



# Sunbeam School

## **CALENDAR & MONTHLY PLANNER 2023-24**

# January - 2023

Sun	Mon	Tue	Wed	Thur	Fri	Sat
1 	2 ★★★★	3 ★★★★	4 ★★★	5 ★★ Boarder to join back	6 School re-opens	7
8	9	10	11 POP @ Lht	12	13	14 ★★★★ 
15	16 Class XII Pract. Exam	17	18	19	20	21
← President's Week →						
22 Walk-in-interview	23 Annual Exam date sheet dist. PB-II Paper showing to the students X & XII Good luck assembly X	24 PB-II Paper showing to the parents X & XII	25	26	27 Teachers Analysis and Self-appraisal form submission PB-II result on website X & XII	28 PTM (Nur-V) & (X & XII)
29	30	31 POCSO Committee meeting General Certificate Distribution				

## Check points

PTM, Date sheet to be distributed, Ardent reader award, Time table, Class/subject division, Book list, Syllabus completion report, Class meet/Faculty meet, General staff meeting, Mock practical exam Class XII, CBSE practical exam CI-XII, Additional prize list

## For Your Notes

No. of Working Days- 21

# February - 2023

Sun	Mon	Tue	Wed	Thur	Fri	Sat
			1	2	Sports day 3 Fee Chart distribution	Sports day 4 Additional Exam Clearance Slip Distribution
5	6 Stress management workshop-XII	7	8 Exit interview (XII)	9 Class XII Farewell	10 Addl exam begins	11 Additional Exam Begins Time management PPT (VI-X)
12	13	14 POCSO Committee meeting Admit Card distribution (III onwards) Clearance Slip Distribution (Nur. - II)	15	16 Impetus (KG) SMC	17 Impetus (KG) Fire drill for support staff	18 ★★★  Preparatory Leave
19	20 A.E.	21 A.E.	22 A.E.	23 A.E.	24 A.E. Convocation ceremony KG II Grandparents day	25 A.E.
26	27 A.E.	28 A.E. Notice for Global Assignment				

## Check points

Exam meeting, Question papers, Syllabus completion report,  
Unit test files, CBSE Admit card

## For Your Notes

No. of Working Days- 23

# March - 2023

Sun	Mon	Tue	Wed	Thur	Fri	Sat
			A.E. <b>1</b> Holi Assign. KG-II onwards Global Assignment dist.	A.E. <b>2</b>  Farewell (KG II)	A.E. <b>3</b>  Thanks Giving & Last Exam upto Class VIII	A.E. <b>4</b>
<b>5</b>	★★★ <b>6</b> 	★★★ <b>7</b> HOLI 	★★★ <b>8</b>	<b>9</b>  Admit card dist. for (CI-X), Sports camp starts	<b>10</b>  Spring Camp Starts (VI to VIII)@ANP	<b>11</b>  POP
<b>12</b>	POCSO for support staff <b>13</b>	POCSO for teaching staff <b>14</b>	POCSO for Office staff <b>15</b>  Spring Camp Ends (VI to VIII)@ANP Ans. sheet showing to students (III to VIII)	<b>16</b>  Ans. sheet showing to parents (III to VIII) Report Card (Nur-II)	<b>17</b>	<b>18</b>  Report card dist. (III-VIII)
<b>19</b>	New teachers joining & Principal's induction <b>20</b>  Ans. sheet showing to Std. (IX & XI)	Eduserve Training <b>21</b>  Ans. sheet showing to parents (IX & XI)	Eduserve Training <b>22</b>  Eduserve Confluence	Eduserve Training <b>23</b>	<b>24</b>	<b>25</b> Report Card Distribution (IX & XI)  Warming up session (Nur-II)
<b>26</b>  Warming up Session	<b>27</b> New Session begins	<b>28</b>  A.E. Q. paper discussion	<b>29</b>  A.E. Q. paper discussion	★★★  <b>30</b>	POCSO Committee meeting + POSH <b>31</b>  Fire drill for support staff Class XI begins  A.E. Q. paper discussion	




## Check points

POCSO meeting, thanks giving, Farewell (KG-II), Eduserve Training & Confluence  
Closing of current session and starting of new session activities.

## For Your Notes

No. of Working Days- 23

# April- 2023

Sun	Mon	Tue	Wed	Thur	Fri	Sat
30						1 Annual Prize Distribution Global Assignment submission
2	3 Annual Prize Distribution	4 *** 	5 POP	6 POP Collection of health card & first page of Almanac	7 *** 	8 Earthquake Drill for Students Global Assignment discussion
← Etiquette Week →						
9	10	11	12	13	14	15 Fire drill for support staff
← Gadget De-addiction/No Gadget Week →						
16	17 Protsahan	18 Monitor's Investiture	19 Girl child session (Cls VI upwards)	20 Fire drill for student Summer Enjoyment Sheet Dist. POP	21 POCSO for std. POP & Ann. Prize Distribution @ Vrn	22 *** 
← Value Week →						
23	24	25 POCSO committee meeting Student Council investiture Ceremony	26 Blooms Taxonomy session POP	27	28	29 PTM & Building Bridges (Nur-XII)

### Check points:

Time table, class/subject division to be given to new session teachers.  
 Monitor's Investiture & Student council investiture ceremony  
 Protsahan  
 PTM & Building Bridges

### For Your Notes

No. of Working Days-22

# May - 2023

Sun	Mon	Tue	Wed	Thur	Fri	Sat
	1	2	3	4 <small>Last working day (Nur-V)</small>	5 ★★★ 	6 <small>Full Swing starts (Nur-V)</small> POP 
7	8	9	10 <small>Teachers' Symposium @ SNT</small>	11 <small>POCSO committee meeting</small>	12  <small>Last working day VI onwards</small>	13 <small>Last working day for staff</small> <small>Fire drill for support staff</small>
14	15 ★★ <small>Summer vacations begins</small>	16 ★★	17 ★★	18 ★★	19 ★★	20 ★★
21	22 ★★	23 ★★	24 ★★	25 ★★	26 ★★	27 ★★
28	29 ★★	30 ★★	31 ★★			

**Check points:**

Full Swing & POCSO meeting

**For Your Notes**

**No. of Working Days-11**

# June - 2023

Sun	Mon	Tue	Wed	Thur	Fri	Sat
	★★	★★	★★	★★ 1	★★ 2	★★ 3
4	★★ 5	★★ 6	★★ 7	★★ 8	★★ 9	★★ 10
11	★★ 12	★★ 13	★★ 14	★★ 15	★★ 16	★★ 17 Fire Drill for Support Staff Satsang for support staff
18	Staff to join & School re-opens (X - XII) 19 Satsang for staff	Eduserve Training 20	Eduserve Training 21	Eduserve Training 22	23	24 POCSO (for Teachers & Support Staff)
25	School re-opens for (Nur-VIII) 26 POP	27 POCSO Committee meeting + POSH	28	☾★★★ 29 	30 Terror drill for Students	

### Check points:

POCSO & POSH meeting  
Eduserve Training

### For Your Notes

No. of Working Days- 10

# July - 2023

Sun	Mon	Tue	Wed	Thur	Fri	Sat
30	31					1
2	3 Summer Enjoyment Sheet Submission POP	4 Learning expedition (Nur)	5 Learning expedition (KG-I)	6 Learning expedition (KG-II)	7	8 Summer Enjoyment Sheet Discussion & Display  Fire drill for support staff
9	10 POP	11	12	13	14 Pariwatan (AEP)	15  Fire drill for students
16	17 POP	18	19 RFP Exam (I-Term)	20 Class project presentation classes (VII)	21	22
23	24 Project Presentation (III) POP	25 Project Presentation (IV) POCSO Committee meeting	26 Project Presentation (V)	27 Earthquake Drill	28	29 ☾ ★★★

### Check points:

Learning Expedition to begin  
 Summer Enjoyment sheet  
 Reading Mahotsava  
 Reading for Pleasure Exam  
 Project presentation  
 POCSO Committee Meeting

### For Your Notes

No. of Working Days- 25



# August - 2023

Sun	Mon	Tue	Wed	Thur	Fri	Sat	
		1	2 SMC meeting	3	4	5	
		← Geeta Week →					
6	7	8	9	10	11	12 Bus/Feedback Form Distribution	
13	14	15	16	17 Ardent Reader Award	18	19 Terror Drill for Students H.Y date sheet distribution Bus/Feedback Form collection	
	← Prime Minister's Week →						
20	21	22	23 TEDed @ ANP	24 TEDed @ Lht	25 Fire Drill for Support Staff	26 PTM	
	← Heritage Week →						
27	28	29	30 ★★★ 	31			

### Check points:

Report card software to be ready, Ardent reader award, date sheet, question paper  
Syllabus completion report, Class meet/Faculty meet/ Bus monitor's/ Class monitors meeting  
PTM & SMC Meeting

### For Your Notes

No. of Working Days-26

# September - 2023

Sun	Mon	Tue	Wed	Thur	Fri	Sat
					LA Exam <b>1</b>	LA Exam <b>2</b>
<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b> 	Addl exam begins - <b>8</b>	Fire Drill for Support Staff <b>9</b>
<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	H.Y. Exam meet <b>15</b>	Preparatory leave★ <b>16</b>
<b>17</b>	HY exam begins <b>18</b> POCSO for Jsupport staff	H.Y. <b>19</b> POCSO for Teachers  Impetus (XI & XII)	H.Y. <b>20</b> POCSO for Office staff  Impetus (XI & XII)	H.Y. <b>21</b>	H.Y. <b>22</b>	H.Y. <b>23</b>
<b>24</b>	H.Y. <b>25</b>  POCSO Committee meeting + POSH	H.Y. <b>26</b>	H.Y. <b>27</b>	☾ <b>28</b>	H.Y. <b>29</b>	H.Y. <b>30</b>

**Check points:**

Half Yearly examination meet  
Impetus (XI & XII)  
POCSO Committee meeting

**For Your Notes**

**No. of Working Days- 25**

# October - 2023

Sun	Mon	Tue	Wed	Thur	Fri	Sat
1	★★★ 2	3 <small>2<sup>nd</sup> Term begins</small>	4	5	6	7 <small>HY exam begins (Cl- XI)</small>
		← Gandhigiri Week →				
8	9	10	11	12 <small>Answer Sheet showing to students (Classes III-IX)</small>	13 <small>Answer Sheet showing to parents (Classes III-IX) &amp; R.C. Dist. (Nur-II)</small>	14 <small>Result on website (III-VIII)</small>
		← My City Week →				
15	16 <small>R.C. dist. (III-IX)</small>	17	18	19	20	★★★ 21 
		← Celebrating failure week →				
22 	★★★ 23 	★★★ 24 	★★ 25	26	27 <small>Fire Drill for Support Staff</small>	28 <small>POCSO committee meeting</small>  <small>Impetus for Teachers</small>
29	30 <small>PB-I begins Cl X &amp; XII</small>	31 <small>Impetus for Teachers</small>				

**Check points:**

- Half yearly exam begins (Classes XI)
- Pre-board -I
- Answer sheet showing, Report Card Distribution
- POCSO Meeting
- Impetus for teachers.

**For Your Notes**

**No. of Working Days-21**

# November - 2023

Sun	Mon	Tue	Wed	Thur	Fri	Sat
			1 Impetus (III-V)	2 Impetus (III-V)	3	4 ← Fire Drill for students
5	6 Learning Expedition (VI)	7 Learning Expedition (VII)	8 Learning Expedition (VIII)	9	10 ★★★★	11 ★★★★
	← Ramayan Week (Nur-II) →					
12 	13 ★★★★	14 ★★★★	15	16	17 Impetus VI-VIII	18
19	20	21	22 RFP Exam (2 <sup>nd</sup> Term)	23	24	25 Rainbow @ Lht
	← Health Week →					
Rainbow @ Lht 26	27 ★★★★ PB-I Paper showing to students	28 PB-I Paper showing to parents	29 PB-I Report Card dist.	30		
			POCSO committee meeting	Fire Drill for Support Staff		

### Check points:

Impetus (III-V)

Learning Expedition to be conducted

Pre-board-I paper showing.

### For Your Notes

No. of Working Days- 21

# December - 2023

Sun	Mon	Tue	Wed	Thur	Fri	Sat	
31 Winter vacation starts					1 Admission Form sale for session 2024-25	2 SMC meeting	
3	4	5	6 Impetus (I&II)	7 Impetus (Nur&KG I)	8 Impetus (KG II)	9 Fire drill for support staff	
	← Environment & Jungle Week →						Annual Function@ANP
10	11 Internal Parents Forum to start  Winter H.H.W. distribution	12 Learning Expedition (III)	13 Learning Expedition (IV)	14 Learning Expedition (V)	15 Terror drill for students	16	
17	18 Learning expedition (I) PB-II begins	19 Learning expedition (II)	20 Learning expedition (Nur) POCSO Committee meeting + POSH Winter H.H.W. distribution	21 Learning expedition (KG-I) Class project presentation classes VI	22 Learning expedition (KG-II) Class project presentation classes VII	23 Alumni meet	
24	25 *** 	26 Farewell Assembly (XII)	27 1st Admission Test	28 Stream selection form dist.(X)	29 Fire Drill for Students	30	

### Check points:

Form Sale to begin  
Internal Parents Forum to begins  
Impetus (Nur-II)  
Learning expedition (Nur-V)  
Class project (VI-VII)  
Alumni Meet  
Farewell Assembly  
Stream selection for class-X

### For Your Notes

**No. of Working Days- 25**

# January - 2024

Sun	Mon	Tue	Wed	Thur	Fri	Sat
	★ ★ ★ 1	★ ★ ★ 2	★ ★ ★ 3	★ ★ 4	★ ★ 5	★ ★ 6
7	8 School re-opens	9	10	11	12	13
★ ★ ★ 14 	★ ★ ★ 15 Class XII Pract. Exam	16	17	18	19	20
	← President's Week →					
	Annual Exam date sheet dist.	Gate, Entry, Id-Card form distribution, feedback form and opt. language form			Teachers Analysis and Self-appraisal form submission	Fire drill for support staff
21 Walk-in-interview	22 PB-II Paper showing to the students X & XII Good luck assembly (X)	23 PB-II Paper showing to the parents X & XII	24	25 PB-II result on website X & XII	★ ★ ★ 26	27 PTM (Nur-V) & (X & XII)
28	29	30 POCSO Committee meeting General Certificate Distribution	31			

## Check points

PTM, Date sheet to be distributed, Ardent reader award, Time table, Class/subject division, Book list, Syllabus completion report, Class meet/Faculty meet, General staff meeting, Mock practical exam Class XII, CBSE practical exam Cl-XII, Additional prize list

## For Your Notes

**No. of Working Days - 25**