

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

**Standard Operating Procedure (SOP)**      **Date : 18/09/2021**

Dear Parents & Students of Class VI to VIII,

As you are aware that Government has issued guidelines for re-opening of schools following Covid-19 safety protocols for the students of Class VI to VIII 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 VIII are permitted to come to the school from **20<sup>th</sup> September 2021 (Monday)** 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 12.55 pm (IX to XII ) & 08.00 am to 01.00 pm. (VI to VIII )** and books have to be brought according to the day wise time table given earlier for online classes i.e. VII period time table.
11. Live Classes will not be conducted for the students of Class VI to VIII from 20<sup>th</sup> September 2021 and study materials 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 01.00 pm from Monday to Saturday, w.e.f. 20<sup>th</sup> September 2021. 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. : Monday, 20<sup>th</sup> September 2021)

PERIOD	OFFLINE CLASS - (VI TO XII)
I	08:00 A.M. – 08:45 A.M.
II	08:45 A.M. – 09:25 A.M.
III	09:25 A.M. – 10:05 A.M.
IV	10:05 A.M. – 10:45 A.M.
<b>BREAK</b>	<b>10:45 A.M. – 11:00 A.M.</b>
V	11:00 A.M. – 11:40 A.M.
VI	11:40 A.M. – 12:20 P.M.
VII	12:20 P.M. – 12:55 P.M. (IX to XII) 12:20 P.M. – 01:00 P.M. (VI to VIII)

**NOTE :**

1. This timing will be followed from Monday to Saturday.
2. Students will report to school by **08.00 am.**
3. No change in the **Nursery & KG timing.**

PRINCIPAL