



BRIGHTLANDS GIRLS SR. SEC. SCHOOL, JAIPUR

Date: 25 Sep 2021

Dear Parents and Students

Standard Operating Procedure laid down by the School:

Blended Classrooms (Both Online and Offline mode simultaneously) for classes I- XII

Timings:

- Classes X and XII - 8:00 am – 1:00 pm
- Classes IX and XI – 8:30 am – 1:15 pm
- Classes VI to VIII – 7:45 am – 1:15 pm
- Classes I to V – 8 :15 am – 1:00 pm

1. Only 50% of the students will be allowed to attend class on a particular day as per the Roll number wise days allocated to students. **Entry into the campus will be permitted strictly on submission of a handwritten consent letter duly signed by the parents which the student must mandatorily carry.**
2. The Classes are planned for 6 days (Monday, Wednesday, Friday/ Tuesday, Thursday, Saturday) in a week on alternate days for 50%. of the strength.
3. Blended learning will continue (Both online and offline mode). Those students who prefer to continue studying online will be connected to the classroom teaching via GoogleMeet.
4. Only the front Main Gate will be operational during entry of students.
5. Classes VI – X will enter from the **Guard room side gate.**
6. Classes I – V and the students of classes XI & XII coming without two wheelers will enter from the **ATM side gate.**
7. The students of classes XI & XII coming on two wheelers will enter from school **Back gate.**
8. Parking of two wheelers / bicycle for class XI and XII will be at the cycle stand.
9. Parking of two wheelers / bicycle for class VI and X will be near the R.S. Hall.
10. Thermal scanning and sanitizing will be done at the entry gate.
11. Attendance will be taken and Consent Letters collected at the Main Gate. The Consent Letter must be displayed by the students on entry to make the process contactless.
12. Physical distancing of 6 feet must be followed at all times.
13. Crowding inside the campus, maintaining close contact with your friends will not be permitted.
14. Use of face covers/ masks is mandatory at all times.
15. Wash your hands frequently with soap for at least 40 seconds.



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16. Carry your own alcohol-based sanitizer, towel, water bottle, food items and stationery. Sharing and borrowing will not be permitted. Students must compulsorily wear their IDcard.
17. Respiratory etiquette to be strictly followed. This involves covering ones mouth and nose while coughing / sneezing with handkerchief/ tissue/ flexed elbow and disposing offused tissues properly in the dustbins.\
18. As a precautionary measure there will be no Canteen and Bus services provided for the time being.
19. Avoid attending school if you have fever, dry cough, cold, breathlessness, headache, loss of smell/ taste.
20. Movement of students in the school corridors would be restricted.
21. While teaching is in progress, the teacher and all the students will continue to wear their masks.
22. Inform the school about travel history. In case your child has travelled out of the city or has been a part of any large gathering, then the child must quarantine herself for a minimum of 5 days.
23. In case your child suffers from any co morbidity, it is advisable to speak to the doctor before making the child join school.
24. It is advisable for parents to pick and drop their children to school.
25. As the safety and security of the students is of utmost importance to the school, **the Students from classes I – XII will not be permitted inside the school campus before 7:45 am. Please ensure that your ward is dropped to school only after the scheduled time i.e. 7:45 am.**
26. Parents are requested to be on time to pick up their wards at the time of dispersal. Delay in pick up causes overcrowding at the exit point.
27. **Exit plan:** Students on foot will exit from the Main Gate. The students on two wheelers will exit from the back gate.

Please support us in our endeavour to provide quality education to your Child in a Safe, Healthy and Secure environment.

Best wishes

Lakshmi Menon

(Principal)

Brightlands Girls Sr Secondary School