

ST. ANN'S CONVENT SCHOOL

RAJNIKHAND, SHARDANAGAR

General Guidelines to be followed strictly as per Standard Operating Procedure

1. All classrooms will be sanitized with proper protocols.
2. Students must enter and exit from designated Gates and Entry Exit Points. No entry without THERMAL SCANNING and application of sanitizers are made available at the gates.
3. Students must wear face mask, no entry without mask. Face shield, Latex gloves are also recommended. Hand Sanitizers will be compulsory for all students.
4. Students must go directly to classes assigned and remain there for the entire duration.
5. Each class room will have maximum seating arrangement of 20 students. All single seaters be arranged in the class at a distance of 1.5 m each. If the classroom having double seaters, then only 1 students will be seated on double seater.
6. No lunch break will be given. Students must carry their carry own water bottles. No eatables will be allowed inside the school campus. Students will not be allowed to share water bottles or eating outside or within the classrooms. Complete decorum to be maintained in class.
7. Washrooms will be sanitized daily. Restricted movement for Toilets and Emergency is recommended. Only 1 student at a time will be allowed.
8. Students must wear mask all the time and must not touch their face or skin. Full Sleeves shirts and trousers will be worn by all the students with socks and shoes.
9. Students will not be permitted to lend or borrow book/copies or stationary. No loitering about on Campus before/during or after School hours.
10. No direct contact with any employee of the school will be permitted.
11. Classroom Doors will remain open throughout the durations of class/exam.
12. Students must go home directly. The school will not be responsible for personal transport. **TO** and **FRO** school will be the choice of the parents only.
13. All protocols for prevention for COVID-19 must be followed strictly.
14. Virtual online classes currently in practice shall continue alongside optional physical classes.
15. Students shall only be permitted to attend the school after a NO OBJECTION/ PERMISSION to attend the school, provided by the Parents. Consent forms to be signed by the Parents.
16. Social distancing Norms also will be followed by parents strictly. Parents will not be allowed to gather in group outside the school campus.
17. Students must be encouraged to follow strict protocols at home also. As soon as the child reaches home, all things to be sanitized and the child must take a bath. Uniforms must be washed daily.
18. Parents are requested not to send your ward to school if the ward is unwell including cold, cough or fever and other contractible diseases. Subsequently you must inform your Ward's respective teacher regarding reasons for your Ward's absence. For any queries Parents can also co-ordinate with school in charges/office on given official mobile numbers.
19. **Timing :- 08:30 a.m.to 12:30 p.m. (Including Entry and Exit)**