



OFFICE OF THE PRINCIPAL

ST. XAVIER'S SCHOOL, NEVTA  
Date: January 29, 2022

Dear Parents/ Guardians,  
Greetings!

As per the order dated January 28, 2022 of the Government of Rajasthan, regarding the guidelines to open the educational institution for the students of **Classes X to XII**, the school has decided to re-open from **Thursday, February 03, 2022**.

In this regard, the students of classes X to XII are encouraged to attend classes regularly as the upcoming Practicals and Final Examination will be held offline only.

Kindly note, only those students whose online consent form is received by the school will be allowed to attend the regular classes. **Kindly submit your consent latest by Monday, January 31, 2022** by clicking on the link <https://forms.office.com/r/heRSOnMtvU> . Also the students will have to carry the print out of the consent form (duly signed by the parents) attached below.

Note: In order to avail the school transport, you are expected to pay the transport fee (for the period of February 01, 2022 till March 31, 2022) in advance to the transporter latest by February 01, 2022 else your ward will not be picked up by the transporter.

### **THE SCHOOL'S STANDARD OPERATING PROCEDURE (SOP)**

This Standard Operating Procedure (SOP) outlines various generic precautionary measures to be adopted when schools are permitting students to attend offline classes. These measures need to be observed by all (teachers, employees and students) in the school at all times.

1. The Classes are planned for 6 days a week.
2. School Timing will be from 8:00 am to 2:00 pm.
3. A separate fogging machine will be functional at the main entrance of the school building throughout the working hours.
4. Students will enter the school after sanitizing their hands through a separate Entry Gate. Entry of students through other gates will be strictly forbidden.
5. Physical distancing of at least 6 feet to be followed at all times.
6. Crowding inside the campus, shaking hands, maintaining close contact with your friends will not be permitted especially at Entry and Exit points
7. Use of face covers/masks is mandatory at all times even while travelling in the bus.
8. Wash your hand frequently with soap (for at least 40-60 seconds) even when hands are not visibly dirty. Liquid soap dispensers are placed in all washing arena.
9. Use of alcohol-based hand sanitizers (for at least 20 seconds) can be done wherever feasible.
10. Students should bring their own sanitizer, towel, water bottle and food items from home.
11. Respiratory etiquettes to be strictly followed. This involves strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing off used tissues properly.
12. Exchange of drinking water, textbooks, stationery items and food items will not be permitted.
13. Self-monitoring of health by all and reporting any illness at the earliest. Avoid attending school if having symptoms like fever, head ache, cough and cold.
14. Spitting is strictly prohibited anywhere inside the school campus.
15. Students will be allowed to use the washroom with the prior permission from the teacher on duty. They will only be allowed to use the washroom in a staggered manner.
16. Wearing School Uniform is compulsory. Student must wear clean uniform and maintain hygiene in the campus.
17. To ensure safety during the bus journey, avoid over-crowding while you are boarding or de-boarding.
18. A separate "Isolation Room" within the school premises will be allotted for emergency cases.
19. During the Class hours' entry of parents and visitors will be strictly regulated.
20. The Students will not be allowed to enter any other classroom except their own.
21. Canteen services will not be operational inside the campus for time-being.
22. While teaching is on, both the teachers and students will continue to wear masks.

You are hereby instructed to follow the SOP given by the School Management.

(Fr. Sangeeth Raj, S.J.)  
Principal

## Consent Form

Respected Father,

I, \_\_\_\_\_ father/mother of \_\_\_\_\_ Class & Section  
\_\_\_\_\_ Reg.No. \_\_\_\_\_ hereby give my  
consent and agree upon that I shall send him/her to school to attend offline classes  
from \_\_\_\_\_ onwards.

**If attending offline classes**

1. I hereby declare that my family members are neither COVID-19 positive/not in quarantine nor from the containment zone. I assure you that my ward will follow all the hygiene norms and health related guidelines of the school.
2. Each one of us should ensure our own safety. My safety is my responsibility. My health is the health of the community.

Date :

Signature of Parents