

NEW HORIZON SCHOOL

North of Humayun's Tomb, Hazrat Nizamuddin, New Delhi 110013

01/04/2022

SCHOOL OPENING STANDARD OPERATING PROCEDURE (SOP)

School will be following all safety measures and precautions for the smooth conduct of classes. Regular cleaning and sanitization with suitable disinfectants will be carried out. Seats will also be marked properly to maintain social distancing in the classrooms and laboratories. There will be sanitization of drinking water areas. There will be an isolation room in case any student develops any symptoms during school hours. We will be utilizing thermal scanners at school gates to check students' body temperature and staggered arrivals and departures will be maintained.

DATE OF OPENING: FRIDAY, 1st April, 2022

**SCHOOL TIMINGS: (Class 6-12) 06:30 am to 12:30 pm
(Class 1-5) 08:00 am to 02:00 pm
as per timetable.**

Do's for Students

- Maintain seating arrangement with social distancing in classrooms and laboratories.
- Always wear a mask.
- Carry your own water bottle, lunchbox and stationery items.
- Carry personal hand sanitizer bottles. Frequent use of hand sanitizer.
- Carry disposable tissue papers for coughing, sneezing etc. Dispose of used tissues in covered trash bins only.
- Stay at respective places in the classrooms/ laboratory during the break.
- Timetable and schedules to be completely followed and students must exhibit punctuality.
- Carry your textbooks and notebooks as per the timetable.
- Students coming by SELF are not permitted to drive motor vehicles while coming to the school without registered license.
- Students should ensure that they reach school ON TIME, no late comers will be entertained.
- NO MOBILE PHONES/SMART WATCHES/ DIGITAL GADGETS TO BE BROUGHT TO SCHOOL.
- **MUST ATTEND SCHOOL IN PROPER SCHOOL UNIFORM ONLY.**

DON'Ts for Students

- Share your stationery, water bottle, tiffin box etc. or any other item with others.
- Use cloth handkerchiefs for coughing, sneezing etc.
- Come to school if you feel unwell.
- Handshakes/hugs while greeting each other.
- Form groups at any point of time or at any place.
- Touch railing/knobs unnecessarily.
- Move around with no mask/loose mask/mask below nose/using handkerchief in place of mask/pulling down mask while talking.
- Wearing of jewellery, bracelets and wrist bands.

DOs for Parents

- Ensure that your ward is medically fit before sending him/her to school.
- Ensure that your ward wears a mask and carries a hand sanitizer bottle.
- Ensure that your ward is carrying his/her water bottle, and lunchbox.
- Pack some tissue papers to be used for coughing, sneezing etc.
- **Ensure that your ward attends the school regularly and ensure punctuality.**