

# ST. PAUL'S SR. SEC. SCHOOL, PALI

## Standard Operating Procedure (SOP)

Dear Parents & Students of Class VI to IX,

As you are aware that Government has issued guidelines for re-opening of schools following Covid-19 safety protocols for the students of **Classes VI to IX** in a phased manner and we are looking forward to seeing your children again in school.

For the smooth running of teaching/ learning activities, students of classes VI to IX are permitted to come to the school from **10<sup>th</sup> February 2022 (Thursday)** with a **written consent** of their parents/guardians.

Standard Operating Procedure (SOP) is as follows:-

1. Students should wear a mask and carry a spare mask and hand sanitizer.
2. Wearing of mask always is compulsory.
3. Social distancing and precautionary measures should be followed by all the students.
4. Parents must sign the **consent form** enclosed with this letter and send it along with their ward.
5. Parents will arrange the facility to drop and pick up the child/children from the school.
6. Respiratory etiquettes like covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow to be followed.
7. Sharing of items like notebook, pens/pencil, eraser, water bottle, etc. amongst students should not be allowed.
8. If a student is sick, he/she should not come to the school and follow necessary protocols in this regard.
9. Parents are requested to maintain students' hygiene (uniform, bags etc.).
10. School Timing for students is **08.00 am to 12.30 pm (VI to IX)** and books have to be brought according to the day wise time table given earlier.
11. Online study material for the students of Class VI to IX will be uploaded on the school website as usual.
12. Provide clean small napkins/ clean cloth daily to your ward for wiping hands.
13. Parents may take care not to send their ward to school if the child is not feeling well.
14. Students are requested to follow the instructions given by the school for maintaining safety protocols regarding Covid-19.

PRINCIPAL

## CONSENT FORM OF PARENTS

To  
The Principal,  
St. Paul's Sr. Sec. School,  
Pali.

Respected Rev. Father Principal,

My ward Master / Miss \_\_\_\_\_ of  
Class \_\_\_\_\_ Section \_\_\_\_\_ is given permission to come to the school between  
08.00 am to 12.30 pm from Monday to Saturday, w.e.f. 10<sup>th</sup> February 2022. I also  
hereby declare that my ward will follow the rules of social distancing and will adopt  
precautionary measures of Covid-19 for safety purpose. It will be my responsibility to  
bring & take the child/children from the school.

Father's / Guardian Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Mobile No. \_\_\_\_\_

**ST. PAUL'S SR. SEC. SCHOOL, PALI**

**TIMING FOR OFFLINE CLASSES**

( W.E.F. : Thursday, 10<sup>th</sup> February 2022)

PERIOD	OFFLINE CLASS - (VI to IX ) & (X TO XII)	Duration
Prayer	08.00 A.M.	
I	08:05 A.M. – 08:40 A.M.	35 Min.
II	08:40 A.M. – 09:15 A.M.	35 Min.
III	09:15 A.M. – 09:50 A.M.	35 Min.
IV	09:50 A.M. – 10:25 A.M.	35 Min.
<b>BREAK</b>	<b>10:25 A.M. – 10:45 A.M.</b>	<b>20 Min.</b>
V	10:45 A.M. – 11:20 A.M.	35 Min.
VI	11:20 A.M. – 11:55 A.M.	35 Min.
VII	11:55 A.M. – 12:30 P.M.	35 Min.

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**TIMING FOR ONLINE CLASSES**

( W.E.F. : Thursday, 10<sup>th</sup> February 2022)

PERIOD	LIVE/ ONLINE CLASS - (I TO V)	Duration
I	08:10 A.M. – 08:35 A.M.	25 Min.
II	08:45 A.M. – 09:10 A.M.	25 Min.
III	09:20 A.M. – 09:45 A.M.	25 Min.
IV	09:55 A.M. – 10:20 A.M.	25 Min.
<b>BREAK</b>	<b>10:20 A.M. – 10:50 A.M.</b>	<b>30 Min.</b>
V	10:50 A.M. – 11:15 A.M.	25 Min.
VI	11:25 AM – 11:50 A.M.	25 Min.

PRINCIPAL