

High School Duty - Sem 1 (Personalized Duty)

▲ = Hallway upstairs

▼ = Hallway downstairs + Study R

▶ = Hallway G8 Area

Time	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	▼ FRIDAY ▼
8:00 - 9:45	Ali → down stairs hallway - GYM				
8:30 - 8:55	Upstairs ➡ All teachers who teach 1st class				
9:00 - 10:00	Shukri, Sara, Talha	Farha, Ali	Shukri	Ali Sara	Sara, Ali
10:00 - 11:00	Shukri, Sara, Talha	Farha, Ali	Shukri	Sara	Sara
11:00 - 12:00	Farha,	Shukri, Sara	Sara	Sara	
12:00 - 1:00	Upstairs ➡ Jawid				▼ 12:10 – 12:45 ▼ All teachers upstairs 12:45 - End of Salat ➡ All teachers in prayer room (Ismail on the stage and Talha off the stage) After Salat ➡ teachers who do not teach are supervising students in the prayer room and hallway Upstairs ➡ Shukri, Farha, Zienab, Sara 12:45 – End of Salat
12:30– Salat	Downstairs ➡ A. Hashi (Hallways - GYM)				
12:00 - 12:10	3rd class teachers supervise students eating their lunch				
12:10 - 12:30	Zienab (Hallway and classes)				
12:10 -12:45	GYM ➡ Talha				
12:45 - Salat	GYM ➡ Talha (students roll out the carpet at 12:45)				
12:10 - 12:45	Outside ➡ Ali + Farha (No food and No public park)				
12:45 - Salat	GYM ➡ Ali + Farha (lead students to the prayer room at 12:45)				
12:25 - 12:55	Upstairs ➡ Faiza (classes & hallway)				
12:55 - Salat	GYM ➡ Shukri				
12:45 - Salat	GYM ➡ Farha & Zienab (following the prayer room's rules)				
1:45 - Salah	GYM ➡ All teachers (following the prayer room's rules)				
After Salat	If you teach, go to your class; if NOT, supervise students in and out the GYM				
After Salat	Sara - Ali	Sarah - Ali - Shukri	Shukri	Shukri	Ali - Shukri - Ahmed
1:20 - 2:20	Sara, Ali	Shukri, Ali	Shukri	Shukri	Shukri , Ali
220 - 3:20	Ali	Shukri	Farha,	Farha	Shukri, Ali
3:15 - 3:30	If you teach, Line up your students and lead them outside. Stay and supervise them until 3:30 pm				
3:15 - 3:30	If you do not teach, supervise students in the hallway or outside and enforce the school's rules.				
3:30 - 3:45					
3:30 - 3:45	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY

Elementary Duty

When / Where	Monday	Tuesday	Wednesday	Thursday	Friday
8:30 - 8:45 GYM	Homeroom Teachers: Grade 1 Grade 2	Homeroom Teachers: Grade 3 Grade 4 Grade 7	Homeroom Teachers: Grade 5 Grade 6 Ahmed Nur	Homeroom Teachers: Grade 7 Grade 8. Zienab	Teachers: Ansar Ismail Grade 7
8:45 - 9:00 GYM	All teachers After Dua', homeroom teachers lead their students to class				
10:30 - 11:00 12:00 - 12:30 01:30 - 2:00	RECESS Free Subject Teachers: to be in hallway and outside helping homeroom teachers				
2:55 - 3:15	G1-G8 parents come to pick up their kids from the class (Preparation and Reading Time)				
3:15	G1 - G8 = Line up the students and lead them outside				
3:30	JK - G8 = Lead the students to the GYM after writing their names → Give the names to teachers who are on duty to give to the office/finance				
3:00 - 3:30 helping homeroom teachers	Helping homeroom teachers inside and outside the classroom				
	G1 = Ahmed	G4 = Ar 1	G7 = xxx		
	G2 = Ansar	G5 = Ar 2	G8 = xxx		
	G3 = Ismail	G6 = Sr. Zienab			
3:30 - 3:45 GYM see note 1 below	Teachers: Grade 3 Grade 4	Homeroom Teachers: Grade 1 Grade 2	Homeroom Teachers: Grade 8. Ahmed Nur	Homeroom Teachers: Grade 5 Grade 6	Ansar Ismail Ahmed Nur

Note: Remind the parents who are late (after 3:30 pm) that your name will be sent to the finance department for deduction. Please contact the finance department for more details.

Please follow the schedule below during recess time

When	Monday	Tuesday	Wednesday	Thursday	Friday
Place					
Public Play structure	G2	G3	G4	G5	No Activities
School Play Structure	G1, G3	G1, G2	G1, G2, G3	G1, G2, G3	No Activities

* G6, G7 and G8 are not allowed to go to the Public Park.

END

High School Duty - Sem 2 (Personalized Duty)

▲ = Hallway upstairs

▼ = Hallway downstairs + Study R

► = Hallway G8 Area

Time	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	▼ FRIDAY ▼
8:00 - 9:45	Ali → down stairs hallway - GYM				
8:10- 9:00	Upstairs ➡ All teachers who teach 1st class				
9:00 - 10:00	Asim H Nousher	Maryam HJ Farha	Nousher	Asim H	Asim Nousher
10:00 - 11:00	Maryam H Nousher	Maryam HJ Farha	Nousher	H	Asim
11:00 - 12:00	H Nousher	Asim H Nousher	Nousher H	Maryam XJ Nousher	Maryam XH Nousher
12:00 - 1:00	Upstairs ➡ Jawid				▼ 12:10 – 12:45 ▼ All teachers upstairs 12:45 - End of Salat ➡ All teachers in prayer room After Salat ➡ teachers who do not teach are supervising students in the prayer room and hallway Upstairs ➡ Faiza, Farha, Zienab 12:45 – End of Salat
12:30- Salat	Downstairs ➡ A. Hashi (Hallways - GYM)				
12:00 - 12:10	3rd class teachers supervise students eating their lunch				
12:10 -12:45	GYM ➡ Asim				
12:45 - Salat	GYM ➡ Asim (students roll out the carpet at 12:45)				
12:10 - 12:45	Outside ➡ Ali + Farha (No food and No public park)				
12:45 - Salat	GYM ➡ Ali + Farha (lead students to the prayer room at 12:45)				
12:25 - 12:55	Upstairs ➡ Faiza (classes & hallway)				
12:55 - Salat	GYM ➡ Faiza				
12:45 - Salat	GYM ➡ Farha & Zienab (following the prayer room's rules)				
1:45 - Salah	GYM ➡ All teachers (following the prayer room's rules)				
After Salat	If you teach, go to your class; if NOT, supervise students in and out the GYM				
After Salat					
1:20 - 2:20	Maryam x Farha	Asim Nousher	Asim x H	Maryam	Nousher - Ali
220 - 3:20	Asim x Farha	Asim	H	Maryam	Maryam - Ali
3:15 3:30	If you teach, Line up your students and lead them outside. Stay and supervise them until 3:30 pm				
3:15 3:30	If you do not teach, supervise students in the hallway or outside and enforce the school's rules.				
3:30 3:45					

3:30 - 3:45	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
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