



Ref No: OOEHs/Cir/17/ 2021-22

September 26, 2021

Circular to Parents: R1 to S5 and KG1 to Gr. XII - Regarding School Re-opening

Dear Parents,

Greetings!!!

"Before anything else, preparation is the key to success" – Alexander Graham Bell.

We are pleased to welcome our students on campus from Sunday, October 03, 2021 for face-to-face learning, through a blended mode of learning – on campus teaching and Online Digital Learning as per the directives of MoE. Both modes of teaching will be conducted simultaneously to ensure the progression of the curriculum.

Please go through the following processes and guidelines.

Curriculum Delivery model for blended learning:

	Sunday / Monday	Tuesday	Wednesday / Thursday
Batch A	On campus Learning	Digital Learning	Online Digital Learning
Batch B	Online Digital Learning	Digital Learning	On Campus Learning
Note: Same timetable will be followed by both Batch A & Batch B simultaneously			

- Each Grade & Section will be divided into 2 cohorts (Batch A & Batch B).
- Batch A comprises of 50% of students attending on-campus learning, while Batch B comprises of 50% of students attending Online Digital Learning from home.
- Both the batches will attend classes simultaneously. While Batch A will be attending classes in school, Batch B will be engaged in Online Digital Learning simultaneously.
- Batch A students will attend on campus learning on Sunday and Monday and Online Digital Learning on Wednesday and Thursday. Batch B students will attend on campus learning on Wednesday and Thursday and Online Digital Learning on Sunday and Monday. **On Tuesdays, all students will be on 100% Online Digital Learning**
- There will be a common timetable that will be followed for both Online Digital Learning and the lessons in the school.
- There will be 6 lessons of a duration of 40 minutes per lesson each day with a 5-minute break in between lessons. There will be a 20-minute break, staggered across phases spread out during the total number of school daily hours to minimize contact between students and staff.
- For Early Years (KG1-KG2/R1-R2), there will be 4 lessons of a duration of 35 minutes per lesson each day. There will be a 20-minute break for snack time, staggered across sections spread out during the total number of school daily hours to minimize contact between students and staff.

Lesson / Period Timings:

The school will start at 7:40 am and end at 12:40 p.m. for all Grades from J1 to S5 / Grade 1 to 12. Early Years students will start school at 7:40 AM and end at 11:00 AM.





Please find below the Lesson / Period Timings:

Lesson / Period	IG - R1 & R2 CB - KG1 & KG2	Lesson / Period	IG - J1 to J6 CB - Gr 1 to Gr 8	Lesson / Period	IG - S1 to S5 CB - Gr 9 to 12
CT Time	7:45 – 7:55	CT Time	7:45 – 7:55	CT Time	7:45 – 7:55
Lesson 1	8:00 – 8:35	Lesson 1	8:00 – 8:40	Lesson 1	8:00 – 8:40
Lesson 2	8:40 – 9:15	Lesson 2	8:45 – 9:25	Lesson 2	8:45 – 9:25
Break	9:20 - 9:40	Lesson 3	9:30 – 10:10	Lesson 3	9:30 – 10:10
Lesson 3	9:45 – 10:20	Break	10:10 – 10:30	Lesson 4	10:15 – 10:55
Lesson 4	10:25 – 11:00	Lesson 4	10:30 – 11:10	Break	10:55 – 11:15
		Lesson 5	11:15 – 11: 55	Lesson 5	11:15 – 11: 55
		Lesson 6	12:00 – 12:40	Lesson 6	12:00 – 12:40

Our safety measures:

- Thermal Cameras for screening.
- Temperature checks
- Sanitizers at strategic locations
- Staggered break time.
- Limited number in class. 50% students.
- Social distancing with 1 meter between seating arrangements in the classrooms.
- Sanitization of the campus every day.
- Social distancing stickers in place.

PCR testing requirements for students (subject to change as per MOH / MOE guidelines):

Students above 12 years		Students under the age of 12	
Vaccinated	Not Vaccinated and those with medical exceptions approved by health authorities	Vaccinated	Not Vaccinated
PCR test once a month	PCR test every week	PCR test once a month	PCR test once a month
If students are suspected of COVID or unwell, must submit a negative PCR test on the 3rd day or prior to returning to school for on campus learning.			

Wearing of masks:

Students of Grade 1 and above will be expected to wear a mask throughout the school day except if they are in:

- Kindergarten
- Cannot wear a mask due to medical condition. In that case, parent should provide the school with a medical certificate and have your child wear a face shield instead. Students must come to school wearing mask and parents must provide 2 spare masks with the students



Break time & Canteen:

- The School canteen will be partially operating from 15th October 2021 (water, packed juices and snacks will only be available)
- Staggered break time.
- Students are encouraged to bring snacks from home.
- For Early Years, parents are requested to send a snack as normal in a small container. Water bottle also to be brought from home. (Bottle and Snack box to be labelled properly with child's name and class-sec)

School Bus Arrangements:

- Buses will operate at 50% capacity.
- Temperature check prior to boarding.
- There are clear guidelines for any case where a child feels unwell on the bus.

Students with chronic medical condition:

- Students with chronic medical condition should opt for Online Digital Learning only.
- All parents must sign an undertaking agreeing to keep students at home if they are generally unwell.

Physical activities: Asynchronous PE lessons will be conducted for all grades.

Extra-curricular activities: Extra-curricular and well-being activities will be conducted in campus and online as applicable (pertaining to the MOH / MOE guidelines)

Trips and excursions: All trips and excursions are cancelled but we will have other virtual tours and digital activities.

Support for students with special needs: Counsellor and Special educator will support students with special needs.

Guidelines for Parents:

- **Parent opting for 100% Online Digital Learning for students must submit an undertaking for curriculum progression (along with the medical certificate as applicable).**
- **Failure to attend the on campus and / or online learning as per the designated days (except for medical / emergency reason) will be marked absent. Short of attendance percentage may lead the student to the risk of promotion to next grade (as per the MOE, CBSE and IGCSE guidelines).**
- **All examinations (core subjects) will be conducted on campus and students are expected to come on campus with the PCR test / Vaccination for attending the examinations as applicable.**
- Parents are not permitted to enter the school premises, but they can drop off/pick up their children in designated points.
- People with compromised medical conditions, including the elderly, should not come for drop off and pick up.





- All students must vacate the campus by 11:15 AM for Early Years and 1 PM for the rest of the school. **No student is permitted to stay back. Parents are requested to collect and drop off on time. School Gates will be closed at 7:45 AM and student will not be permitted beyond this time.**
- Parents drop off and pick up at one designated area and designated timings with no interaction inside the school. There should be no access to the rest of the school facility by family members and visitors. Family members should be given maximum time limit of 10 minutes in the designated area to pick up / drop off with no crowding, maintenance of a 1 meter distancing, and wearing of masks at all times.
- Parents/ guardians visits for meeting any of the staff member will be based on an appointment system.
- Appointments must be made in advance via the main reception for face-to-face meetings.
- Parents and guardians will be allowed inside the premises following the Green Pass protocol.
- Parents must sign the travel declaration form and submit to the school prior to travel occurring.
- Parents must download the Al Hosn App to ensure traceability in the event of infection.
- Parents must sign an undertaking stating the following:
 1. They will ensure that their child/children has/ve had the mandatory COVID-19 test prior to re-joining the school. **This certificate must be submitted to the school by 2nd October 2021 (Batch A) and 5th October 2021 (Batch B) via email through the class teachers.**
 2. They will keep their child/children at home if they are generally unwell.
 3. They will ensure their child/children follow school requirements for return to school after day/s of absence. (submit PCR on the 3rd day of absence)
 4. They will ensure that they immediately pick up their child/children from school in case they become sick or has/ve contacted COVID-19 suspected case at the school. They will immediately follow protocols in these cases as communicated by the school.
 5. In case their child/children tested positive, they are committed not to bring their child/children to school until tested negative. In this case, they are committed to continue their child/children's education through Online Digital Learning.

*On first day (Batch A – Sunday, 3rd October & Batch B – Wednesday 6th October 2021), it is mandatory for all students to present at the gate the Student Entry form along with the PCR test result / Vaccination record and submit the same to the Class teacher.

The batch details of students will be communicated via the class teacher by Tuesday, September 28, 2021.

We look forward to welcoming all our students on campus!

Thanks and Regards,


Dr. S Reshma
Principal





Student Entry Form

On the first day of school, it is mandatory for all students to present the below at the gate along with the PCR test result / Vaccination record and submit the same to the Class teacher. Also, this form to be emailed to the class teacher along with the PCR / Vaccination result by 2nd October, 2021 (Batch A) and 5th October, 2021 (Batch B)

Student Fee ID	
Name of the Student	
Grade and Sec	
Vaccinated (tick as appropriate)	Yes / No
House Address:	
Emergency Contact Number:	
Name of the Father / Guardian:	
Mobile Number:	
Email:	
Name of the Mother:	
Mobile Number:	
Email:	
Batch: (will be filled by the Class Teacher)	

