

ANNUAL EXAMINATION 2020-21

CIRCULAR FOR STUDENTS(IX & XI)

1. Annual Exam for class **IX & XI** starts from **5th March 2021** & **4th March 2021** respectively.
2. Timings for examination are **9:15am to 12:30 pm**
 - a) Reading time- 9:15 am to 9:30 am
 - b) Writing time – 9:30 am to 12:30 pm
3. Students of 11 A,B,C& D will reach school gate at 8:45am.
4. Students of 11 E,F,G& H will reach school gate at 8:55 am.
5. Students of 9 A,B,C& D will reach school gate at 8:45 am.
6. Students of 9 E, F, G & H will reach school gate at 8:55 am.
7. Only the students who are in **school uniform** and are in possession of the consent form duly signed by their parent will be allowed to enter the School.
8. Parents are requested to drop and pick their wards or arrange for the same as per the time schedule mentioned above in case station buses are not provided.
9. Students will move to the **Jr Wing** through the **Channel Gate** opposite to Estate Office and will occupy the Classes as being instructed by the teachers.
10. Students will occupy seats in the rooms **as per the seating plan only**. The seating plan will be informed to the students through official WhatsApp group.
11. Use of **face covers/masks** is mandatory at all times.
12. Two sanitizer foot stand with sanitizer bottles and temperature guns will be placed at each channel gate. School Staff will be detailed at each channel gate to ensure that every student sanitizes hands and get their temperature before entering the main building.
13. If the temperature of any student is high the nursing attendant will take the child to the infirmary and look after the student until medical assistance is provided.
14. Physical distancing of at least 6 feet to be followed at all times.
15. Crowding inside the campus, shaking hands, maintaining close contact with your friends will not be permitted at any time of the day.
- 16. Students should bring their own sanitizer, water bottle and food items from home.**
17. To minimize the movement of the children, the children who come to the school will continue to be in the same venue for the whole day.
18. Exchange of Tiffin, drinking water, stationary items and food items will not be permitted.

19. Spitting is strictly prohibited anywhere inside the school campus.
20. Students will be allowed to use the washroom with the prior permission from the teacher on duty. They will only be allowed to use the washroom in a staggered manner.
21. If any student is found without face mask in the school, the student will be counselled.
- 22. During Dispersal Students will move out of the channel one at a time. First the ground floor classes will move out, then the classes of 1st floor and then the students from II floor.**

NEETU KAPOOR
PRINCIPAL