



**Guidelines for Conducting STEM, Event, Club, and Literacy & Numeracy Periods**

Dear Teachers,

This is to streamline the conduct of STEM, Event/Club, and Literacy & Numeracy periods for the academic session. Kindly adhere to the following guidelines:

**1. Literacy & Numeracy Periods (Grades 1–5)**

- Grades 1 & 2: Block periods will be scheduled.
- Grades 3 to 5: One period per week.
- You will be provided with 10 Literacy Lesson Plans and 10 Numeracy Lesson Plans (total: 20).
- Ensure lessons are conducted as per the provided plans with age-appropriate activities.
- Maintain proper records of topics covered in your subject register.

**2. STEM Periods (Grades 1–8)**

- STEM periods will be conducted fortnightly as per the timetable.
- Activities should be interactive, hands-on, and aligned with the STEM objectives.
- Record-keeping is mandatory for each session.

**3. Event/Club Periods (Grades 1–8)**

- The Event Period will be utilised exclusively for Club Activities.
- You will be provided with 20 topics for clubs for:
  - Grades 1 to 5
  - Grades 6 to 8
- From these, choose 2 topics per club, making a total of 22 topics for the session.
- Preferably choose different topics for different grades to ensure variety.
- Maintain a log of activities conducted.

**4. Documentation & Social Media Updates**

- For every class of STEM, Literacy & Numeracy, Club, Arts, Music, Hobby, and PE, a good collection of photos and videos must be taken.
- Share these with the school media team for scheduled posting on:
  - Facebook
  - Other social media platforms
  - School website
- Mr. Vishal will keep track of the submissions and ensure timely posting.

Your cooperation in implementing these activities effectively will contribute greatly to the holistic development of our students. Please follow the timetable, lesson plans, and documentation requirements meticulously.

Warm regards,

Principal