



NOTICE : SCHOOL OFFICE HOURS DURING SUMMER VACATION - 2019-20

It may please be noted that member of Office staff will be available as per the Chart given below from 0900h to 1130h during the Summer Vacation starting Monday 13 May '19 to Tuesday 11 June '19.

<u>DAY</u>	<u>DATE</u>	<u>STAFF AVAILABLE</u>		
MONDAY	13-May-19	JS (Accounts Br)		
TUESDAY	14-May-19	HM & DHM	AD (Office)	JS (Accounts Br)
WEDNESDAY	15-May-19	HM	RMJ (Office)	
THURSDAY	16-May-19	HM	DHM	JS (Accounts Br)
TUESDAY	21-May-19	RMJ (Office)		
WEDNESDAY	22-May-19	RMJ (Office)	AD (Office)	
THURSDAY	23-May-19	DHM		
FRIDAY	24-May-19	DHM		
MONDAY	27-May-19	JS (Accounts Br)		
TUESDAY	28-May-19	DHM	AD (Office)	
WEDNESDAY	29-May-19	JS (Accounts Br)		
THURSDAY	30-May-19	RMJ (Office)		
FRIDAY	31-May-19	DHM	AD (Office)	JS (Accounts Br)
MONDAY	03-Jun-19	JS (Accounts Br)		
TUESDAY	04-Jun-19	RMJ (Office)		
WEDNESDAY	05-Jun-19	DHM	RMJ (Office)	JS (Accounts Br)
THURSDAY	06-Jun-19	DHM		
FRIDAY	07-Jun-19	AD (Office)	JS (Accounts Br)	
MONDAY	10-Jun-19	HM	DHM	
TUESDAY	11-Jun-19	HM	DHM	AD (Office)

The availability of the above is to enable the school assist parents for urgent and emergency work. All routine work will be done on reopening of school on 12 Jun 2019.

The School Management System SS13.1 and School Web site will be functional 24*7 during the entire year.

02 MAY 2019