



IIS/CIR/051/2021-2022  
30/12/2021

Time: 11:00 am

Dear Parents,

*“Greetings from IIS Family”*

In lieu with the recent announcement made by the Ministry of Education regarding the revised school days and timings, which will be implemented w.e.f 3<sup>rd</sup> January 2022 for all our students from KG – XII, Parents are advised to go through the **Annexure 1 for Revised Timings and Staggered Reopening Term 3, AY 2021-22**. We expect your cooperation and understanding in this regard.

Kindly note the following:

- The revised timetable from KG – XII for Term 3 will be shared with the students by their respective Class teachers through Orison portal & Whatsapp broadcast group on or before 2<sup>nd</sup> January 2022.
- Online bus students of KG1 & KG2, on the first day of reporting, must be dropped by the parent to the school campus. Only while return, transport will be provided. This will ensure proper route and location identification of KG students.
- Parents from KG – XII need to submit the filled & signed **Health Declaration Form** of their wards on 3<sup>rd</sup> January 2022 which will be shared by the respective Class teachers through Orison or Whatsapp broadcast group.
- Attendance for students on reopening day is compulsory for all the Grades including KG.
- As per the MOE and MOH all the students and staff are expected to continue to follow the procedures and protocols of safety measures of COVID-19. Before the reporting day, parents must send the negative PCR report of their ward, valid for 96 hours, to the respective Class teacher through Orison portal or WhatsApp broadcast group.
- Parents must note regarding their ward’s school transportation, the concerned conductor will be contacting for giving the bus schedule.
- The OT parents are advised to drop and pick their wards to and from the school respectively at 7.30 am (arrival) and 2.40 pm (dispersal from the respective OT Rooms). Parents are advised not to use the back entry and exit gates of the school during arrival & dispersal time.
- Parents and students are advised to refer **Annexure 2** for the **Code of Conduct of Onsite Schooling** to be followed in Term 3, AY 2021-22.

**Note: School will keep parents updated for the Revised Guidelines received from MOE or concerned Authorities, if there is any change in the mode of schooling.**

*Stay Safe and Healthy!*

**PRINCIPAL**  
**Ms. Qurat Ul Ain**

### **Annexure 1 - Revised Timings and Staggered Reopening, Term 3, AY 2021-22**

- The Revised working days of students will be from Monday – Friday w.e.f 3<sup>rd</sup> January 2022. The weekend holidays will fall on Saturdays and Sundays.

	<b>Monday - Thursday</b>	<b>Friday</b>	<b>Weekend holidays</b>
<b>Kindergarten</b>	7.30 am – 11.30 am	7.30 am – 11.05 am	Saturday & Sunday
<b>I – XII</b>	7.30 am – 2.30 pm	7.30 am – 11.05 am	Saturday & Sunday

- School will follow staggered reopening plan and students will report to school as per the following schedule. Parents are advised to take note of this and follow the guidelines as required.

<b>Grades</b>	<b>Date of reopening</b>
VI - XII	3rd Jan 2022
I - V	4 <sup>th</sup> Jan 2022
Kindergarten	5 <sup>th</sup> Jan 2022

**Note for Kindergarten:** The KG students will have two days **online classes** on 3<sup>rd</sup> & 4<sup>th</sup> January 2022 as per the earlier schedule shared by the respective Class teachers.

## **Annexure 2 – Code of Conduct of Onsite Schooling**

- Students must get their own PPEs, especially face mask and sanitizer and follow good hand washing practice & must abide by all the precautionary measures mandated by MOE and MOH for covid-19. Students will be expected to wear a face mask all the time except while eating & drinking and maintain a reasonably safe distance between each other at all times in the school campus.
- The students from KG – XII must be well dressed in proper school uniform. (Hairstyle for Boys should be neat and trimmed and Girls should maintain two plaits). No child will be allowed to attend the classes in colour dress.
- Students should not bring any electronic gadgets and mobile phones to school. If caught, it will be confiscated.
- Any student suffering from any illness should stay at home as per the unwell policy which was shared earlier with the parents but must inform their Class teacher prior or on the same day for the reason of absence.
- Students are expected to carry their text books/notebooks and stationeries as per their timetable and must not share the same with the peer group.
- As per the revised timings, two breaks have been scheduled from Grade I-XII. Students are expected to carry healthy food/fruits/snacks and water bottle as required and avoid junk food. Secondly, ordering food from outside by the students is not allowed by the school. Parents are advised to take note of this.

**Note:** If school finds any student not following the code of conduct for physical reporting which are mentioned above, immediate actions will be taken as per MOE Behaviour Management Policy & School Policy and Actions for Students for Adopting Proper Covid Behaviour.