
P1	1.30-2.10 pm	40 mins
Short Break-2	2.10-2.25 pm	15 mins
P2	2.25-3.05 pm	40 mins
Reflection time	3.05-3.10 pm	05 mins

Contd. on Page 2

- Cycle Test will be conducted in Period 1 and Period 2 (P1 and P2).
- Students will have regular periods from P3 to P7 as per their regular timetable.
- Students will stay back from 1.35 to 3:10 pm which will be utilized to make up for Period 1 and Period 2 which were missed in the morning. They will also have a short break of 15 mins in between to have snacks and freshen up.
- Students need to carry extra snacks for the Short Break- 2.
- Students will be provided with a drop transport, the details of which is attached herewith.

**Please note:**

- The above change will be applicable from Cycle Test 2 onwards for the year 2019-20.
- During Cycle Test 1 the students will depart as per their regular school timing i.e 1:40 pm.

Please find below the yearly Cycle test schedule for the year 2019-20 to assist you with advance planning:

Cycle Test no.	Class 7-8	Class 9	Class 10, 12
CT 1	15th July - 26th July 2019	15th July - 26th July 2019	N/A
CT 2	19th August -31st August 2019	19th August -31st August 2019	26th August - 6th September 2019

CT 3	25th November - 6th December 2019	25th November - 6th December 2019	N/A
CT 4	3rd February - 15th February 2020	6th January - 20th January 2020	N/A

We look forward to your co-operation in the best interest of student learning.

**Thanking You.**

***Regards***

***Mrs. Sutapa Mishra***

***Principal***

***Redbricks School***