

SEVENTH-DAY ADVENTIST HIGHER SECONDARY SCHOOL
132 Ft. Ring Road, Haripura, Maninagar (East), Ahmedabad-8
GC-03/August 31, 2021

Dear Parents/Guardians,

Greetings from Seventh-Day Adventist Higher Secondary School!

We are happy to inform you that Gujarat Government has given an order to all the schools to resume physical classes for students of VI-VIII classes from 2nd September 2021 (Thursday). All safety measures have been taken as suggested by the experts. I appeal to parents to encourage their children to attend physical classes and follow Covid appropriate behavior.

To comply with Standard Operating Procedures (SOP) for the health, hygiene and safety of our students especially in these days of Covid-19 Pandemic dire situation, we are dividing every division of classes VI-VIII into two smaller divisions. Class VI will meet in Alpha Block and classes VII & VIII will meet in Omega Block.

1. The students having even numbers of the respective class roll numbers such as 2,4,6.. will attend Morning Shift, i.e. 7:30 a.m. to 11:30 a.m.
2. The students having odd numbers of the respective class roll numbers such as 1,3,5... will attend Afternoon Shift, i.e. 1:00 p.m. to 5:00 p.m.

The respective class teachers will inform the students about their even and odd number roll numbers.

Your cooperation and support are highly essential to have a smooth function of the school. Teaching would take place in both offline as well as online/distance learning mode simultaneously. Please note that a minimum of 75% attendance is compulsory either online or offline.

If you face any problem with these arrangements, kindly be in touch with the respective Supervisors/HM and seek their guidance.

As we plan to re-open the school, we wish to take precautionary measures for the safety and security of our students. Hence, we request you to instruct your children to strictly observe the following Covid-19 guidelines and fulfil the following:

- i) Parents are requested to send their consent letter addressed to the Principal stating that you are sending your ward/s to attend the physical

- classes conducted by the school at your own will and wish and no one has coerced you to do so. Also, mention that you will not hold the school responsible for your own conscious decision.
- ii) Send a small bottle of sanitiser along with your child without fail. Please give strict instruction to your child to use it often.
 - iii) Send sufficient food and water.
 - iv) Instruct your children to maintain social distancing (at least 6 ft.) both inside the school campus as well as outside the school campus always.
 - v) Instruct your children not to share or take anything from anyone (pen, pencil, sharpener, eraser, scale, paper, books, eatables, etc.)
 - vi) The students must wear a school uniform meant for classes VI-VIII only.
 - vii) If any student/staff member is living in a containment zone and quarantined area, should not come to school until the quarantine period is over or the containment zone is cleared normally.
 - viii) Do not send your ward/s to school if he/she or any family member is living in the same household suffers from fever/cough/breathlessness, etc.
 - ix) If any one of your wards is suffering from an underlying health problem and require special attention from the teacher, kindly do intimate the same in written form addressed to the Principal so that necessary care and attention can be given.
 - x) We shall continue with the Physical classes until we receive further orders from the govt. of Gujarat. However, Physical classes shall be conducted only for 4 hours daily from Monday-Friday.
 - xi) The subjects English and Mathematics will be taught from Monday to Friday. Other major subjects shall be taught twice a week and the remaining minor subjects shall be taught once a week. The details shall be intimated to you by the respective class teachers on or before September 1, 2021.
 - xii) Students who have not cleared school fees dues as of 31st August, 2021 including first- quarter fees will neither be permitted to attend the

Physical classes nor allowed to attend the virtual online/distance learning classes.

- xiii) Due to some financial difficulties, if anyone is unable to clear the school fees as per the due date, such parents can write a letter to the Principal requesting an extension of time to pay the fees. However, kindly mention a valid reason and the earliest date you can pay.

If any parent, don't respond to any of our reminders about the non-payment of fees dues. In such cases, the School Management may discontinue the student's name from the school attendance register. Hence, kindly extend your cooperation and do the needful to avoid unnecessary conflicts. We have been informed about it previously and also through our General Circular No. 02 dated August 24, 2021. We are expected to meet all the financial obligations including the employee salaries. We appreciate it if you could understand our obligations and do the needful without fail.

- xiv) Every Friday, short tests will be conducted. All the relevant information such as time, whether online/offline etc. will be informed to you by the respective HM.
- xv) There will be no assembly services/group activities of any kind.
- xvi) Every class will have a break for breakfast/snacks/washrooms at separate timings.
- xvii) Respective class teachers shall inform the students about class wise/division wise timetables.

May God continue to bless you.

With warm regards.

Yours sincerely,

Sd/-

Dr. G. Immanuel
Principal