# CLASS TIMETABLE

Class [class and section], academic year [year], with effect from [date]

| Class and section | Class teacher | Room | Periods a week |
|---|---|---|---|
| | | | |

**Week**

| Day | P1 | P2 | P3 | P4 | P5 | P6 | P7 | P8 |
|---|---|---|---|---|---|---|---|---|

**Period timings**

| Slot | From | To | Teaching minutes |
|---|---|---|---|
| | | | |
| | | | |
| | | **Teaching minutes a day** | |

**Teaching hours in the year, against the RTE norm for classes VI to VIII**

| | |
|---|---|
| Working days in the year | |
| Teaching minutes a day (from the timings) | |
| **Instructional hours in the year** | |
| RTE Schedule minimum, classes VI to VIII (800 for classes I to V) | |
| **Hours above the minimum** | |

Timetable in-charge

Principal

# TEACHER LOAD

Periods a week, academic year [year]

**Load by teacher**

| Teacher | Subject | Classes taught | Teaching periods | Other periods (lab, library, club) | Total | School's cap | Free for substitution |
|---|---|---|---|---|---|---|---|
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| | | | | | | | |
| | | | | | | | |
| | | Total | | | | | |

**How to read it**

Total = teaching periods + other periods. Free for substitution = the school's own weekly cap minus the total. A teacher with 2 or fewer free periods should not be the first choice for substitutions. The cap is the school's decision; the RTE Act sets a teacher's working week at no less than 45 hours, including preparation.

Timetable in-charge

Principal