



Vivekanand School

D Block, Anand Vihar, Delhi - 110 092

VS/SW/2023-24/Cir-007

Date: 06-Apr-2023

Birthday Celebration of Support Staff

Our hon'ble school management strongly believes that "true education must be life sustaining and life empowering".

To inculcate the values of **gratitude and empathy** in the students, the school is initiating new project "SAMAAN" celebrating birthday of our support staff.

INSTRUCTIONS FOR THE CLASS TEACHERS FOR INITIATING "SAMAAN"

- 1) A planner will be shared on VConnect with the details of the support staff and the class/ Sec responsible for birthday celebration.
- 2) The class teacher will explain the purpose of initiating "SAMAAN" and it's significance to students.
- 3) The birthday celebration will take place during the recess
- 4) The class teacher will get a card prepared by students with messages written in it for the support staff.
- 5) The class teacher will arrange for a 1 kg birthday cake by taking contribution of Rs 20/ from every student
- 6) It is mandatory for the class teacher to be present in her class during the birthday celebration
- 7) Every student of the class will bring an packaged item worth Rs 10/. The class teacher will get a gift hamper prepared out of these by the students as a goodies bag for the support staff.

EXECUTION OF BIRTHDAY CELEBRATION

- 1) The support staff will be informed by the supervisor well in advance about the class and section he/ she has to reach on the day of the birthday.
- 2) The students of the class will sing the birthday song for the support staff. The same would also be played on the smart board in the class.

- 3) The students will present the cake and the goodies bag to the support staff which he will take away with him/ her.
- 4) The students will recite a poem , or give any suitable performance in the class.
- 5) The class teacher will click the class photograph with the support staff using his/ her own mobile and send this to Ms Neha Bansal. The same will be shared on VConnect the same day and on display television the next day.
- 6) The subject teacher having period after recess will give 10 minutes extra to the students to have their lunch and get the class back in order.

To make the birthday more special, our Management has also decided to give the second half OFF to the support staff.

Let us all join hands and make our support staff feel that they are valued and appreciated.

"Gratitude can transform common days into thanksgiving, turn routine jobs into joy, and change ordinary opportunities into blessings."

Best regards

Principal (Officiating)