



Swami Vivekananda College

Arise, Awake and stop not till the goal is reached.

REF NO.

From : The Principal Date : 22/10/2021
To : All Year 12 & Year 13 Students and respective Parents/Guardians
Subject : **SAFE REOPENING OF SCHOOL 2021**

Dear Parents, Guardians and Students

Please accept our greetings and best regards.

With the virus being contained, directives have been given by the Ministry of Health and Medical Services (MHMS) and Ministry of Education, Heritage & Arts (MEHA) to begin preparations for the safe reopening of schools. It has been confirmed that Year 12 and 13's will start school from **1st November 2021**.

In order to prepare for classroom-based teaching during this time and for the safety of our students, the following guidelines are to be followed:

GUIDELINES FOR PARENTS

1. Parents can drop off and pickup their children at the gate. If parents' wishes to visit the school, they will be required to report to main office.
2. It is compulsory to scan the QR code at entry and exit point. Parents and guardians entering school premises should have Care Fiji app with Bluetooth switched on. Care Fiji app is not compulsory for students.
3. **Temperature checks** of every individual will be done, and manual recording of the details is mandatory. Temperature exceeding 37.5 degree will be rechecked after few minutes and will be permitted access only if the body temperature reads at an acceptable point of 37.5 degree.
4. **Safe physical distancing**, hand hygiene and respiratory hygiene practices needs to be always adhered at the campus.
5. Ensure **masks** is always worn in the school campus.
6. Do not send your child to school if they are exhibiting any **symptoms** of covid-19 including fever above 37.5 degrees, cough, sore throat, shortness of breath, or flu/cold-like symptoms.
7. It's important to provide active phone **contacts** in the office so that parents can be contact in events of emergencies.
8. Please ensure that your child or ward has the following items:
 - **Face mask** - it is compulsory to wear a mask. If your child is using a reusable mask, please ensure that it is washed daily.

- **Water bottle** with safe drinking water. Students are to bring their own water bottles from home. **Sharing of water bottles will not be permitted.**
 - **Lunch** – it's advisable and encouraged to bring lunch in a container.
 - All **exercise and textbook** books.
 - **Stationery**
 - Hand sanitizer (optional).
9. **Personal Hygiene** – Ensure that your child has good personal hygiene when coming to school. Students should keep their fingernails short, brush teeth daily, groomed neatly with descent hair style and wear clean school uniforms.
10. Teachers and Child Protection Officer will render their **psychosocial** and **emotional** support to children who may be facing difficulties in adjusting to classroom-based learning.

GUIDELINES FOR STUDENTS

1. **Arrival and Departure**

Year 13's

- All Year 13 students will enter / depart school through the footpath adjacent to the bure. Students will be asked to wash hands near the steps. Temperature checks and sanitizing will be done near AP's office after which students can proceed to their respective classrooms.

Year 12's

- All Year 12 students will enter/depart school through the Vedas Avenue. Students will be asked to wash hands near the Canteen area. Temperature checks and sanitizing will also be done there after which students can proceed to their respective classrooms.

2. **Temperature Checks**

- Its mandatory for all students to have their temperature checks done. Temperature exceeding 37.5 degrees will be directed to the sick bay from where parents can pick up their child or ward.

3. **Face Masks**

- Masks must be worn in all areas of the school including classrooms for all students.
- Masks should comply the MHMS guidelines and be clean and well-fitted.
- Students will not be required to wear masks when eating or doing vigorous activity, but physical distancing measures will be in place.

4. **Classrooms**

- Sanitize hands upon entry.
- Masks must be always worn.
- Always maintain social distancing.
- Ensure proper cleaning of classroom and workstation.
- Students sitting arrangement has been done as per the guidelines provided.
- Always keep classroom windows open and fans operational for proper ventilation.
- Students should refrain from entering other forms.
- Use open bins to dispose off all rubbish. **Avoid disposing off left over food in the bins.**

Year 13's

- Year 13's will occupy rooms on top of the admin/ library block.
- Year 13 forms have been divided as per their subject combination. Now we have six streams of Year 13 with six form teachers.
- Students need to report all matters and concerns to their original form teachers.

Year 12's

- Year 12's will occupy the classrooms in the Year 9 block. All classrooms have been arranged as per MHMS guidelines and ready for classes to resume.

5. Cleaning

- Classrooms will be cleaned from 3 to 3.30pm.
- Frequent used places will be disinfected regularly.
- Proper cleaning and closure should be done by the students on duty.

6. Washroom Facility

- Washrooms will be cleaned and disinfected regularly.
- Students will be required to wash hands with soap and sanitize after using washrooms.
- Students need to take care of washroom facilities and use with caution.

Year 12 Washrooms – Girls will use the Junior Girls washroom and Boys will use Junior Boys Washroom.

Year 13 Washrooms – Girls will use the auditorium washroom and Boys will use Senior Boys Washroom.

7. Sick Bay

- If the student is sick, the teacher will refer the child to the sick bay.
- If child does not improve, parents will be contacted and asked to pick the child from school.
- If the illness worsens and parents cannot be contacted, the student will be referred to Sarada Medical Center.
- Our sick bay is well ventilated with adequate PPEs provided.
- Hand Sanitizers, open bins and wash facility are well structured.
- All relevant details about the sick student will be filled in the sick bay register for reference purpose.

8. Accidents & Injuries

- If child gets injured in the school, accident reporting form will be filled, and the matter will be reported to the administrators.
Parents will be contacted immediately.
- All duty of care will be provided by the teachers.

9. Canteen Services

- Recess and lunch will be staggered.
- Students will have to practice physical distance while waiting outside to be served.
- Students will be required to make separate lanes to avoid overcrowding near the canteen area.
- Face mask must be worn when visiting canteen.
- Students will be required to sanitize after being served by the canteen ladies.
- Sitting and eating will not be permitted near the canteen area.
- Follow safety protocols and instructions from the Teacher on Duty.

10. School Timetable

8.00 – 8.45	Form Time	
8.45 – 9.45	Period 1	
9.45 – 10.30	Period 2	Year 13 teachers will continue teaching till 10.50
10.30 – 11.10	RECESS	10.30 – 10.50 (Year 12 Recess) 10.50 – 11.10 (Year 13 Recess)
11.10 – 11.55	Period 3	Period 3 for Year 12 starts at 10.50
11.55 – 12.40	Period 4	Year 13 Teachers will continue teaching till 1.00
12.40 – 1.20	Lunch	12.40 – 1.00 (Year 12 Lunch) 1.00 – 1.20 (Year 13 Lunch)
1.20 – 2.05	Period 5	Period 5 for Year 12 starts at 1.00
2.05 – 3.00	Period 6	
3.00 – 3.30	Cleaning	Closure and bus boarding

11. Recess & Lunch Breaks

- Physical distancing to be maintained during recess and lunch.
- Do not share cups, eating utensils, food, or drinks with others.
- Avoid crowding in washrooms and canteen area.
- Ensure proper hand hygiene facilities (20 seconds rule).
- Use right hand rule in corridors.
- Cover mouths and nose with elbows or tissues while coughing or sneezing.

12. Library / Specialist Rooms

- Students will be permitted to use library services. All careers classes are scheduled in the library.
- Seating plan – sitting places have been marked with a cross indicating students where to sit.
- Lanes will be earmarked.
- Avoid crowding in the library / specialist rooms.
- Masks must be always worn in the library / specialist rooms.
- Students will be required to sanitize before and after using library / specialist rooms.

13. Physical Education Classes

- Students with proper P.E change will only be allowed to play.
- Students shall not overcrowd in the change room or washrooms.
- Students should not share belongings like cosmetics and drinking bottles with other students.
- Students will be required to wash hands properly and sanitize after the P.E class.
- All P.E classes are scheduled in the afternoon sessions. After the P.E class students will be required to move to their classrooms for cleanup and closure.

14. Transport

- Bus arrangements from town to school and from school to town has been done.
- Students are advised to take all safety precautions while travelling in the bus.

Looking forward to all parents and students' cooperation in the safe reopening of the schools. Hoping that everyone will work together in collaboration for the successful completion of the school academic year.



MR RAJESH KRISHNA
PRINCIPAL

