



Arrival Duty for Term 3 (2023-2024)

Dear Staff members,

Please find attached the arrival duty information. Please ensure to follow the timings and location for duty.

Location	School Bus Area	NAME	TIME	Action
A	Bus parking	Ms. Heba (PE)	7:15am	Ms. Heba will monitor the smooth flow of bus students .
A1 A2	Bus entry gate	Mr. Abhinav Ms. Waed	7:15am	Mr. Abhinav will welcome the own transport students at the entry gate no-2 . Ms.Waed will divert the own transport boys towards the bypass passage which will lead them to the reception and own transport girls towards the kg corridor .
B	KG entry/exit to bus parking area	Ms.Rasha	7:15am	Ms. Rasha will direct the bus students towards the Kg corridor .
KG Area		NAME	TIME	Action
C	KG Entry/Exit to the new extension, opposite SEN room	Ms. Fathima	7:15am	Ms. Fatima will maintain the smooth flow of students in the Kg corridor.
Reception Area		NAME	TIME	Action
D	KG Entry/Exit door, near the stairs leading to girls section	Ms. Omnia	7:15am	Ms. Omnia will direct the G 5-12 girls to the stair case which leads them to the girl's section on the first floor and G 1-4 students towards the reception.
E E2	Reception Area	Ms. Mai Ms. Heba (SW)	7:15am	Ms. Mai and Ms. Heba will direct the all the students coming to the reception to their respective grades.
E3 G1 G2	G3-4 entry door near the vending machine, near the stairs leading to boys section	Ms. Nashwa G Ms. Safa Ms. Saba	7:15am	<ul style="list-style-type: none">Ms. Nashwa G will be monitoring the students near the vending machine close to the reception and will direct the students to their respective grades.Ms. Safa will be monitoring the students near the vending machine close to the ground floor library and will direct the students to their respective grades.Ms. Saba will be monitoring at the boys playground door.
H H1	G3-4 exit door	Ms. Salma Mr. Kamal	7:15am	<ul style="list-style-type: none">Ms. Salma will be inside the G3-4 exit door and monitoring the students in the grade G3-4 corridor.Mr. Kamal will be outside the G3-4 exit door and monitoring the student's arrival.
First Floor area		NAME	TIME	Action
M N	Boys section	Mr. Basem Mr. Ahmed Lutfi	7:15am	<ul style="list-style-type: none">Mr. Basem will be monitoring the students in the grade G 5-10 boy's corridor.





				<ul style="list-style-type: none">• Mr. Ahmed Lutfi will be monitoring the students in the grade G 11 & 12 boy's corridor.
Op	Girls section	Ms, Amira Ms. Hiral	7:15am	<ul style="list-style-type: none">• Ms. Amira will be monitoring G 10 -12 girls corridor.• Ms.Hiral will monitoring G 5-12 girls corridor .
Main Entry Gate		NAME	TIME	Action
F	Main Entry gate leading to the reception	Ms. Manal (Music)	7:15am	Ms. Manal will welcome the students to the reception.
F1	Boys Entrance	Mr. Ahmed Abdul Wahab	7:15am	Mr. Ahmed Abdul Wahab will direct the G 5-12 boys to the stair case leading to the boys section
F2	Main entrance	Mr. Karim	7:15am	Mr. Karim will welcome the own transport students at Gate no -1

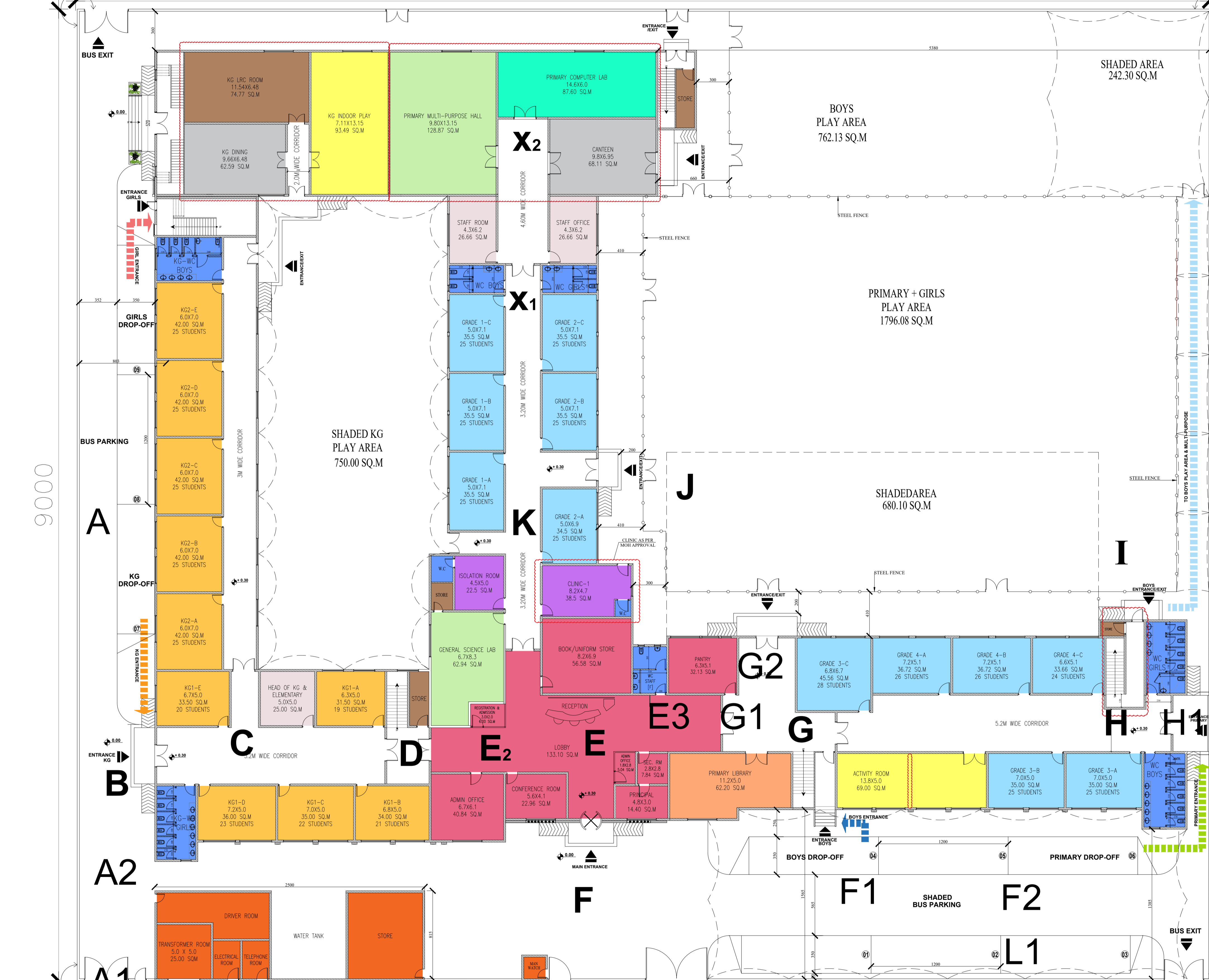
Kind regards,

Mr. Imran Shaikh
Vice Principal



PLOT LIMIT

10500

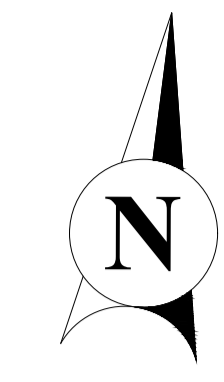


DUTIES

Location	Names
A	MS. Heba
A1	Mr.Abhinav
A2	Ms.Waed
B	Ms. Rasha
C	Ms. Fathima
D	Ms. Omina
E	Ms. Mai
E2	Ms.Heba
E3	Ms. Nashwa G
F	Ms. Manal
F1	Mr. Ahmed Abdull W
F2	Mr. Karim
G1	Ms.Safa
G2	Ms.Saba
H	Ms. Salma
H1	Mr.Kamal
M	Mr. Basem
N	Mr. Ahmed Lutfi
O	Ms. Ms.Amira
P	Ms. Hiral
L	Mr. Raza
L1	Security
L2	Support staff

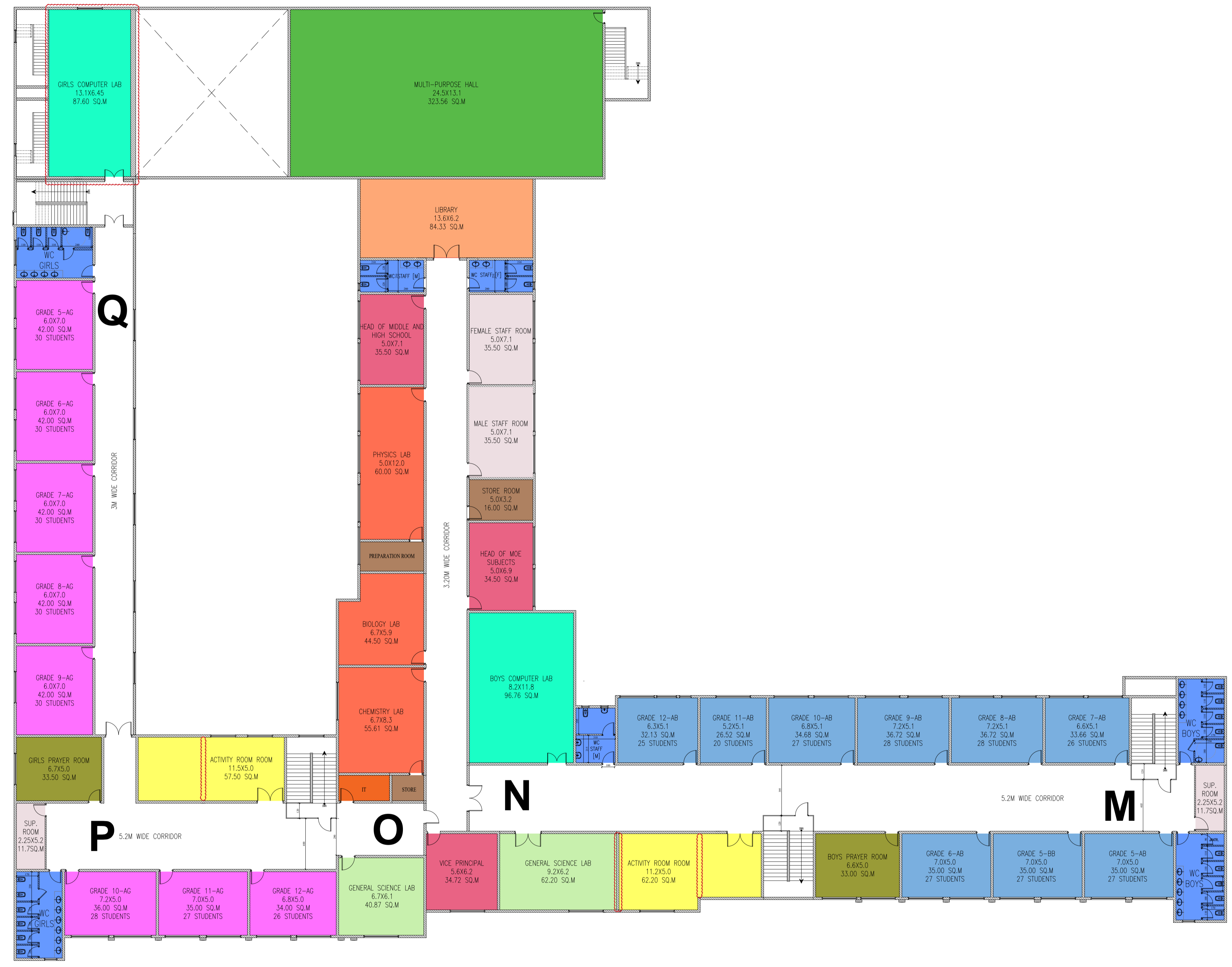
- KG- CLASS
- GENERAL SC. LAB
- LRC/EQUIPMENT STORE
- DINING / CANTEEN
- CLINIC
- PRIMARY CLASS
- BOYS CLASS
- GIRLS CLASS
- ACTIVITY / INDOOR PLAY
- LABS
- COMPUTER LABS
- STAFF ROOM
- TOILETS
- MP HALL
- ADMIN
- LIBRARY
- PRAYER ROOM
- SERVICES

1 ARRIVAL DUTY PLAN
A-101 GROUND FLOOR



DUTIES

Location Names



■ KG- CLASS	■ ACTIVITY / INDOOR PLAY	■ PRAYER ROOM
■ GENERAL SC. LAB	■ LABS	■ SERVICES
■ LRC/EQUIPMENT STORE	■ COMPUTER LABS	
■ DINING / CANTEEN	■ STAFF ROOM	
■ CLINIC	■ TOILETS	
■ PRIMARY CLASS	■ MP HALL	
■ BOYS CLASS	■ ADMIN	
■ GIRLS CLASS	■ LIBRARY	

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A-102

ARRIVAL DUTY PLAN

FIRST FLOOR