

TNR/EXCACD/031/2021-22

Dear Parents,

Greetings from TNREA!

Keeping the Telangana State Government's Directive towards Physical Reopening of Schools, we had shared the schedule for phased reopening of classes on Campus.

GRADES	RE OPENING OF CLASS	SCHOOL TIMINGS
VI, VII, VIII, IX	6th September 2021	8:30 am - 3:30 pm
III,IV, V	6th September 2021	8:30 am - 3:30 pm

We are happy to receive the overwhelming response from parents of all grades who have shared their interest in sending their wards to the school for physical classes. We understand and respect the concern that each one of you have about your ward's safety and security. Hence we would like to share with you all the plan of actions decided by us for operating the physical classes from 6th September'21 in phased manner –

- 1) Till Grade V, each class is been divided into 2-3 (A, B, C) sections ensuring the max strength of a section to 15-16 students only.
- 2) Only one student will be made to sit on one table chair set.
- 3) Teachers shall always be in the classroom with the students, even during the break time.
- 4) Sanitizers are being placed at many places in the school building and campus.
- 5) Each classroom is been provided with a bottle of sanitizer.
- 6) Each classroom along with all the furniture will be sanitized every day after the students leave.
- 7) During Breakfast and Lunch break, teacher shall also eat with the students in the classroom.
- 8) Admin Personnel/Support Staff (male and female) shall be made to stand inside and outside the washroom to ensure monitoring in and out of the washrooms and the corridors to avoid overcrowding.
- 9) Floor Managers roster is been prepared. Teachers acting as Floor Managers will be seated at the stations to monitor corridor movements of children.
- 10) Washrooms on different floors (ground, 1st, 2nd, and 3rd) have been designated for different classes. Eg. – Grade IX will use the facility at the ground floor, Grade III, IV, V will use the facility at the first floor and Grade VI, VII, and VIII will use the facility at the 2nd floor.
- 11) Every washroom has been provided with several number of liquid soap bottles for children use.
- 12) Washrooms will also be cleaned and sanitized daily frequently.
- 13) Three entrances to the school building will be made operational. One for the by walk commuters and another two for the bus commuters to ensure smooth entry and exit of the students avoiding overcrowding.
- 14) Temperature of each child/staff will be monitored at the campus/building entrance every day.
- 15) Student/staff with cold or fever will be sent back home immediately.

- 16) A naani will be commuting in each bus in the morning and evening while pick and drop of students for monitoring children in the bus. Sudden checks will be done by admin personnel in the bus sometimes.
- 17) Each bus will be cleaned and sanitized every day.
- 18) Each bus and school will have masks available and students will be provided whenever required by them. Parents will be informed about the same and the cost (Rs 2.50 per mask) will be added to the monthly fee structure.

Do's for Parents every day

- 1) Please discuss the above points with your ward(s) about the social distancing and safety measures to be followed at the school.
- 2) Please send your ward in school uniform only and with mask.
- 3) Please send a small towel/napkin, extra masks and a pocket sanitizer mandatorily.
- 4) Please send one pair of extra uniform along with child so that if wet in rain, child can change in the school to avoid catching cold.
- 5) Please send optimum quantity of food only for breakfast and lunch to avoid personal contact (if child needs to be fed).
- 6) Food and water sharing will not be allowed for student to avoid any kind of risk.
- 7) Please ensure that children bring their own stationery and books, notebooks as mentioned in the TT. TT will be shared with children and uploaded on MCB.
- 8) Please be at the pick/drop points on time. The bus may be 10 min early or delayed due to road traffic conditions. However students need to be before time at the pickup point and parents should wait at the drop points till bus arrives.
- 9) At the pickup and drop points, we expect parents to be patient and help us in following the procedures.

Don'ts for Parents every day

- 1) Please ensure that children do not bring any money/gadgets to school. If found, shall be confiscated and not given back under any circumstances.
- 2) Please do not fail to follow the above Do's Points.
- 3) Please do not talk to anybody and everybody in the school for any concern. Contact the concern person in the school for fast and adequate solution. Follow the school communication process.
- 4) Do not call drivers/ naanis for any transport related queries or timings while they are on roads for your and others' wards' safety.
- 5) We do not encourage parents or students to make groups anywhere in the school campus for any kind of casual talks or discussions.
- 6) **NO MASK NO ENTRY FOR ANYONE IN THE CAMPUS!**
- 7) **DON'T PANIC! DON'T MAKE YOUR CHILD PANIC!**

IMPORTANT POINTS

- 1) School Timings for physical mode of learning : 8:20 am – 3:40 pm
- 2) Students are required to report to school by 8:20 am
- 3) Pants (for boys) and Skirts (for girls) of size 38 and 40 are been ordered with the vendor. Once it arrives it will be intimated to the students. Till then students are required to wear the school Shirt and T Shirt with any formal Pant or Skirt. Jeans are not allowed.

FOR STUDENTS WHO ARE NOT ABLE TO ATTEND PHYSICAL CLASSES

The school shall organize online classes for main subjects only (English, Mathematics, Science, Social, L2, and Computer).

4-6 classes will be scheduled daily. Time Table will be shared shortly.

Parents are still requested to submit the notebooks for correction at the school as per regular practice. They shall be checked and returned.

Thanks and Regards,

Saberi Basu

Dean-Principal

TNR Excellencia Academy