

Annexure – Planning of Summer Workshops / Enrichment Events

1. Basic Information

Field	Details
School Name	
Academic Session	
Planning Date	
Program Duration	
Prepared By	
Reviewed By	

2. Objective

The **Summer Workshops / Enrichment Programs** aim to provide students with opportunities to **develop new skills, explore creativity, and engage in experiential learning** during the vacation period through short-term **3–5 day programs conducted online or on-campus**.

3. Proposed Workshop List

S. No	Workshop / Program Name	Mode (Online / On-Campus)	Duration (Days)	Target Classes	Coordinator
1	Coding Workshop				
2	Art & Craft Workshop				
3	Dance / Music Workshop				
4	Storytelling Workshop				
5	Career Bootcamp				

4. Workshop Schedule

Workshop Name	Start Date	End Date	Time	Resource Person

5. Expected Student Participation

Workshop	Target Classes	Expected Participants	Maximum Capacity

6. Resource Requirements

Workshop	Resources Required	Responsible Person

Examples:

- Art materials
- Computer lab access
- Music / dance equipment
- Guest trainers

7. Promotion & Communication Plan

Platform	Activity	Responsible Person	Date
School Website	Event announcement		
Social Media	Posters / promotion		
Parent WhatsApp Groups	Workshop details		
School Notice	Student awareness		

8. Registration Process

Parameter	Details
Registration Mode	Online / Offline
Registration Start Date	
Registration Deadline	
Registration Fee (if applicable)	

9. Monitoring & Evaluation

Parameter	Method
Student Participation	Attendance record
Learning Outcome	Activity feedback
Student Satisfaction	Feedback forms

10. Approval

Name	Designation	Signature	Date
Principal			
Activity Coordinator			
Event Incharge			

