



Venkateshwar International School

Dwarka, Sector-18, New Delhi-78

Ref.No.:SVIS/PC/2020-21/ IX & XI /66

February 01, 2021

Dear Parents

As per the notification dated January 29, 2021 issued by the Directorate of Education, schools are allowed to commence academic activities in the school premises for the students of classes IX and XI.

The school has already conducted mock tests for classes IX and XI in the online mode. The date sheet for the annual examination has been shared with the students. The exams are scheduled to begin from February 8, 2021 for Class XI and February 9, 2021 for Class IX. The examinations for IX & XI are scheduled on different dates.

The annual examination for these classes will now be held in offline mode.

The school is already holding classes for X and XII in offline mode in school and is committed and confident to provide safe environment to all the students coming to school.

As parents, you are requested to ensure that your ward follows **Covid Appropriate Behaviour** at all times. The detailed guidelines of the same are annexed with this circular.

The child suffering from any kind of sickness will not be allowed to enter the school premises. You must submit the medical report and/or application on or before the exam day in order to get the leave sanctioned along with getting the permission for retest post the annual exams.

The students who are out of station and unable to travel back must submit an application stating the reason for their unavailability latest by Tuesday Wednesday 03, 2021. For these students, the examination schedule will be notified separately.

Please note, in order to be declared pass, a student must get at least 33% in theory exam in each subject separately from the practicals.

Entry and Exit rules:

On the day of examination, the students must follow all the protocols as follows:

Class and Sec	Entry/ Exit Gate No.	Roll. Nos	Entry Time	Exit time
IX A, B, C	Gate No. 1	1-20 21 onwards	9:30 am 9: 40 am	1:40 pm 1:50 am
IX D, E	Gate No. 2	1-20 21 onwards	9:30 am 9: 40 am	1:40 pm 1:50 am
XI A, B, G	Gate No. 1	1-20 21 onwards	9:30 am 9: 40 am	1:40 pm 1:50 am
XI C, D, E and F	Gate No. 2	1-20 21 onwards	9:30 am 9: 40 am	1:40 pm 1:50 am

Seating Plan is enclosed for your ward. He/She must note the room number, floor and straightaway reach his/her allotted room after entering the school. The students must use Staircase 1 (**adjacent to the Medical Room**) for moving up and Staircase 2 (**adjacent to Staff Room**) for going down.

The school may provide bus facility on limited routes subject to terms and conditions.

Those seeking transport facility must email their request mentioning the area and previous route no. latest by Wednesday, February 03, 2021. The availability of transport facility will be at the sole discretion of school.

We seek your cooperation in the smooth conduct of the examination and ensuring safety for all stakeholders.

Wishing our students the very best!

Warm regards

(NITA ARORA)

Principal / Co Learner

PS-Doubt Clearing:

Class XI students may come for doubt clearing from **09:30 am-12:00 noon** on Friday, **February 05, 2021** & Class IX students may come on Saturday, **February 06, 2021** from **9:30 am-12:00 noon** complying to the same entry/exit protocol

COVID APPROPRIATE BEHAVIOUR GUIDELINES

School Readiness :

- i) The school has ensured thorough sanitization of the school premises availability of key supplies like thermal screeners, disinfectant, soap, etc.
- ii) The Seating Plan for Examination as per capacity/ occupancy limit of the classroom (not more than 12-15 students) will be followed strictly.
- iii) School timings are staggered to avoid crowding at the school main entrance/exit gate.
- iv) No assembly or social event, no extracurricular or physical outdoor activities will be conducted.
- v) The school has made provision for quarantine/ waiting rooms at each floor in case of emergency.

The students must follow COVID APPROPRIATE BEHAVIOUR to keep them and others safe.

This includes :

- i) Wearing of Masks properly at all times
- ii) Maintaining Social Distancing (at least 6 feet distance to be maintained)
- iii) Carrying sanitizer and using it frequently
- iv) Avoiding unnecessary movement in corridors, classes, stairs cases, etc
- v) Bringing your own stationary
- vi) Carrying your own water bottle
- vii) No exchange of articles including books and textbooks with other students
- viii) After using washrooms, washing your hands with soap and water is a must
- ix) Informing the teacher on duty immediately in case of any discomfort or health related concern
- x) Following the instructions for upward and downward movement. Separate Staircase to be used for moving Up and going Down
- xi) Coughing/ Sneezing in your elbow or using tissues. Throwing used tissues in Dustbin only
- xii) No touching of Mouth, Nose, Ears and Eyes by unwashed hands

Guidelines for Parents:

- i) Parents must sensitize their ward to follow COVID APPROPRIATE BEHAVIOUR at all times
- ii) Parents must observe the health of their ward and check for the following symptoms
 - Fever or chills (>99.5 F)
 - Cough
 - Shortness of breath or difficulty in breathing
 - Fatigue
 - Muscle or bodyaches
 - Headache
 - Loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhoea

Do not send your ward in case of any of the above mentioned symptoms or any other health concern.

- iii) Ensure that your ward wears face mask properly covering both mouth and nose.
- iv) Ensure that your ward carries sanitizer, tissues, water bottle, own stationery, books, notebooks, etc to avoid sharing or borrowing from other students
- v) Parents must ensure timely pick and drop of their ward from to/ from designated gates
- vi) Parents must send duly signed **CONSENT FORM** for attending the classes/ exams in school

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Consent Form

(To be carried on the date of first exam or e-mailed to class teacher's e-mail id)

I, _____ father /mother/ guardian of _____ of _____ (Class/Sec.) allow my ward to appear for the Annual Examination in the school premises. I assure you that he/ she has not come in contact with a Covid positive person in last **15 days** and is fully fit to appear for the exams. I undertake the responsibility of my ward to observe **COVID Appropriate Behaviour**. I shall make the necessary arrangements for picking & dropping of my ward.

Signature of Father/ Mother/ Guardian

Date