



## CIRCULAR



Ref: JHPS/PAR/CIR/20/2021-22

Date: 22.09.2021

### **Sub: Physical reopening of School for Classes LKG to XII**

**Ref 1: Govt. Memo No 3724/SE. PROG II /A1/ 2021 dated 24.08.2021**

**Ref 2: Rc.No.100/Genl/2021 dated 07.09.2021**

Dear Parent,

We would like to apprise you that as per the guidelines issued by Telangana State Government, dated 07.09.2021, school is Physically **reopening for classes LKG to XII**. Students must follow the **Standard Operating Procedures (SOPs)** for Covid-19 issued by Telangana State Government, CBSE and State Education department.

1. **Online & Offline** classes shall continue from **20<sup>th</sup> October'2021**.

**NOTE: Continuation of online classes are subject to the following factors:**

- Number of students opting for online classes.
- Technical feasibility of conducting the classes online & offline together.
- Adaptability of teachers to handle both Online & Offline
- Challenges associated with physical infrastructure.

In case **if the conditions are not conducive to continue online classes simultaneously with offline classes, we will be withdrawing the online classes.**

2. Students can attend the **physical school**, only with the consent of the parents.
3. Students of classes **LKG to XII** will attend school on alternate days as per the following schedule from 20<sup>th</sup> October 2021.

<b>Schedule of Classes</b>		
<b>Roll No.</b>	<b>Days (Physical)</b>	<b>Note:</b>
1-20	Mon, Wed, Fri (W.e.f 20/10/2021)	1. 2 <sup>nd</sup> Saturday will be a holiday. 2. Students will join <b>online classes</b> on the day they are not attending physical school.
21-40	Tue, Thur, Sat (W.e.f 21/10/2021)	

#### 4. Classes will be conducted as per the following Schedule:

<b>PERIODS</b>	<b>TIMINGS for LKG TO V</b>	<b>TIMINGS for VI - XII</b>
Entry into school	8:40 a.m - 8:55 a.m	8:40a.m to 8:55 a.m
Period 1	9:00 a.m - 9:45 a.m	9:00 a.m to 9:45 a.m
Period 2	9:55 a.m - 10:40 a.m	9:50 a.m to 10:40 a.m
Period 3	10:50 a.m - 11:35 a.m	10:50 a.m to 11:35 a.m
Lunch Break / Period 4	11:35 a.m - 12:05 p.m <b>(Lunch Break)</b>	11:45 a.m to 12:30 p.m <b>(Period 4)</b>
Period 4 / Lunch Break	12:05 p.m - 12:50 p.m <b>(Period 4)</b>	12:30p.m to 1:00 p.m <b>(Lunch break)</b>
Period 5	1:00 p.m - 1:45 p.m	1:00 p.m to 1:45 p.m

#### 5. Entry & Exit have been planned as follows:

<b>Mode of Transport</b>	<b>Time of Entry</b>	<b>Time of Exit</b>	<b>Place of Entry/Exit</b>
School Transport	08:40 a.m to 08:55 a.m	1:45 p.m to 2:15 p.m	<b>Gate No.2</b>
Own Transport	08:40 a.m to 08:55 a.m	1:45 p.m to 2:15 p.m	<b>Gate No.1</b>

#### 6. Important points to note:

- **School Timings:** 8:55 a.m. to 2:15 p.m.
- After school clubs and assemblies remain suspended until further notice.
- **New timetable will be shared.**
- **Short Break:** Staggered timings for the short break will be allotted to ensure restricted students' movement.
- **Parent Availability:** It is mandatory for the parents/guardians to be available on call in case of any medical emergency.
- **Uniform:** Students may report to school in formals.
- **Canteen facility:** Canteen facility will not be available till further order.
- **Transport:** School Transport will be available based on the request forms and routes. School transport will be planned with limited seating. The transport fee will be arrived based on the above factors and will be intimated shortly. Kindly contact **Mr. S.M. Krishna** on the given phone number **8179117374** for bus routes.
- If any hired transport / own Transport is used, details of the same to be furnished in writing to the respective Class Teacher.
- **Consent form:** Students should submit the hard copy of parent consent forms before or when they **visit the school on 20.10.2021/21.10.2021** without fail. **(Attached Consent form)**

## **7. Standard Operation Procedures:**

The school has designed a detailed Sanitisation, Logistic and Medical Plan so as to ensure that all the students attending school are safe. In this regard the following measures are being taken by the school.

- **Thermal Screening:** Thermal Screening for everybody entering the school premises.
- **Entry of students:** Students having cold, fever and cough will not be allowed to enter/attend physical classes.
- **Mask:** It is mandatory for students to wear mask.
- **Physical distance:** Physical distance of at least 2 feet to be maintained between two students.
- **Seating plan:** Not more than 20 students per classroom & physical distance between the seats will be maintained.
- **Daily facilities:**
  - ❖ Drinking water facility, toilet maintenance will be done daily.
  - ❖ Sufficient sanitisers will be available.
  - ❖ Hand washing facilities are available.
  - ❖ Regular sanitisation in all key areas.
- **Sharing of Things:** Every student is expected to carry his/her stationery, food, and water bottle and should not share with others.
- **Display of Signages:** Posters and signages have been displayed at strategic points in the school about precautions to be taken.
- **Isolation Room:** School ensures to maintain two isolation rooms with PPE kits and other first-aid requirements.
- **Sanitation & Exigency Team:** All key places used by Students & Staff will be sanitised thoroughly at regular time intervals. School will depute additional staff as Sanitation Team to ensure students' safety and to implement sanitation norms.
- **Movements:** Children should not move around the school unnecessarily. Parents shall advice students not to visit restaurants/shops/other places.

## **8. COVID 19 PRECAUTIONS & INSTRUCTIONS FOR STUDENTS:**

- Should maintain **social distance**.
- Should **compulsorily wear mask** in the school.
- Should **use hand gloves** if necessary.
- Should **sanitize themselves properly**. The sanitisers are provided in the school at strategic locations and they can also bring their own personal sanitiser.

- Should be **careful while using sanitisers** as it may harm eyes.
- Should **wash their hands frequently** whenever they touch other objects.
- Should **not touch** other children.
- Should bring their own things and **do not share** with others.
- Should **not share stationery / food** with other students.
- Should **follow instructions** given by the teachers.
- Should maintain the **discipline and social distance** during the **arrival** and **dispersal**.
- Should **not come to the school** if they have any symptoms of **cold, cough** and **fever**.
- Should **inform to the teacher** if they find any other student having symptoms of **cold, cough and fever**.
- If the student **develops any fever and cough** at the school he/she should immediately **report to the teacher** and the student will be sent to the Isolation room immediately for further necessary care and quarantine (if necessary).
- Should bring only necessary books and items in his/her bag and **restrict the bag load**.

***Note: Any student found to violate the above rules will not be permitted to attend the physical school.***

## **9. COVID 19 PRECAUTIONS & INSTRUCTIONS TO PARENTS:**

- Should **not send the children**, if they are **suffering** from **fever, cold** and **cough**.
- Should **train their children** to **follow social distance** and advise them not to share their items/lunch box with other children.
- Should **train the children to follow instructions** given by the school staff.
- Should train the children **not to touch** other children.
- Should train children **to wear mask/face shield** all the time.
- Should train the children to **maintain hygiene, cleanliness at home** and also in **the school**.
- Should train the children **to bring to the notice of the teacher/nurse** about any symptoms of fever, cough and cold.

- Should note that **an ambulance** is available in the campus for any emergency.
- Should train the children **to be careful** while using sanitisers as it may harm eyes.
- **Parents should not bring any lunch box during school time** for giving it to the children as it may be exposed to risk if it is touched by any other staff.
- Parents should note that **all the school staff including teachers wear masks/face shields** to avoid physical contact with the children as far as possible.
- Should also note that **physical appointments with teachers are not encouraged at the school**. (Appointment with teachers can be taken with **prior intimation to coordinator's mail for Online/Telephone meeting.**)

**Enclosures:**

a) Government Circular Dated: **Rc.No.100/Genl/2021 dated 07.09.2021**

b) Google form link: <https://forms.gle/VoDnvWU4Zwnjkadd7>

We appreciate your cooperation and look forward to your continuous support & cooperation.

We look forward to see the children.

Stay Safe, Stay Healthy!

Regards,

Principal

**JUBILEE HILLS PUBLIC SCHOOL**  
**CONSENT FORM**

Name of the Student :	
Class and Section :	
Admission number :	
Name of the Father :	
Name of the Mother :	
Name of the Guardian (If applicable) :	
Address for communication :	
Mobile number :	
Alternate mobile number :	
Does your child suffer from any medical conditions that the school should be aware of (including any current medication).  Kindly mention <b>NIL</b> if not applicable.	
Emergency Contact Details (If different from the above mentioned details)	
Name :	
Contact Details :	
Relationship with the student :	
Declaration and Consent:	
<p>I as a parent of Jubilee Hills Public School, Hyderabad , agree/do not agree to abide by all the points stated in <b>Memo No. 3724/SE Prog.II/A1/2020 Dt: 24/8/2021 &amp; Rc.No.100/Genl/2021 Dt:07/9/2021</b> and COVID-19 or related issues as amended/updated from time to time by the Government or school and communicated via different means of Communication to students and parents.</p> <p>I hereby certify that my child is not COVID positive and my child has my consent to attend the school. I accept and declare that the school is taking all possible measures to check possibilities of infection.</p> <p>In case my child is tested COVID positive, I will ensure that he\she will be back to school after complete cure and is certified accordingly.</p>	
Agree to the above:	(Yes / No)
Date:	
Signature of Parent / Guardian	