

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

Standard Operating Procedure (SOP)

Dear Parents & Students of Class X to XII,

As you are aware that Government has issued guidelines for re-opening of schools following Covid-19 safety protocols for the students of **Classes X to XII** 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 X to XII are permitted to come to the school from **01st February 2022 (Tuesday)** 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 (X to XII)** and books have to be brought according to the day wise time table given earlier.
11. Online study material for the students of Class X to XII 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. 01st 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. : Tuesday, 01st February 2022)

PERIOD	OFFLINE CLASS - (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.
BREAK	10:25 A.M. – 10:45 A.M.	20 Min.
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.

TIMING FOR ONLINE CLASSES

(W.E.F. : Tuesday, 01st February 2022)

PERIOD	LIVE/ ONLINE CLASS - (I TO IX)	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.
BREAK	10:20 A.M. – 10:50 A.M.	30 Min.
V	10:50 A.M. – 11:15 A.M.	25 Min.
VI	11:25 AM – 11:50 A.M.	25 Min.
VII	12:00 NOON – 12:25 P.M.	25 Min.

N.B.: Live Classes for Nursery and KG will continue from 08.45 am to 09.45 am

PRINCIPAL