



Ref: SEF/PSDU/006/2017

Date: 03 - Nov 2017

PROGRAM SUPPORT AND DEVELOPMENT UNIT

NOTIFICATION

No: SEF/PSDU/006/2017. With the approval of the Competent Authority and in pursuance of the Clause 10.1.5 of the Contracts under SEF Assisted Schools (SAS) Program, Promoting Private Schools in Rural Sindh (PPRS) Program, SEF Middle/High Schools Program (SMHSP) and Existing School Support Program (ESSP) of the Foundation, following modalities in relation to the operation of double shifts in SEF supported schools are hereby notified for the academic session 2017-18 and onwards with immediate effect.

Prior Written Approval

- i. The Partner will not conduct after school hours/second shift classes within the premises of Partner School(s) unless and until the service is being extended to the students free of cost and with prior written approval from the Foundation.

The Need

- ii. The double shift shall not be allowed if the students of the second shift may well be accommodated in the first shift given the infrastructural facilities available.

Same Accountability Framework

- iii. The same contract without any exceptions and relaxations shall be applicable to the second shift as well and the School shall be required to comply by the accountability framework as envisaged under the contract in letter and spirit.

Learning Environment

- iv. The Partner must ensure that in the double shift the students receive the same set of building(s), facilities and books to serve the students for their educational needs.
- v. The Partner shall ensure that the students of second shift likewise the students of the first shift, will have an equal opportunity to learn and consult their teachers.
- vi. The double shift must be planned well so that it does not hamper the provision of co-curricular and extra-curricular activities to ensure integrated personality development of the pupils.

Forbiddance of Curriculum Narrowing

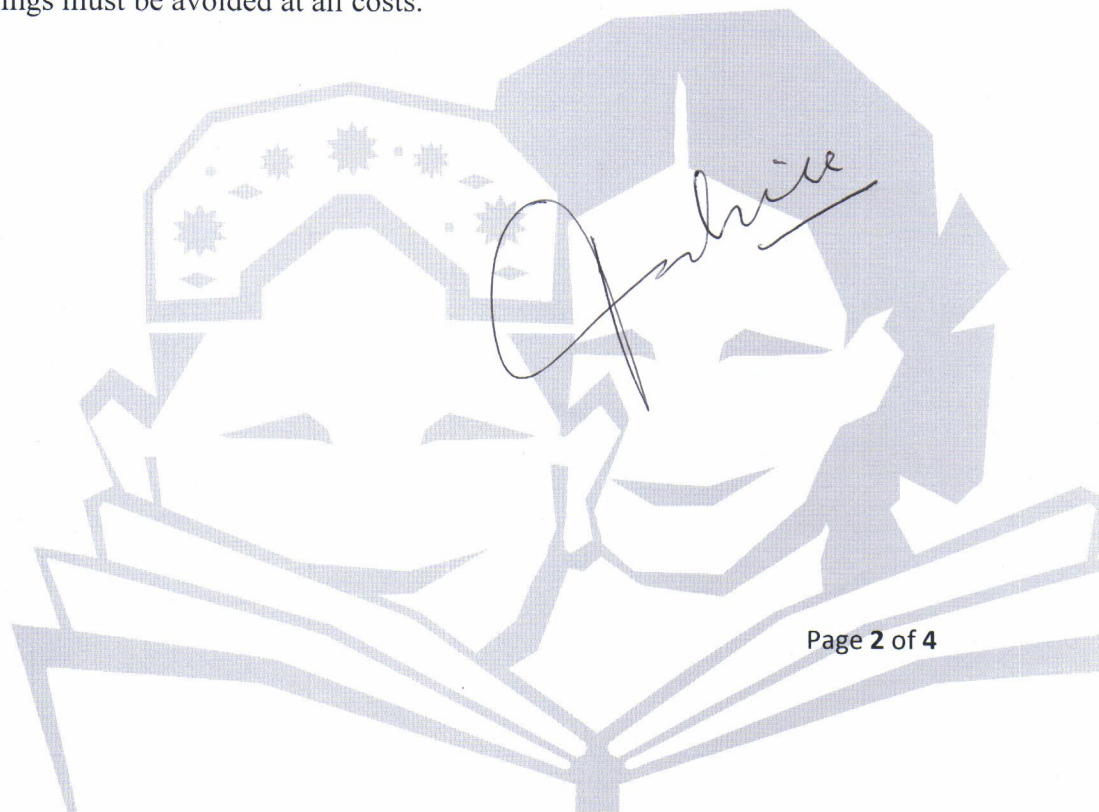
- vii. Curriculum narrowing is not permissible in any case. The double shift schooling must not reduce the range of curriculum options for pupils, the subjects must be protected for the cognitive achievement and standards are essentially to be maintained.

The Faculty

- viii. The salary structure of both the shifts should essentially be the same and the teachers of the second shift must not be discriminated against on the basis of shift difference. The teachers of both the shifts must be given the salary according to the minimum wage policy.
- ix. The second shift teachers **MUST** preferably be all different from the morning shift teachers unless provided with sufficient peculiar reasons submitted with the Foundation for approval to hire a few of those in the second shift given those teachers are paid at the same level had they been hired afresh. If salaries are low and teachers are paid only a little more for teaching two shifts then it would be considered as an event of default.
- x. It shall also be ensured that the teachers being hired in the second shift are not serving in any other school in the morning shift. However, in case cogent reasons are furnished, Foundation may allow such hiring if deemed fit.

School Administration

- xi. Operationally the School Administration must handle the Second Shift with efficiency and adequate resources and with absolutely no compromise on quality of education. This must not result in any pressure on the **FACULTY** or the **STUDENTS** of any shift. The ultimate responsibility of providing support staff, resources, stationery, equipment and all requirements to manage both the shifts lies on the School's Administration.
- xii. The School's timings shall be strictly in accordance with the schedule given under next section of this notification and the students' security must be ensured at all costs.
- xiii. Late evening timings must be avoided at all costs.



School Timings*

Double Shift Schools (Primary)

1st Shift

Period	Days	Timings
1 st April to 31 st October	Monday to Thursday & Saturday	07:30 AM to 12:30 PM
	Friday	07:30 AM to 10:30 AM
1 st November to 31 st March	Monday to Thursday & Saturday	08:00 AM to 12:30 PM
	Friday	08:00 AM to 10:30 AM

2nd Shift

Period	Days	Timings
1 st April to 31 st October	Monday to Thursday & Saturday	01:00 PM to 05:00 PM
	Friday	10:45 AM to 01:15 PM
1 st November to 31 st March	Monday to Thursday & Saturday	12:45 PM to 04:45 PM
	Friday	10:45 AM to 01:15 PM

RAMADAN TIMINGS

Shift	Days	Timings
1 st Shift	Monday to Thursday & Saturday	07:30 AM to 11:30 AM
	Friday	07:30 AM to 10:30 AM
2 nd Shift	Monday to Thursday & Saturday	11:45 AM to 02:45 PM
	Friday	10:45 AM to 01:15 PM

Double Shift Schools (Middle/Elementary/High/Secondary)

1st Shift

Period	Days	Timings
1 st April to 31 st October	Monday to Thursday & Saturday	07:30 AM to 12:30 PM
	Friday	07:30 AM to 10:30 AM
1 st November to 31 st March	Monday to Thursday & Saturday	08:30 AM to 12:30 PM
	Friday	08:00 AM to 10:30 AM

2nd Shift

Period	Days	Timings
1 st April to 31 st October	Monday to Thursday & Saturday	01:00 PM to 05:00 PM
	Friday	10:45 AM to 01:00 PM
1 st November to 31 st March	Monday to Thursday & Saturday	12:45 PM to 04:45 PM
	Friday	10:45 AM to 01:15 PM

RAMADAN TIMINGS

Shift	Days	Timings
1 st Shift	Monday to Thursday & Saturday	07:30 AM to 11:30 AM
	Friday	07:30 AM to 10:30 AM
2 nd Shift	Monday to Thursday & Saturday	11:45 AM to 02:45 PM
	Friday	10:45 AM to 01:15 PM

** Any change in the School Timings by the Government shall be notified accordingly.*

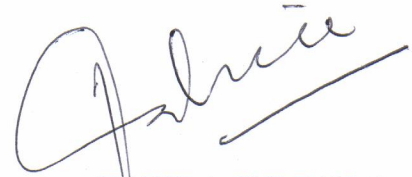
(NAHEED S. DURRANI)
MANAGING DIRECTOR

No: SEF/PSDU/006/2017

Karachi, Dated 03-Nov-2017

A copy is forwarded for information to:

1. Secretary School Education & Literacy Department, Govt. of Sindh Karachi.
2. Partners (All)
3. Directors (All), Sindh Education Foundation, Govt. of Sindh Karachi.
4. Program Heads (All), Sindh Education Foundation, Govt. of Sindh Karachi.
5. P.S. to Managing Director, Sindh Education Foundation, Govt. of Sindh Karachi.



(TAHIRA SULTANA)
ASSISTANT DIRECTOR (PSDU)

