



ST. FRANCIS XAVIER SCHOOL

GA-Block, Purbachal, Phase – I, Sector – III, Salt Lake, Kolkata – 700097

Phone No. : 2335-0584 / 2335-9108

NOTICE SCHOOL REOPENING PROCEDURE

This is for the information of all the students, parents and guardians that the new Academic Session 2021-22 shall commence on and from 12th April. Pursuant to the guidelines of the Government of the State of WB, students of Classes IX to XII will be allowed to attend the physical classes from 12th April '2021, subject to receipt of consent letters. The timing of the school for students has been revised and the same is as follows:

Category	Mode	Arrival / Login	Break	Departure / Logout
Classes I - V	Online	09:10 am	11:40 am to 12:10 pm	01:40 pm
Classes VI - VIII	Online	10:05 am	12:35 pm to 01:05 pm	02:40 pm
Classes IX - XII	Hybrid	10:00 am	12:35 pm to 01:05 pm	02:40 pm

Timetable has been shared with all the parents and a copy of the same is available on the school website.

Advisory - Students who are not keeping good health must continue to study from home and re-join only after getting fitness certificates from an allopathy doctor. All the students must maintain personal hygiene as per SOP issued by the MHA, Govt. of India. Among that, double masking & hand hygiene through sanitizer shall be particularly monitored.

Attendance - From the day one the students will compulsorily attend the school on alternate days following their Roll numbers being **Odd roll numbers** ending with 1, 3, 5, 7, etc. and **Even roll numbers** ending with 2,4,6,8 etc. The odd number bearing students who attend the school on a day shall study online on the next day as the even number students will attend the class on that day and vice versa. Under no circumstances the students bearing odd and even roll numbers shall attend the school together unless there is a specific instruction from the school authorities. Further clarification will be issued to the students through the individual Class groups.

School Bus - School buses shall ply on the pre destined routes. All the Parents are requested to avail the school bus service as it is the safest mode of transport for their ward. Travelling in a public vehicle pose a risk for them and as well as for others in school. Please contact the Bus Manager to confirm the availability at the earliest. Parents of new admission cases to escort the students on day one to show the pickup and drop points to the bus drivers. Students should board the buses after ensuring that they are free of any illness. Their body temperature shall be checked by the bus staff. Those registering temperature above 98.4 F shall be denied boarding the bus.

Turnout for bus and non- bus Students - Students must compulsorily carry hand sanitizer (50 ml.), two or more pcs. of face mask (a fine of Rs 100 will be imposed for not wearing/bringing the same), surface disinfectant, tissue papers, face shield(preferable), tiffin box and a school bag with bare minimum articles. Students will have to wear the face mask throughout their stay in the school premises. Hand sanitising, wearing the mask and thermal screening / temperature check at home to be ensured by the parents. None of these are to be shared with anyone else in the school. Thermal checks will be done at the entry and exit point whereas the entrants wearing masks will use hand sanitiser in front of the person doing the temperature check.

Conduct at school – Students - There shall be circles and lanes to ensure movement following physical distancing and all have to follow the same under the guidance of the teachers during arrival, break time and departure time. Students shall not be allowed to play or having any kind of physical contact in the school premises and they will have to maintain physical distancing all the time. Students shall occupy their demarcated seats and shall not leave the classroom during break time, not to share tiffin and to always eat tiffin in the classroom. Washroom shall not be occupied by more than two students at one point of time. Students must pack their bags 5 minutes prior to the departure time to ensure timely exit.

Conduct during medical emergency - Any one showing symptoms of illness shall have to be sent to the isolation room by the deputed staff members under the supervision of the Heads of school. Parents will be informed immediately to assist in the process of providing medical help to the pupil concerned. Rejoining shall be only upon production of a fitness certificate issued by a registered medical practitioner.


Principal (Officiating)



27-03-2021