



OFFICE OF THE PRINCIPAL

ST. XAVIER'S SCHOOL, NEVTA
Date: August 17, 2021

Dear Parents/ Guardians,
Greetings!

As per the order dated August 8, 2021 of the Government of Rajasthan regarding the guidelines to open the educational institution for the students of Classes 9 to 12 from Wednesday, September 1, 2021, you are hereby kindly requested to follow all hygiene norms and health related guidelines of the school. Due to the outbreak of Covid-19 pandemic, instructions and guidelines of the government and health department should be strictly adhered to. **The school will strictly follow the SOP issued by the State Government.**

As per the recent changes in curriculum for Class IX to XII there will be Term Examination held in the month of November/December conducted by the CBSE Board which would also Include Practical/Internal Assessment in all the subjects. Therefore, we encourage the parents to send their wards to school for regular offline classes.

You are hereby requested to kindly give your consent for the regular offline classes by filling the Consent Form online (Link given) or the hard copy (enclosed herewith) and send the same to the school office on or before Wednesday, August 25, 2021.

Only those students whose consent form is received by the school will be allowed to attend the regular classes. Click the below link to submit your consent.

<https://forms.office.com/Pages/ResponsePage.aspx?id=ngfcz2TfykG7WPF32RoYbiC5aOgl9d5Js402EEDxl7RUQU0xOERKOU1VTVAxV0k4WksySUkwV1dIVC4u>

THE SCHOOL'S STANDARD OPERATING PROCEDURE (SOP)

This Standard Operating Procedure (SOP) outlines various generic precautionary measures to be adopted when schools are permitting students for IX - XII classes. These measures need to be observed by all (teachers, employees and students) in the school at all times.

1. 50 % of students will be allowed to attend the class on a day. The Classes are planned for 6 days a week.
2. The current Time Table will be followed.
3. School Timing will be from 8:30 am to 2:00 pm.
4. A separate fogging machine will be functional at the main entrance of the school building throughout the working hours.
5. Students will enter the school after sanitizing their hands through two separate Entry Gates. Entry of students through other gates will be strictly forbidden.
6. Physical distancing of at least 6 feet to be followed at all times.
7. Crowding inside the campus, shaking hands, maintaining close contact with your friends will not be permitted especially at Entry and Exit points
8. Use of face covers/masks is mandatory at all times even while travelling in the bus.
9. Wash your hand frequently with soap (for at least 40-60 seconds) even when hands are not visibly dirty. Liquid soap dispensers are placed in all washing arena.
10. Use of alcohol-based hand sanitizers (for at least 20 seconds) can be done wherever feasible.
11. Students should bring their own sanitizer, towel, water bottle and food items from home.
12. Respiratory etiquettes to be strictly followed. This involves strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing off used tissues properly.
13. Exchange of drinking water, textbooks, stationary items and food items will not be permitted.
14. Self-monitoring of health by all and reporting any illness at the earliest. Avoid attending school if having symptoms like fever, head ache, cough and cold.
15. Spitting is strictly prohibited anywhere inside the school campus.
16. Students will be allowed to use the washroom with the prior permission from the teacher on duty. They will only be allowed to use the washroom in a staggered manner.
17. Wearing School Uniform is compulsory. Student must wear clean uniform and maintain hygiene in the campus.
18. To ensure safety during the bus journey, avoid over crowding while you are boarding or deboarding.
19. A separate "Isolation Room" within the school premises will be allotted for emergency cases.
20. During the Class hours' entry of parents and visitors will be strictly regulated.
21. The Students will not be allowed to enter any other classroom except their own.
22. Canteen services will not be operational inside the campus for time-being.
23. While teaching is on, both the teachers and students will continue to wear masks.

You are hereby instructed to follow the SOP given by the School Management.

(Fr. Sangeeth Raj S.J.)
Principal