

**Birla Public School , Doha-Qatar**

**(Primary-II)**

**Al Hilal,**

**Circular**

**Back to School**

Dear Parents,

Greetings from Birla Public School!

After the five months of distance education we are all set to re-open the school from 1<sup>st</sup> September 2020 as per the instructions and directives from MOEHE and MOPH. At the outset I take this opportunity to thank you for your great cooperation and tremendous support during the unprecedented condition of COVID19.

As per the directives of the Ministry of Education and Higher Education wide Circular No. 3 and 4 here is the school re-opening plan. All of you are requested to go through the plan in detail and be particular to follow the given instructions.

Please be assured that safety and wellbeing of the students is given paramount importance and we are very well prepared with all the precautionary measures. You too are expected to train your children for the following while they are at home:-

- To wash hands regularly and avoid touching face
- To wear a mask either (cloth mask, medical or surgical/disposable mask ) – Optional.
- To dispose used mask appropriately
- To avoid touching things in surrounding
- To maintain social distancing (not to hug or shake hands)
- To avoid sharing food items and materials
- To carry sufficient eatables
- To carry sufficient drinking water (to avoid any other water source)
- To inform the teacher if any unforeseen situation arises
- To carry minimum study material as advised by the teachers **(to maintain social distance, school ancillary staff will not be able to help children to carry their material, Students' Pigeon holes and lockers will not be available during this time so students should take care of their belongings)**

**Note: Please see the Instructions for details**

**Schedule for 1<sup>st</sup> September to 3<sup>rd</sup> September 2020**

**Important Note**

During these three days there will be orientation for acclimatization. Students will be trained to follow the safety protocols. Each student will come to school only once in the first three days as per the following table (Students to carry a rough notebook, water bottle and snacks only)

Grade	Timings	Attendance / Tuesday 1 <sup>st</sup> September 2020	Attendance / Wednesday 2 <sup>nd</sup> September 2020	Attendance / Thursday 3 <sup>rd</sup> September 2020
Grade III & IV	7:30 am to 11:30 am	Group A	Group B	Group C

**Important Note:** The groups will be informed by the class teacher.

**Integrated Education from 6<sup>th</sup> September 2020**

**Grade III & IV - 7:30 am to 12:30 pm**

**Virtual Classes for Languages, Islamic Studies and Value Education from 5:30 pm – 6:30 pm-(Twice a week including Saturday , detailed schedule will be shared by the Class Teachers through email)**

Days	Group A	Group B	Group C
Sunday	On Campus	Online	Online
Monday	Online	On Campus	Online
Tuesday	Online	Online	On Campus
Wednesday	On Campus	Online	Online
Thursday	Online	On Campus	Online
Friday	Holiday		
Saturday	Online	Online	Online

**\*Saturday's online classes will be for 2 hours for languages and optional subjects.**

### **Important Instructions:-**

#### **Information of COVID19 Positive Status:**

- It is mandatory for parents to inform the school immediately when child or any of the family or member of the household is tested COVID19 positive, has any symptoms or is exposed to COVID19 positive person.
- Non-compliance of any of the above will lead to the consequences as per the discipline policy of the school.

#### **Assessments:**

- Periodic Assessment 2 (PT-2) is shifted to 30<sup>th</sup> September 2020. Updated date sheet is uploaded on the school website.

#### **Attendance:**

- Attendance is compulsory for all the students on designated day; online or on campus.
- If a student is not present in school on the scheduled day he/she will be marked absent (except special case).

#### **Absence from School – The students will get exemptions from attending school in the following condition if they provide Ministry approved medical certificate:**

- If the child is suffering from COVID19
- If any member in family is COVID19 positive
- If the child or any of the family members has come in direct or indirect contact with COVID19 positive person
- If the child or any of the family members is exposed to COVID19 positive person
- If the child, parent or family members is suffering from Chronic diseases or any other health issue
- Children of pregnant / nursing mothers
- Parents to immediately inform the class teacher through email and to school with a copy marked mail ID – '[COVIDinfo@bpsdoha.com](mailto:COVIDinfo@bpsdoha.com)'.
- Parents are expected to mention the date and duration of any of the above mention COVID19 case. For other than COVID19 case kindly be specific to convey the health issues.

**Transport:**

- Considering Ministry's instruction of not mixing different groups of students and to avoid any unintended spread of COVID19 the transport facility of the school is suspended for this term (till further notice). No transport fee will be charged.

**Entry and Exit from the School Campus:****For the safety of the students kindly drop your child at designated school gate only:**

- Gate No. 1 - Grade III divisions A to L
- Gate No. 2 – Grade III divisions M to P
- Gate No. 2 - Grade IV division A to K
- Temperature of each student will be checked. Any student having body temperature more than 37<sup>0</sup>C will not be allowed to enter the classroom and will be taken to the isolation room and the parents will be informed by the first aid department to pick their child from school. If the case is severe, ambulance will be called and the child will be shifted to hospital. The same will be communicated to the parent.
- Wearing Mask is optional (plain cloth mask, preferably washable)
- Students to enter in the campus maintaining the social distance (School staff will be deputed to guide the students at different places in the school premises from 6:35 am)
- Parents should come to the gate and drop the students
- The entry of parents/visitors to the school campus ,except to collect their child from the isolation room is strictly prohibited as per the Ministry guidelines.

**Pick-Up Point:**

- In case of emergency parents will be informed the pick point
- Parents are requested to cooperate by picking up the child sharp at the dispersal time for safety of the students
- Gate No. 1 - Grade III divisions A to L
- Gate No. 2 – Grade III divisions M to P
- Gate No. 2 - Grade IV division A to K
- . The parent should also be wearing mask while dropping or picking up the child.

**Precautionary Measures:**

- Parents should check the health condition of the students, like temperature, sneezing, coughing, diarrhea etc. before sending the students to school. In case any symptom is seen, please do not send the child to school. In case of any suspected or actual case of

COVID19 in the family, parents should immediately inform it to the class teacher and to school through special mail ID – '[COVIDinfo@bpsdoha.com](mailto:COVIDinfo@bpsdoha.com)' .

- Hand sanitizers will be available at the corridors and near the toilets. Students to use the sanitizer whenever necessary (i.e. after touching washroom taps, door handles, flush knob etc.)
- All the communication will be through emails.
- Checking of students' notebook work will be done virtually.
- Common drinking water facility (water coolers) will not be available. Students are advised to carry sufficient water for themselves.
- Sharing of any eatables or any kind material (such as pen, pencil etc) between students or staff members are strictly prohibited.
- Students should avoid crowding inside and outside the prayer room.
- Number of students entering to the washroom area will be restricted to avoid crowding
- Students should not throw their mask carelessly in the classroom, corridor, playground, on the stair case or in the washroom area. Masks should be disposed in the dustbin which will be duly covered and kept only for this purpose near the classroom, along the corridors.
- Consumption of food/snacks will be allowed only inside the classrooms and the waste should be disposed in the dustbin kept inside the classroom.
- Students should maintain discipline and social distancing while climbing up and down the steps at any case to avoid crowding on the stairs.

**Emergency Arrangements:**

- In addition to infirmary, isolation rooms are set up. Students showing any symptoms like cough, cold, fever, etc. will be shifted to isolation room immediately.
- Parents will be informed and will be expected to pick up the child from the school within one hour of the information received by the parent and to keep in touch with the class teacher to update the status of child's health. Ministry guidelines and any specific directives will also be communicated on a case by case basis.

**Disclaimer: All the above mentioned plans and procedures are as per the latest directives of MOEHE and MOPH.**

Sd/-  
**A P Sharma**  
**Principal**