



CIRCULAR No. |

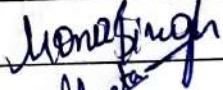

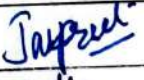

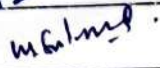


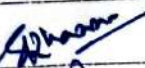


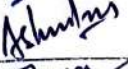


Date: 25/12/2019

All the teachers are informed that School Curriculum Committee is formed to short list the books for academic session 2020-21 as under:

- (a) Mr. Neelkant : Presiding officer
(b) Dr. Mahesh : Member
(c) Ms. Deepika : Member
(d) Ms. Mona : Member

The report must be submitted complete in all aspects by 14th Jan 2019

Teachers may put up their suggestions and recommendation for introducing or change of book along with the reasons for doing so by sighting the merits/ demerits. The objectives of CBSE must be kept in mind. It must also be ensured that underlying principles of the Constitution of India should not be violated. Content in the books suggested should not hurt any section of the society in any manner. The suggestions be provided before 8th of Jan 2019 positively.

1	Ms. Mona Kakkar Singh	
2	Ms. Shweta Bhavnani	 Komal
3	Ms. Komal Bhatia	
4	Ms. Jaspreet Kaur	 Kanti
5	Ms. Kanta Dwivedi	
6	Dr. Mahesh Gupta	
7	Mr. Neelkant Srivastava	
8	Ms. Madhvi Mourya	
9	Ms. Deepika Mishra	
10	Ms. Savita Khanna	
11	Ms Ankita Singh	
12	Mr. Siddarth Chak	
13	Mr. Ashutosh Srivastava	
14	Ms Simran Shahi	
15	Mr Kartikesh Tiwari	

CIRCULAR No. 02

Date: 01/01/2020

Teachers are hereby informed that Annual Exams will be held in the last week of Feb, 2020.

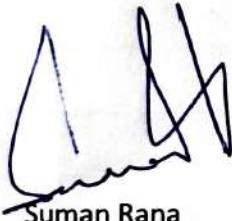
Revision plan, syllabus and blue print be given to the students along with the date sheet after approval from the examination in-charge by 30th Jan, 2020.

Date sheet is being provided separately.

Question papers be made on google forms and in conventional style and submitted by 8th Feb, 2020.

Seating plan be made by the examination in-charge and put up for approval by 6th Feb, 2020. In case the exams are held off-line.

Demand for maps, graph papers etc be put up separately if required.



Suman Rana

(Principal)

Info to:

(a) Ms Ayushi

(b) Mr Morris

(c) Mr. Bharat



CIRCULAR No. 03

Date 02/02/2021

Its informed that exams for grade 7 and 8 will be held off-line. Results will declared off-line with PTM scheduled on

Seating plan, Duty chart along with arrangements for compliance with COVID-19 directives be put up for my information by tomorrow morning before 11:30 am.



Suman Rana

Principal

Info to:

(a) Mr. Morris

(b) Mr. Bharat



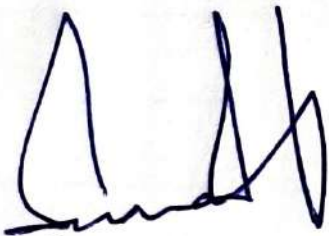

CIRCULAR No. 04

Date 10/02/2021

All the teachers are informed that due to lockdown the results will be declared online, PTM will be held from 10:30 am to 11:10 am on the respective class teacher's zoom ID. Information be given to all the parents by the class teachers on their respective groups. Care be taken to ensure use positive remarks followed by shortcomings reflected in the form of improvements desired.

Feed- back be given to me after the PTM.

List of promoted students be shared with the class teacher of the succeeding class.



Suman Rana

Principal

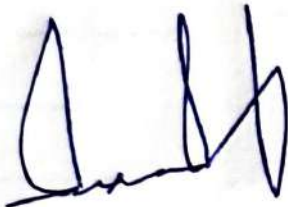


CIRCULAR No.04

Date 01/04/2024

All teachers are required to note the following information:

- (a) Havan and Pooja will be held in the school reception on ⁰⁵ of April, 2024.
- (b) Online classes will commence from 7th April, 2024.
- (c) Information regarding books, timetable, fees, academic calendar and list of holidays etc be passed on to the parents and students. Queries and doubts of parents/students be addressed promptly.



Suman Rana

Principal

Info to:

(a) Mr Morris



(b) Mr Bharat



CIRCULAR No.05

Date 15/04/2021

Class teachers are hereby informed that wef Monday¹⁹, April, 2020, morning assembly will be conducted and coordinated by the students. Class teachers to ensure that preparations by the students is checked the previous evening. Teachers to also ensure that pronunciation is correct and that the thought for the day is motivating and relevant. News that's read out should not be negative. News be classified under the headings of International, national, local, sports and weather report. A video regarding Corona be included in the morning assembly. Video or talk on the international/National days or festivals celebrated be shown. It be ensured that the video should not contain anything(image or words) that could hurt the sentiments of any community.



Suman Rana

Principal

CIRCULAR No. 06

Date 02/May/2021

Page _____

All teachers are hereby informed that Upskilling camp for students will be held as per the schedule provided to you. Please ensure that videos are prepared well in advance & got approved by me. New and interesting ideas be included in the camp. Parents be involved in at least two activities.

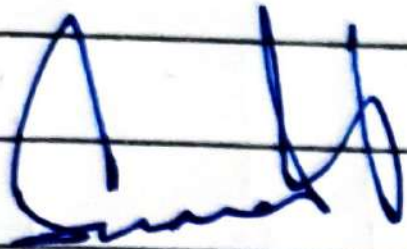


Principal

CIRCULAR: 07

Date 20/5/2021
Page _____

It is informed that summer holidays will be held from 01 June 2021 To ~~30th June 2021~~ ^{04 July} 2021. Holidays' HW should be such that students not only enjoy but learn also while completing the work.

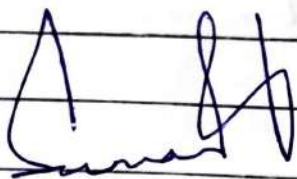


Principal

CIRCULAR No.8

Date 03/July/2021
Page

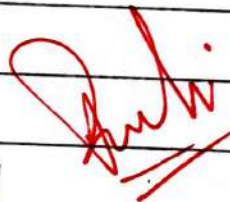
All the teachers and base staff are hereby directed to get themselves vaccinated against COVID. You are also required to furnish the documentary evidence for the same before 12th of July 2021.



Principal
Greenberry World School

Info to

(a) Ms Ayushi
Dir, Greenberry World School



(b) Mr Austin Morris
Adm officer

(c) Mr Bharat
Adm Executive



CIRCULAR No.9

Date _____
Page 06/07/2021

In view of the forthcoming examination school CBSE inspection, all teachers are directed to keep the following ready:

- (a) Original certificates of
 - (i) Class X, Graduation/Post graduation/Phd
 - (ii) BEd/M.Ed or any equivalent professional teaching degree
 - (iii) Date of Birth
 - (iv) Experience
- (b) Lesson plans
- (c) Teacher's Planner
- (d) Attendance register
- (e) Note books of the subjects taught

Advance notice of a day will be given to submit the above in the school.

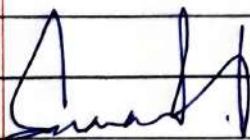
Dr. Mahesh will check the original certificates & will bear the responsibility of safe keeping.

Mr NK will check & keep Teacher's Planner & Attendance register


Mr Kanta will check & keep the lesson plans


Ms Deepika & Dr Mahesh will cross check & keep note books ready.

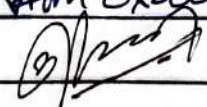
The above be checked once before 10th July 2021. Later a day before the inspection all be arranged as per directions being circulated separately.



Principal
Greenbury World School

(b) Mr Austin Morris
Adm officer 

(a) Info to
Ms Ayushi Gupta 
Dir, Greenbury World School


(c) Mr Bharat
Adm Executive


CIRCULAR NO. 10

Date _____
Page 30 August

All teachers are hereby informed that the CBSE inspection is scheduled for 3rd Sept, 2021 (Friday). Following points be kept in mind.

- (a) The dress of all concerned will be formal.
- (b) Lesson plans & planners be kept on the table arranged for the inspecting team.
- (c) Timetable as usual will be of Friday. However, the inspectors may like to check your teaching for class not scheduled on that day. So all must have ~~the~~ lesson plans for ready for all the classes taught by
Feedback be provided to me.



Principal

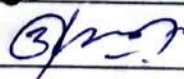
Greenberry World School

Info to

(a) Ms Anjali Gupta

(b) Mr Morris

(c) Mr Bharat



CIRCULAR NO. 11

Date _____
Page 31 / 31 / Sept / 2021

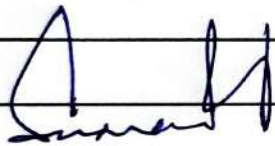
All the teachers to note that Half-yearly exams are scheduled from Saturday, 18th Sept, 2021 to Monday, 27 Sept, 2021.

In view of the forthcoming examinations, syllabus be decided by the subject teachers and given to the class teachers by 02 Sept 2021.

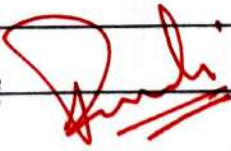


The class teachers will consolidate the syllabus & forward the same to Mr. NK Shivastav.

Mr Shivastav to ensure that the syllabus and datesheet is provided to the parents in the format as explained previously.

All information must reach parents ^{on} 08. Sept. 2021 before 5pm.



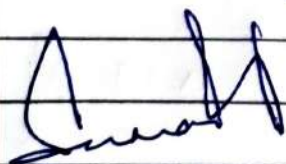
Principal
Greenberry World School

- Info to
- (a) Ms. Ayushi Gupta : 
Dir, GWS
- (b) Mr Morris : 
- (c) Mr Bharat : 

All the teachers are hereby informed that the incharges for different activities of the school wef 08th Sept, 2021 will be as follows:

1. Examination Incharge : Mr NK Shrivastav
2. Substitution Incharge : Mr NK Shrivastav
3. Assembly Incharge : Ms Deepika & Ms Mona
 - (a) Conduct of Assembly : Ms Deepika & Ms Mona
 - (b) Videos : Ms Simran
 - (c) Word of the day : Ms Komal
4. Cultural Activity Incharge : Ms Kanta & Ms Shweta
5. Art & Craft & related activities : Ms Madhvi
6. PTM : Ms Komal
7. Workshops & Seminars : Ms Komal
8. STEM : Ms Ankita
9. Drills : Mr ~~Ajit~~ Anil Kumartha



All incharges to note down the planned activities/schedule and prepare for the same two weeks in advance with information to the undersigned. Activities etc be planned after discussion with the under signed.



Principal
Greenberryworld School

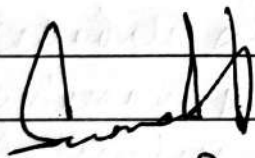
Info to
(a) Ms Anushi Gupta
Sir, GWS.

Pruli

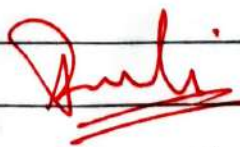


(b) Mr Morris : 
(c) Ms Bharat : 

All teachers to note that

- (a) the exams will finish on 27th Sept 2021. So all teachers are required to report to school on 27th Sept 2021 after the exams. at 11:30 am.
- (b) It will be holidays for students from 28th Sept 2021 to 30th Sept 2021.
- (c) PTM will be held in school on 01. Oct. 2021 from 10:30 am to 12:30 am.
- (d) Online classes will begin wef 4th Oct 2021 to 6th Oct 2021 as per the previously existing timetable.
- (e) Offline classes will commence from 7th Oct 2021. Timings will be 9:30 am to 12:30 pm. Time table will be given separately.
- (f) Activity of Gandhi Jayanti will be held on Monday, 4th Oct 2021 in the 4th period.
- Activity of Navratras will be held on Wed, 6th Oct 2021 in the first period.


(Suman Rana)
Principal

Info to

- (a) Ms Ayushi. Dir, GHS 
- (b) Mr. Morris: Adm Offr. 
- (c) Mr Bharat: Admin exe. 

CIRCULAR NO. 14

Date

09/10/2021

Page

All are hereby informed that I would not be physically present in school wef 10 October, 2021 (Sunday) to Friday 15th Oct 2021. All are therefore required to follow the directions

The reporting heads of different class groups are:

1. Foundation to KG : Ms Mona
2. Grade I to III : Ms. Komal
3. Grade IV to V : Ms Deepika
4. Grade VI to VIII : Mr. Neelkant

The heads would check and report -

- (a) Cleanliness of the classes
- (b) Sanitisation of furniture
- (c) Working of AC
- (d) Work done by teachers
- (e) Charts & other information put in classes.
- (f) Discipline of students, helpers and teachers
- (g) Repair and replacement of anything in classes.
- (h) Fees, books and dress of students.

Ensure (a) Everybody converses in English.

(b) Teachers do not sit and teach.

(c) Safety rules are followed.

(d) No class is left idle.

In case of any difficulty in academics Mr NK Srivastav be approached. However, I be informed of the same.

In case of any emergency Mr Morris will take appropriate decision. He will be assisted by Mr Bharat, Mr NK Srivastav and Mr Tewari.

It will be holidays for students wef Thursday, 14 Oct to Saturday, 16 Oct 2021 on account of Dusshera. However, the teachers & staff will report to school on Saturday, 16 Oct 2021

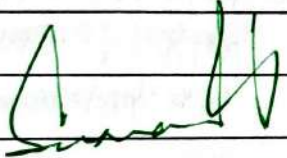
Mr Morris and Mr NK Srivastav will together be responsible for everything in my absence from 10 Oct 2021 to 13 Oct 2021
15 Oct 2021.

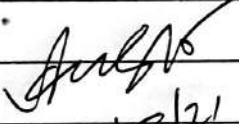
Mr Bharat to ensure (a) list of notebooks required, diaries, dress/uniform is finalised and kept ready before 15th Oct 2021

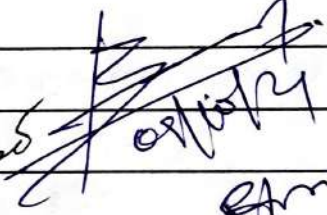
(b) Reminder for pending fees is given to defaulters.

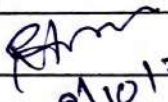
(c) Transportation fee is charged upfront

- * Mr Tiwari will ensure renewed land certificate is got made
- * Mr Morris & Mr Bharat will regularly call up Mr Mathur for progress on empanelled engineer's building safety certificate.


(Principal)
Greenberry World School


9/10/21
A. MORRIS
Admin Head


Mr Singh
09/10/2021


9/10/21
Mr Mathur

CIRCULAR No. 15

Circular/Notice

13 October 2021, Wednesday

Notice for Students

The school shall remain closed on account of Dussehra from **14 October 2021, Thursday to 16 October 2021, Saturday.**

The teachers from Foundation to Grade 3 are required to write the notice themselves in the Students diary.

The teachers from Grade 4 to Grade 8 will write the notice on board and sign in the Students diary to ensure all the students have written the notice.

All teachers from Foundation to Grade 8 will also send the same notice in their Classes respective Whatsapp/Broadcast Group and also update in Schoofi.

Notice for Teachers/Staff

The school shall remain closed on account of Dussehra on **14 October 2021, Thursday and 15 October 2021, Friday.**







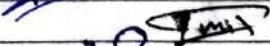



All teachers/staff shall report to school on 16 October 2021, Saturday at 9:30 AM.

Principal

Greenberry World School

for M. G. Singh
13/10/2021


16/10/2021

S.NO.	TEACHER'S NAME	SIGNATURE
1.	Mr. Austin Morris	
2.	Ms. Kanta Dwivedi	Kanta
3.	Ms. Komal Bhatia	Komal
4.	Ms. Deepika Mishra	Deepika
5.	Ms. Mona Singh	
6.	Ms. Madhvi Maurya	
7.	Ms. Simran Shahi	
8.	Ms. Shweta Bhawanani	
9.	Ms. Ankita Singh	
10.	Mr. Amit Kumar Jha	
11.	Ms. Akriti Kapoor	
12.	Ms. Savita Khanna	
13.	Mr. Bharat Chandani	
14.	Mr. GOPAL SINGH	
15.	Mr. ASHUTOSH SRIVASTAVA	
16.	Mr. Siddharth Chak	
17.	Music Teacher	
18.	Mr. Ravi Kumar Sharma	

CIRCULAR NO.16

18th October 2021, Monday

NOTICE FOR STUDENTS

The school shall remain closed on account of Milad Un- Nabi on 19th October 2021, Tuesday

The Teachers from Foundation to Grade 3 are required to write the notice themselves in the students' diary

The Teachers from Grade 4 to Grade 8 will write the notice on board and sign in the students' diary ensure all the students have written the notice



All teachers from foundation to Grade 8 will also send notice in their classes respective Whatsapp/ broadcast Group and also update in Schoofi.

All teachers/staff shall report to school on 19 October 2021, Tuesday at 9:30 AM

Principal


18/10/21

Greenberry World School

S.NO	TEACHERS NAME	SIGNATURE
1	MR. AUSTIN MORRIS	
2	MR. N.K SRIVASTAVA	
3	MS. KANTA DWIVEDI	
4	MS. KOMAL BHATIA	
5	MS. DEEPIKA MISHRA	
6	MS. MONA SINGH	
7	MS. MADHVI MAURYA	
8	MS. SIMRAN SHAHI	
9	MS. SHWETA BHAWNANI	
10	MS. ANKITA SINGH	
11	MR. AMIT KUMAR JHA	
12	MS. AKRITI KAPOOR	
13	MS. SVAITA KAHNNA	
14	MS. BHARAT CHANDANI	
15	MR. GOPAL SINGH	P
16	MR. ASHUTOSH SRIVASTAVA	P
17	MR. SIDDHARTH CHAK	P
18	MUSIC TEACHER	P
19	MR. RAVI KUMAR SHARMA	P

CIRCULAR NO-17

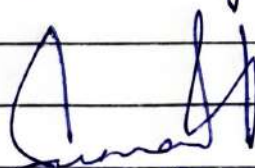
Date _____

Page 19/10/2021

It's informed that a 'Book committee' is being formulated to reassess the quality of books subscribed in every class. The following teachers are therefore part of the 'Book committee'. The committee will seek suggestions and recommendations from all subject teachers to finalise the list of books. The suggestions/recommendations be put up in writing to the Presiding officer. All suggestions/recommendations be substantiated by reasons while putting up to the PO/Book committee.

1. Presiding Officers : Mr NK Shivastav
2. Members :
 - (a) Mrs Kanta - Kanta
 - (b) Ms Komal - Komal
 - (c) Ms Ankita - Ankita
 - (d) Mr Amit - Amit
 - (e) Ms Shweta - Shweta

The list be finalised and put up to the undersigned by Saturday, 30 Oct 2021.


(SUMAN RANA)
Principal

Info to:

- (a) Ms Ayushi (Director, GHS)
- (b) Mr Morris
- (c) Mr. Bharat



CIRCULAR NO. 19

Date _____
Page 30/10/2021

Teachers are hereby informed that the school requires brochures and quotations for the equipments and accessories for the undermentioned games/sports/labs/fields with the name of the responsible person mentioned against each. The details be ~~mentioned~~ submitted by 15th Nov. 2021 to the undersigned.

Area	Responsibility
1. Archery	Mr Morris. <i>[Signature]</i>
2. Shooting	
3. Gymnastics	
4. Gymnasium	Ms Shweta
5. Football	Mr Amit <i>[Signature]</i>
6. Cricket	
7. Basket ball	
8. Boxing	Ms Mona
9. Skating	
10. Robotics & alternatives to Mudbox.	Ms Simran <i>[Signature]</i> Mr Neelkant <i>[Signature]</i>
11. Science Labs	
(a) Physics	Mr Neelkant <i>[Signature]</i> Ms Ankita
(b) Chemistry	
(c) Biology	
12. Theatre	Komal
13. Art	Madhvi
14. Books for Lib	Ms Savita., Ms Kanta <i>[Signature]</i>
15. Language Lab	Ms Deepika, Ms Komal <i>[Signature]</i>

Brochure and Quotations be obtained from Local, National and International firms/vendors.

[Signature]
(SUMAN RANA)
Principal


Info to
Ms Ayushi Gupta *[Signature]*
Director, GWS

CIRCULAR No. 20

Date _____
Page 22 Dec 2021

All teachers are informed about the incharges for different activities for compliance and requisite action of taking pictures/ making report related to associated activity under the relevant category. The details are as follows:

1. (a) Timetable incharge
(b) Arrangement incharge
2. Examination Incharge : Mr NK
3. Cultural Activity Incharge : Ms Kanta & Mr Shivendra
 - (a) Kindergarten to I : Ms Mona
 - (b) II to IV : Ms Deepika
 - (c) V to VIII :
4. Assembly Incharge : Ms Kanta & Ms Shikha
 - (a) Conduct of Assembly :
 - (b) Videos :
 - (c) Special items/presentation : Respective Class teachers
5. STEM : Ms Ankita & Mr NK
6. Drills : (a) Mr Morris Singh
(b) Mr Amit
7. Art & Craft related activities : Ms Mathvi
8. Workshops & Trainings : Mr Vikas
9. PTMs : Ms Deepika


(Geeta Rana)
Principal

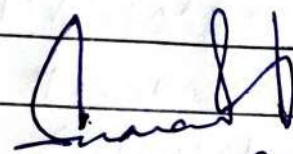
Info to Ms Ayushi Gupta
Ae, GWS



CIRCULAR NO. 21

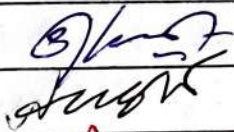
Date 14 Jan 22
Page _____

It's informed that due to existing COVID situation, Govt of UP has announced closure of school till 31 Jan 22. All teachers to therefore send online (teaching) timetable in respective class broadcast group. Classes will now be held online till further notice.


(SUMANT RANA)
Principal

Info to

- (a) Mr Bharat
- (b) Mr Morris
- (c) Ms Ayushi Gupta
Dir, GWC



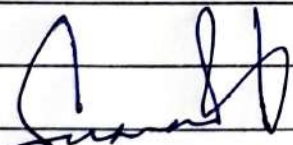


All teachers are hereby informed that Annual Exams will start wef 7 March 22. Date sheet will be circulated by Mr NK Swastav. Question papers complete in all respects will be shown to the undersigned for approval and kept ready by 25 Feb 2022. Seating plan and other arrangements be made by the examination Incharge and discussed by 28th Feb'22 Teachers to ensure proper revision is carried out. PTM will be held on 25 Feb 2022, all teachers are therefore, required to ensure the complete information regarding syllabus, blueprint be once again be given to parents.

Teachers must also ensure that copies are corrected properly. Teachers to check that work of chapters given for Annual Examination has been done by the students in their copies.


Random checking by the undersigned will be done on 1st March, 2022.


Result will be declared on 25 March 2022


(SUMAN RANA)

Principal

Info to

(a) Mr Bharat 

(c) Ms Ayushi 
D.A., GWS.

(b) Mr Morris 