



# ST. FRANCIS XAVIER SCHOOL

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

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## NOTICE SCHOOL REOPENING GUIDELINES

This is for the information of all the students, parents and guardians that pursuant to the guidelines of the Government of the State of WB, students of Classes IX to XII are now allowed to attend the classes from 16<sup>th</sup> November'2021. However, for the time being, we are only calling the students of Classes X and XII to join from 16<sup>th</sup> November'2021. It is our intention to call the students of Classes IX & XI from the 22<sup>nd</sup> of November, subject to a smooth reopening process. A separate notice in this regard will be sent to Class IX and XI at the right time. The school/period timings for students has been revised and the same is as follows:

Category	Mode	Arrival	Break	Departure / Logout
Classes IX - XII	Hybrid	09:45 am	12:35 pm to 01:05 pm	02:40 pm

Existing Timetable shall be followed.

**HEALTH ADVISORY:** Students who are showing COVID-19 symptoms or are otherwise not keeping good health must submit application along with doctor's certificate mentioning the ailment and no. of days advised for bed rest. Depending upon their health condition, they will continue to study from home and re-join only after getting a negative COVID-19 RT-PCR test report/fitness certificate from a doctor registered with the West Bengal Medical Council. All the students must maintain personal hygiene as per SOPs issued by the Govt. of India/West Bengal issued from time to time. Among that, double masking & hand hygiene through sanitizer/soap is most critical.

**ATTENDANCE:** - On the 1st day of school, i.e., 16th of Nov, those having an odd roll numbers (Ex. 1,3,5 etc) shall be required to attend classes and the next day the even roll number students shall do the same. This rotation of odd, even attendance shall continue until further notice. 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 **subject to adequate demand**. Please register your interest for bus service latest by 11<sup>th</sup> of November with the Transport Supervisor Mr. Atanu Bairagi (Mobile: 6290828900). 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. 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. or smaller), 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.



**BREAK-TIME RULES:** Students will have to remain in their classes and seated on their seats during break period. They must bring their own tiffin and not share. School canteen shall remain closed. Toilets have to be used in a staggered manner and there should be no crowding near the toilets or the water coolers.

**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. Morning assembly shall be held through PA system. 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 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. Re-joining shall be only upon production of a fitness certificate/negative COVID-19 RT-PCR report issued by a medical practitioner registered with the West Bengal Medical Council. God forbid, in case of emergency, student will be taken to the nearest hospital and the cost thereof will be borne by the parents.

All are hereby advised to go through the Govt. circulars at school website and follow instructions.

**FEE STRUCTURE:** With school reopening, 100% of the applicable fee for the session 2021-22 shall be applicable from 16<sup>th</sup> of November 2021 for Classes IX-XII for now. A separate notice shall be soon circulated conveying the details and balance fees to be remitted.

*Arinestane*

Principal (Officiating)

