



STANDARD OPERATING PROCEDURE FOR NEW NORMAL

NAME OF THE SOP: SOP for Parents

Responsible person: Principal
Team Members: Suhana Abdul Shakoor, Kiyasa Areef
Implementation Date: 1st July 2020
Last Reviewed Date:

Area	Details
Purpose and the scope	The purpose of this Standard Operating Procedure (SOP) is to outline the important steps and procedures to be followed by the parents of Thaajuddeen School when sending students back to school for the new normal.
Resources	Masks Sanitizer Verification Card
Procedure	<p>1. Student related cases</p> <p>1.1 If a student or a household member gets exposed to covid 19, information should be reported to the school immediately.</p> <p>1.2 Detailed information regarding students who have long term illnesses should be informed to the school.</p> <p>1.3 Parents should avoid sending the child to school if a doctor recommends.</p> <p>1.4 Students who need special assistance must be notified by the parent in advance to their class teacher/ grade Leading Teacher.</p>

	<p>2. Face masks</p> <p>2.1 Parents are advised to follow HPA guidelines while using the face masks.</p> <p>2.2 Parents are advised to send an extra mask for the students in case they need to change the mask in school.</p> <p>2.3 In case, if the parent is unable to provide masks due to any reason parents are advised to inform school in advance. (Vulnerable cases).</p> <p>2.4 All parents should wear masks at all times inside school premises.</p> <p>2.5 If any parent is unable to wear a mask due to any health issue, it should be informed to the respective class teacher/ grade Leading Teacher in advance.</p> <p>2.6 Parents and students should wear a clean mask everyday.</p> <p>2.7 In case, if a parent or the student has to remove the mask due to any reason, it should be discarded according to the HPA guideline.</p> <p>2.8 Parents are advised to provide two paper bags and two masks for each student every day.</p> <p>2.9 Parents are strongly advised to ensure that the mask provided for the student is simple, plain with no design, drawing or school logo.</p> <p>3. Student stationeries and other resources</p> <p>3.1 Parents are advised to provide drinking water and a milk/ juice packet when students come to school, however they are not allowed to bring any kind of food items to school.</p> <p>3.2 Parents should ensure that the students bring books according to the time table.</p> <p>3.3 Parents are advised to send the necessary stationeries, as students are not allowed to share any of their stationery with others.</p> <p>3.4 In case if a student forgets to bring any compulsory item, parents should handover the item to the school counter during the given period of time.</p>
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	<p>4. Students arrival Parents will be informed that;</p> <p>4.1 Students' temperatures are taken at the entrance.</p> <p>4.2 Students will be directed to their classrooms by the teacher only after washing/sanitizing their hands.</p> <p>4.3 Parents have to leave as soon as the student enters the school from the respective gates.</p> <p>4.4 Parents should bring the students on time. (Avoid sending students too early before the time).</p> <p>5. Physical distancing</p> <p>5.1 Parents are advised to follow the directions shown from the sign boards displayed in different areas of school.</p> <p>5.2 Parents are strongly advised to use the respective gates accordingly.</p> <p>5.3 Parents are advised to maintain physical distance at all times in the school premises.</p> <p>6. Student absenteeism</p> <p>6.1 Parents are strongly advised to follow the attendance policy given by MOE.</p> <p>6.2 Parents are strongly advised to contact the class teacher or subject teacher to make the arrangement for the missed lesson or work.</p> <p>7. Teaching and Learning</p> <p>7.1 Parents are advised to ensure that learning opportunities are being provided at home for the high-risk students.</p> <p>7.2 Parents are advised to pay extra attention as the students are learning in different modes such as, Telikilaas, online and face to face learning.</p> <p>7.3 Parents are advised to monitor students' work regularly and ensure that the students complete their work to meet the due dates.</p> <p>7.4 Parents are advised to check the latest updates provided by the school.</p>
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	<p>8. Send off</p> <p>8.1 Parents are strongly advised to carry the student verification card when coming to fetch the student.</p> <p>8.3 Parents are restricted to enter any classes or any other premises excluding the school compound.</p> <p>8.4 Parents are strongly advised not to attend more than one parent to fetch the student.</p> <p>8.5 Parents are advised to fetch the students on time.</p> <p>7. Precautionary measures</p> <p>7.1 Parents should avoid touching table, railings, counter tops, surfaces and other frequently touched spaces in school premises.</p> <p>7.2 Parents are kindly advised not to attend school for any purposes if they are exposed to covid 19 or having symptoms of cold, flu or fever.</p>
Reporting procedure	<p>Parents are requested to consider the following hierarchy when reporting any Covid19 related issue of students to school.</p> <p>Report to the class teacher or grade leading teacher immediately.</p>
Precautions to be taken	Follow the guideline given by H.P.A
Reference and Appendices	<p>Assessment Policy https://www.moe.gov.mv/assets/upload/22_E.CIR.2019.16_Assessment_Policy_Shortcut.Ink</p> <p>2. Students attendance policy https://drive.google.com/open?id=1wuj4Q0duHyuKDYsLDfkSFocyJ7Rg1VyM</p> <p>3. Work from Home CSC circularCircular https://drive.google.com/open?id=1hp39c29pcLa4RtTZSw7o2Nsood_Asbry</p> <p>CSC Letter https://drive.google.com/open?id=1wcD3WXUotwadD6h3mYjh1Mj1bkI-YyYS</p>
Feedback / Revision	