
ST. ANTHONY'S SCHOOL

PRINCIPAL

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Abhoypur, College Nagar PO, North Guwahati - 781031 Kamrup District - ASSAM

IMPORTANT NOTIFICATION FOR TEACHERS

Dear teachers,

- In the first place, I would like to acknowledge with deep sentiments of thanks for the hard work that you have put in to complete the works related to exams and result preparation on time. A special note of thanks to all the members of the examination committee for the time invested in meticulous planning and execution of the same with everyone's cooperation towards the successful conduct of the Term End Examination in my absence.

RESULT DAY 2022

- You shall **report to the school in your best formal attire latest by 8:45 am** and be available in your **respective classrooms from 9:00 am onwards**.
- You shall **dispense the consolidated report cards to the parents/guardians after spending quality time discussing the students' overall performance and serious matters of concern if any. Be very kind in your interactions with the Parents/Students. Use suggestive language only. Do take down the suggestions** given by parents and **hand over the same to me post 02:00 pm**.
- Please make sure that you **dispense the report cards only to those who have cleared the fee dues till date** as indicated by the office staff. **Defaulters shall be demanded to produce no dues certification from the office desk** to dispense the report cards. Do cross-check with the office staff if needed.
- The **Class teachers of class X are permitted to show the answer scripts of the Term 2 Pre-Board Examination** to the parents/guardians and suggest points for improvement. **All the subject teachers are directed to be available** to attend to the students' queries in their said subject.
- Please **instruct the parents to turn off the mobile phones once they enter the classroom until their departure and attend to them one by one** in an orderly fashion.

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- The office staff will be supplying a list containing the personal details of the students of your class and section. It's the duty of the class teachers to cross-check the personal details of the students individually and make the needed changes, especially in their residential address and mobile numbers in view of the new Student Identity Card for 2022-2023.
- Please be available in your respective classrooms till 2:00 pm as notified. Do request fellow teachers to be in your classrooms in case you are moving out for a break or for any personal reasons.

THE NEW ACADEMIC YEAR 2022-2023

- Please report for duty as per the days allocated for facilitating the smooth conduct of the renewal of admission and dispensation of textbooks & copies from 21st March to 29th March 2022.
- You can step into the school premises on 2nd April 2022 to collect the teacher specimens as per the subject allocation for the new session. Details pertaining to the same will be escalated to you later.
- Do commence the yearly plan & syllabus preparations in your said subject in compliance with the directives that will be disseminated from my desk. The last date for the submission of the yearly plan and syllabus preparation is on or before 11th April 2022. Personal guidance to that effect will be given from my end department-wise.
- All the teachers shall be present in the school on 4th and 5th April to attend to the immediate preparations towards re-opening of the school.

GOD BLESS YOU

PRINCIPAL, SAS
16.03.22

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