



# ST. BEDE'S

**ANGLO-INDIAN HR. SEC. SCHOOL**  
**SANTHOME - CHENNAI 600004**



## CIRCULAR

BEDE'S – 13/2021-22  
 30<sup>th</sup> October 2021

Dear Parents,

We are **glad to welcome the students back to the campus for face-to-face classes for the Academic Year 2021 – 2022 from 1<sup>st</sup> November 2021 onwards.** We would like to share with you the key features of the instructions to re-open the school for classes I to VIII.

### SCHOOL TIMINGS FOR STD.I to V

Daily School Schedule for Classes		
Batch 1	Batch 2	Event
08.20 a.m. to 08.25 a.m.	12.20 p.m. to 12.25 p.m.	Arrival/ Screening
08.25 a.m. to 09.05 a.m.	12.30 p.m. to 01.05 p.m.	First Session
09.05 a.m. to 09.40 a.m.	01.05 p.m. to 01.40 p.m.	Second Session
<b>09.40 a.m. to 09.50 a.m.</b>	<b>01.40 p.m. to 01.50 p.m.</b>	<b>Break</b>
09.50 a.m. to 10.35 a.m.	01.50 p.m. to 02.35 p.m.	Third Session
10.35 a.m. to 11.20 a.m.	02.35 p.m. to 03.20 p.m.	Fourth Session / Dispersal

### SCHOOL TIMINGS FOR STD.VI TO VIII

Batch 1	Batch 2	Event
08.10 a.m. to 08.20 a.m.	12.10 p.m. to 12.20 p.m.	Arrival/ Screening
08.20 a.m. to 09.05 a.m.	12.20 p.m. to 01.05 p.m.	First Session
09.05 a.m. to 09.45 a.m.	01.05 p.m. to 01.45 p.m.	Second Session
<b>9.45 a.m. to 09.55 a.m.</b>	<b>01.45 p.m. to 01.55 p.m.</b>	<b>Break</b>
09.55 a.m. to 10.45 a.m.	01.55 p.m. to 02.45 p.m.	Third Session
10.45 a.m. to 11.30 a.m.	02.45 p.m. to 03.30 p.m.	Fourth Session / Dispersal

### SCHOOL TIMINGS FOR STD. IX TO XII

Batch 1	Batch 2	Event
08.10 a.m. to 08.20 a.m.	12.10 p.m. to 12.20 p.m.	Arrival/ Screening
08.20 a.m. to 09.05 a.m.	12.20 p.m. to 01.05 p.m.	First Session
09.05 a.m. to 09.55 a.m.	01.05 p.m. to 01.55 p.m.	Second Session
<b>9.55 a.m. to 10.05 a.m.</b>	<b>01.55 p.m. to 02.05 p.m.</b>	<b>Break</b>
10.05 a.m. to 10.45 a.m.	02.05 p.m. to 02.45 p.m.	Third Session
10.45 a.m. to 11.30 a.m.	02.45 p.m. to 03.30 p.m.	Fourth Session / Dispersal

## ARRIVAL

Classes	Time of Arrival (Batch 1 / Batch 2)	Gate
I to V	08.20 a.m. / 12.20 noon	1
VI to VIII	08.10 a.m. / 12.10 p.m.	1
IX to XII	08.10 a.m. / 12.10 p.m.	2

## PLACES OF GATHERING

As the students enter the school campus, they must assemble in the following areas for screening and sanitising:

- Std. XI and XII: Badminton Court outside Std. XII classrooms
- Std. IX and X: Near the birds cage outside Std. XI classrooms.
- Std. VI to VIII: Near the library, outside the ladies staffroom.
- Std. I to V: Basketball court, closer to Mamma Margaret Statue

## DISPERSAL

Kindly adhere to the staggered **dispersal timings** for different age groups as specified below:

S. No.	Time of Dispersal	Classes
1	11.20 a.m. / 03.20 p.m.	Std. I to V
2	11.30 a.m. / 03.30 p.m.	Std. VI to XII

## CLASSROOMS LOCATIONS

- Main Building Ground Floor: 12A, 12B, 12C, 12D, 11A, Gents Staffroom, HM Office, Administrator Office, 11B, 11C, 11D, 8A, 8B, Ladies Staffroom
- Main Building First Floor: 10A, 10B, 10C, 10D, 9A, 9B, 9C, Accounts Office, 9D, 8C, 8D, 6A, 6B, 6C
- First Floor Behind Chapel: 6D, 7D
- Main Building Second Floor: 7A, 7B, 7C
- Primary Block Ground Floor: 1A, 1B, 1C, 2A, 2B, 2C, 3A, 3B, 3C
- Primary Block Second Floor: 4A, 4B, 4C, 5A, 5B, 5C

## PERSONAL APPEARANCE

- Students must attend school with **proper hair style and** should be **presentable**.

## MOBILE PHONES AND ELECTRONIC GADGETS

- Mobile Phones and Electronic Gadgets are **not permitted** in the school. If such gadgets are found it will be **confiscated**.

## DRINKING WATER

- Drinking water must be brought by every student and if refill needed the students may refill in the school. They must follow social distancing while doing so.

## STUDENTS SEATING ALLOTMENT

- The students will have fixed places in the all the classrooms according to their batches and students are not permitted to change or exchange their places without the knowledge of the class teacher.

## BATCHES

- All the students will come to school in 2 batches assigned. Change of batches will not be permitted unless for valid reasons.
- Students who have permission to attend the online classes will attend the classes along with the students of the morning batch only. If they decide to come back to school, they will be assigned batches as decided by the School Management.
- Children who come from far away places are given preference in the first batch.
- Any change from batch 2 to batch 1 is possible only if it can accommodate, as we need to follow covid protocols. A requisition letter must be sent to the Headmaster for the same.

## UNIFORM

- All the students must wear school uniform irrespective of whether the student attends Online Lessons or Face to Face Lessons.
  - VI to VIII: Grey pants, White shirts, Black shoes with Grey Socks
  - I to V: Grey trousers, Blue Striped Shirt, Black Shoes and Grey Socks)
- **For New Admission students:** Uniform materials can be purchased from school. After paying for the uniforms at the school office, uniform material can be collected from the school store. One week time will be given for stitching.
- Proper shoes can be bought from shops outside.

## TRANSPORTATION FACILITIES

- If private transportation is used, parents need to ensure that the private van drivers are **vaccinated**
- Private vans are allowed to park the vans inside the school campus 30 minutes prior to the time of dispersal.
- Students are **not allowed** to come to school in **own bikes driven by themselves**.

## SICKNESS AND ABSENCE

- Students must stay at home if they are **unwell**. They can attend online classes if health permits, provided that the class teacher is informed of the **child's absence** by the parent in the morning itself.
- The parent should inform the class teacher if any student's family member is **affected or symptomatic of COVID-19**. The student is strictly prohibited from attending face-to-face learning if any of their family members is tested positive of COVID-19. The student can continue with distance learning during the period of quarantine.
- The student can return to school after the quarantine period of 14 days and upon the submission of the COVID-19 test result of **the student as well as of the family member affected of COVID -19** stating **negative**.

## LEAVE / ABSENCE AND LEAVE LETTERS

- Generally, **no leave is entertained**.
- For **one day leave, class teacher must be intimated through WhatsApp** on the same day of absence and the leave letter should be submitted to them on the next day.
- For **2 days to 4 days, AHM's signature** must be obtained.
- For leave **more than 4 days, Headmaster's signature** must be obtained.
- For sick leave, parents must send the leave letter to the class teachers through WhatsApp / School Mail id (bedeschennai@gmail.com).
- On their return, they must submit a medical certificate given by the Doctor along with the leave letter.
- The students must obtain prior permission to be absent from school on account of family functions or pilgrimages. In case of emergency, the parents must inform the class teachers without fail.

## FEES AND COLLECTION OF TEXTBOOKS

- All those who have not paid the fees must **pay the pending fees immediately**. Fee defaulters cannot attend the classes without taking approval from the Headmaster. Parents who have paid the first term fee of 2021-22, must **pay the second term fee by the first week of November, 2021**.
- Parents of Stds I to III can collect the second term books from the book stall after paying the second term fees.
- To the Stds IV to VIII, the books of the second term will be given to the students in their respective classes after paying the second term fees. Parents of these classes need not come to school to collect the textbooks.

## BEST STUDENT OF THE WEEK

- The best student of each class will receive an **e-certificate every Monday**.
- Criteria for judging the best student of the week
  - 100% Attendance during the week
  - Punctuality in Class
  - Discipline /online mannerism
  - Attention / Cooperation
  - Dress Code / Shoes /Hair/Finger Nails
  - Spoken English
  - Min. of 50% mark in the cycle test / class test/exam
  - Usage of Books / Note Books/learning resources
  - Home Work / Assignments
  - Participation in school activities
- The students will be ranked **on a scale of 0 to 2** and the maximum point one can get is 20.
- The student with the highest score will be titled: **BEST STUDENT OF THE WEEK**
- Their achievement will be showcased in the **school TV and in the website**.
- Lot system will be followed if more than one student gets the same highest score.

## HEALTH AND SAFETY PROTOCOLS

1. Students must have personal hygiene kit – **An extra mask**, tissues, **hand sanitizer**. Parents are requested to verify that the child has his personal hygiene kit.
2. Change the mask preferably after having food, and when it is dirty. Masks should be disposed in the designated bins.
3. Follow the **social distancing** signage while in the **school campus**.

4. The **temperature** will be checked and monitored for health concerns before entering the school through designated places. Any student with a temperature of **99°F or above** will be refused entry into the school premises.
5. **All parents** will be required to wear **face masks** mandatorily and sanitize hands prior to entering the premises.
6. In case students show symptoms of COVID (**Wheezing, Cough, cold and fever**), they will be immediately placed in the isolation room. Parents will be informed and must arrive promptly for further action in line with the Ministry of Health guidelines regarding the management of suspected COVID-19. Return to school will be based on issuance of a clearance certificate by Ministry of Health and upon completion of 14-day isolation period.
7. Students attending the school will be **allotted** designated **furniture**, which will be **sanitized** as per the health and **safety protocols**.
8. All students will bring their **own sanitized learning materials** and **stationery** and sharing of materials will not be permitted.
9. There will not be canteen facilities. Students must bring **healthy food and water** and must **not share** it with others.
10. Students must **avoid touching others / shaking hands**.
11. Mass gatherings must be avoided during break times and dispersal.
12. Students will **not** be permitted to play **outdoor games**.
13. Students must leave the campus as soon as they are dispersed. Parents should make necessary arrangements to pick them up from school on time.
14. Parents must get **vaccinated**.
15. Parents need to visit the school only if it is strictly needed. They must follow the safety protocols.
16. Parents must be available to report in school promptly as and when it is needed or notified by the school office, on account of the health of their wards.

**WISHING ALL STUDENTS A HAPPY LEARNING EXPERIENCE IN THE SCHOOL CAMPUS.  
LOOKING FORWARD TO THE ARRIVAL OF STUDENTS IN THE SCHOOL.**

I wish every student and parent to remain safe and sound.

May God bless and protect each of us.

Regards,

**Fr. Y L Irudayaraj SDB**  
**Headmaster**  
**SBAIHSS**  
**Santhome**

*To know that you are young is sufficient reason for me to care for your welfare. I care for you, because you have in your hearts, the treasure of virtue.*

*- Don Bosco*