

SOP ON REOPENING OF SCHOOLS POST REMOVAL OF LOCKDOWN

Introduction

1. All schools across the country have been shut down wef 20 March 2020 due to Covid-19 pandemic. As per last order from government schools have been shut down for summer vacations from 11 May 2020 to 30 June 2020. However, these will reopen at some time in future, and it is important that we as an institution are prepared to reopen the schools as and when orders are received from Government.
2. It is important to note that once lockdown is lifted, it does not mean that the threat of coronavirus is gone. Students, staff & parents need to know that we won't be completely back to normal until we have an effective vaccine -- a process expected to take sometime, although serious efforts are being made by all the countries in this direction. There always will remain possibility of a 'W curve' ie a likelihood of a reoccurrence of the virus which could see selective and regular lockdowns in future also.
3. Parents and Students will have to be prepared emotionally to deal with the situation, and should be willing partners in the model being adopted by the schools
4. This SOP is based on certain assumptions as follows:-
 - (a) Schools will Reopen after the summer vacations from 1st July 2020.
 - (b) CBSE will be issuing guidelines regarding max attendance at one time, and covering of syllabus. These guidelines, as and when issued, will have to be incorporated in the SOP.
 - (c) Schools will reopen with reduced attendance. This SOP caters for 50% attendance in all classes. However, the requirements will change if opening of Nursery to CI V is further delayed as the children below 10 years of age are more vulnerable to the pandemic.
 - (d) This is an SOP for administration of schools only. Academics ie progress in covering the syllabus, or conduct of classes, has not been covered.
 - (e) This SOP covers the aspect of COVID 19- its effect and mitigation only. All the other activities of the schools will continue to governed by the policies and procedures in vogue.
 - (f) There will be certain differences in SOPs for some schools in Gurugram and TRONICA based on the guidelines issued by the respective states ie Haryana and Uttar Pradesh.

Note This SOP has been based on these assumptions. However, there a large number of imponderables which raise certain issues. These issues have been listed separately.

5. The SOP is covered in two parts:-
 - (a) Preparations within the Schools
 - (b) Preparedness of Parents and Families

Part 1- PREPARATIONS WITHIN THE SCHOOLS

6. The schools will have to prepare adequately, well in advance, to receive the students, as and when ordered. This will involve the following:-

- (a) Sanitisation equipment and supplies
- (b) Actions at various locations within the school
- (c) Care of students in school
- (d) Safety of Teaching, and Non-Teaching Staff
- (e) Transportation of students from residences
- (f) Health information, outreach and communication
- (g) Action on discovery of COVID 19 case in campus, Formation of School Emergency Committee(SEC)
- (h) Certain activities recommended to be discontinued
- (j) Visitor Norms
- (k) Measures for EWS Students

7. Certain actions will have to be taken, in general, to ensure good health of the school and its students and staff:-

- (a) Sick students, teachers and other staff should not come to school.
- (b) Every person should wear a mask.
- (c) Schools should enforce regular hand washing with clean water and soap or alcohol based hand sanitizer, where water and soap are not available.
- (d) Schools should follow daily disinfection and cleaning of school surfaces. As the longevity of the disinfection is approximately 4-5 hours, it would require sanitization once before opening of school, and subsequently disinfection of the area which is likely to receive any visitors or stores.
- (e) Schools should promote social distancing (a term applied to certain actions that are taken to slow down the spread of a highly contagious disease, including limiting large groups of people coming together). This would include the following:-
 - (i) Reducing the strength attending the school and maintaining physical distance between students.
 - (ii) Staggering the beginning and end of the school day. This should include strict social distancing measures for parent drop and pick up, such that no overcrowding happens in or near school premises.
 - (iii) Staggering meal breaks.
 - (iv) Cancelling assemblies, sports games and other events that create crowded conditions.
 - (v) Limit non- essential visitors. Ensure that all visitors are screened for temperature at entrance. Also ask all visitors to fill in a self-declaration form on symptoms, any tests done for COVID-19 (and its result) or contact history with recent COVID-19 positive persons.
- (f) Spitting, eating gutkha or chewing gum is strictly prohibited.

(g) A copy of all relevant COVID-19 government guidelines will be available in the office of HOS, Director and in the infirmary.

Sanitisation / Protective Equipment and Supplies

8. Schools should follow daily disinfection and cleaning of school surfaces. As the longevity of the disinfection is approximately 4-5 hours, it would require sanitization once before opening of school, and subsequently disinfection of the area which is likely to receive any visitors or stores. Every school will train 2 to 3 MTS /drivers in handling of the spraying machines and preparation of the mixture to be sprayed. Always use freshly prepared 1% sodium hypochlorite.

9. All indoor areas such as classrooms, entrance lobbies, corridors and staircases, , security guard booths, office rooms, meeting rooms, cafeteria should be mopped with a disinfectant with 1% sodium hypochlorite or phenolic disinfectants. For surfaces that do not tolerate bleach, disinfectants with a minimum of 60% ethanol or 70% isopropanol can be used (phones, computers, keyboards and other electronics, metallic surfaces like security locks, keys, door handles)

10. High contact surfaces such as handrails / handles and call buttons, public counters, intercom systems, equipment like telephone, printers/scanners, and other office machines should be cleaned twice daily. Frequently touched areas like table tops, chair handles, pens, diary files, keyboards, mouse, mouse pad, tea/coffee dispensing machines etc. should specially be cleaned.

11. Earmark designated hand-washing areas for all students and staff at various points of the school. In the absence of handwashing points, provide hand sanitizers at each point- of-use for every classroom (with approximately 30 students)/ staff especially near entrances/exits/lunchrooms and toilets. Adequate arrangements should be made to dry hands after washing them using personal clean cloth towels carried by each student or disposable napkins provided by the school.

12. It must be noted that hand washing is the best way to clean hands. But in case soap and water are not readily available you can use a hand sanitizer that contains at least 60% alcohol. CDC recommends that the best way to dry hands is using clean towels or air dry them. Though the studies around the best way to dry hands are inconclusive, since hand dryers can generate aerosolized particles they should be avoided. Further since paper towels are not environment friendly we must consider using personal clean hand towels. Each student must be instructed to carry a clean hand towel to school every day. This towel must be washed with water and detergent and thoroughly dried before reuse.

13. Wall mounted sensor based liquid dispensers should be used for hand sanitization instead of the ones which require touching the surface of sanitizer by the user.

14. Disinfectants, sanitisers and soap requirement for at least a month will be kept available in the school. Efforts will be made to identify manufacturers of these products and procure from them directly to ensure that genuine products are used and cost is also controlled.

15. Protective equipment (surgical mask, N95 mask, face shield and gloves) will be procured and utilized as per the risk scenario as follows:-

- (a) Low risk areas/staff requiring surgical mask or cloth based mask
 - Drivers
 - Non-Teaching housekeeping staff
 - Teachers, students and other staff
- (b) Moderate risk areas/staff requiring surgical masks and gloves only
 - School Infirmary staff , any school workers checking temperature
 - Sanitary staff cleaning washrooms and hand wash areas
- (c) High risk areas/staff requiring N95 respirators/face shields and gloves
 - Infirmary staff, if attending to any respiratory case in isolation area will use N 95 mask and gloves
 - Guards at gates with the thermal sensor will wear face shield and gloves

Actions to be Taken at Various Locations in the School

Entrance Gates

16. Strict check will have to be carried out at the entry point of the school, This will include screening with Temperature Guns. The guards at the gate will have to be trained in handling the same in a professional and quick manner. He /she will have to adequately protected with the provision of face shields and gloves.

17. Biometric attendance of staff will have to stopped.

18. **Screening those coming in the school buses:** May be done only in suspected cases at Infirmary **Or** one gun be issued for each bus and lady attendants do not allow boarding of students with temperature.

19. Take certificates from parents that students has no symptoms of corona virus every fortnight.

20. Any student found unwell/ coughing is sent to medical room and parents informed.

Classrooms and Labs

21. Classes will have to follow social distancing norms. Strength will have to reduced by 50% and gap of a seat will be between each student to avoid any physical touch.

22. Masks will have to be worn by all students and staff. Schools will have to keep a stock of masks which would be given to any student not having one. Some sort of marking on the masks identifying the user will have to resorted to.

23. **Sanitising:** As per para 8 above- sanitisation will be done every day before opening of schools.

24. **Personal Sanitisation Bottles:** Circulars be issued to all parents to provide one personal bottle to each child. In addition, centrally 8-10 Sanitizers(5 litres each) be

kept near toilets, labs, library, canteen. These could be wall mounted and sensor based.

25. **Checking of homework copies:** Though experts have opined that virus is not likely to transfer through papers, teachers may avoid written home work or resort to self correction in class under her guidance / or take precautions (not touching his or her own face while handling notebooks). The latter is better since 30% internal marks are also based on this checking too.

26. **Lab Equipments, Computers, Library:** These would have to be sanitised for every batch of students. Special precautions need to be taken in 'Chemistry Lab' as some sanitisers are inflammable or prone to explode.

Canteen

27. All cutlery and crockery will have to be sanitised or washed properly. Also students be advised to wash hands and use personal sanitisers before eating food.

28. Personal hygiene of all employees in the canteen will be ensured by the canteen vendor. This will include wearing of mask in kitchen all the time, and frequent washing of hands.

29. **Permitting Water Bottles (Plastic):** Use of 'water coolers' by children may not be advisable.

30. Menu:

- Menu which is safest (preferably HOT foods) needs to be fixed in consultation with medical agency hired.
- No cut fruits allowed.
- Ensure hygiene by avoiding commonly touched items.
- Raw, uncooked items which are kept at common place stopped
- Items that aggravate cold (e.g. ice cream) stopped
- Items which affect health (e.g. egg) stopped
- snacks: Outsourced items stopped (samosa, veg puff, cup cake etc.). Only packed items.

31. The break will have to be staggered to ensure that not more than 200 children are out at same time.

32. Mid day meal will also be given at staggered timings.

33. Students may have to be allowed to eat meals in classrooms, while maintaining a distance of minimum six feet.

Infirmary

34. The school infirmary should be fully equipped with facilities to look after a patient diagnosed with any symptoms of COVID 19. All the infirmary staff and their assistants undergo training on PPE handling and disposal (masks & N95 respirators mainly). Adequate PPE (masks and gloves mainly) should be distributed to each staff in the Infirmary, as per guidelines based on the possible (high/moderate/low) risk involved.

35. **Health & Wellness of Nurse/doctor:** Health workers struggle like the general public to get their own essential supplies. They may face stigma and discrimination from the society. They can be overwhelmed with both the surge in cases as well as poor

outcomes to treatment in some situations. It is important that the school authorities address this issue proactively and give adequate attention to mental health issues from the start.

36. School infirmary nurse should maintain a file of all communication from parents, including doctor’s prescriptions, lab results and also take adequate precautions with children who are back in school, after a bout of fever or ILI?

Toilets

33. There may be a need to modernise Taps to function with 'Hand Moving Sensors' to avoid touch.. Nonetheless ' sanitising solutions' will be kept outside all toilet blocks to clean hands after touching common surface like taps, doors etc.

34. Toilet Blocks will be sanitised every 3-4 hours as per the following protocol:-

Areas	Agents / Toilet cleaner	Procedure
Toilet pot commode	Sodium hypochlorite 1%/ detergent Soap powder / long handle angular brush	<ul style="list-style-type: none"> • Inside of toilet pot/commode: • Scrub with the recommended agents and the long handle angular brush. • Outside: clean with recommended agents; use a
Lid commode	Nylon scrubber and soap powder/detergent 1% Sodium Hypochlorite	<ul style="list-style-type: none"> • Wet and scrub with soap powder and the nylon scrubber inside and outside. • Wipe with 1% Sodium
Toilet floor	Soap powder /detergent and scrubbing brush/ nylon broom 1% Sodium Hypochlorite	<ul style="list-style-type: none"> • Scrub floor with soap powder and the scrubbing brush • Wash with water

Sink	Soap powder / detergent and nylon scrubber 1% Sodium Hypochlorite	<ul style="list-style-type: none"> • Use sodium hypochlorite 1% dilution • Scrub with the nylon scrubber. • Wipe with 1% sodium hypochlorite • Thoroughly scrub the floors/tiles with warm water and detergent • Wipe over taps and fittings with a damp cloth and detergent. • Care should be taken to clean the underside of taps and fittings. • Wipe with 1% sodium hypochlorite / 70% • Should be cleaned daily with detergent and water and dispensers dried
Showers area / Taps and fittings	Warm water Detergent powder Nylon Scrubber 1% Sodium Hypochlorite/ 70% alcohol	
Soap dispensers	Detergent and water	

35. Attendants will 'monitor' entry into toilets as per seats/ urinals available.

Care of Students in School

36. After these traumatic 3 months of lockdown, students will be emotionally weak, have anger issues resulting in more discipline cases, will be psychologically restless & traumatised - school staff including teachers especially Heads, VPs, Coordinators and counsellors must be more vigilant & sympathetic.

37. Students will have to be sensitised about personal and group hygiene. This could be done on line before school reopens, and then repeated regularly in the schools.

38. Students to be prepared for least physical or group activities, and also for shorter duration of school or alternate day of attendance.

39. Preparing a list of Do's and Don'ts and Handouts for students can be created and put up in each classroom.

Safety of Teaching and Non Teaching Staff

40. Staff will have to take ownership in declaring their health status. They should come to office only when they are healthy. If feeling sick ie having severe cough, sneezing and difficulty in breathing, he/she should stay back at home and consult family doctor . HOS should be informed immediately.,

41. The staff should be made aware of the latest accurate information regarding COVID 19 taken from reliable sources.
43. Identify critical job functions and positions, and plan for alternative coverage by cross-training staff.
44. Teachers should be encouraged not to move study materials from one classroom to other rooms, as much as possible.

Transportation

45. School Buses will continue to ply. However, routes will have to be planned to cater for reduced strength in the buses everyday.
46. School Buses will also have to maintain social distancing by allowing students to sit only on alternate seats.
47. Pick up points and Drop Off Points will have to be well designated and parents be advised to ensure social distancing while standing in line for the bus. All students and staff will be checked by the thermal scanner before boarding the bus. Any student showing high temperature should not be allowed to board the bus. Parents should also be advised to avoid sending elderly persons ie grandparents to pick up or drop children, as they are more vulnerable .
48. Sanitisation of buses will have to be done before morning trip and again before the return trip.
49. Parents should be encouraged to send their wards under own arrangements as far as possible.

Health Information, Outreach and Communication

50. Students/teachers/staff should be instructed to wash their hands or use hand sanitizer even if the hands are not visibly dirty throughout the day, including the following:-
 - (a) After arriving at school
 - (b) Before eating.
 - (c) After eating.
 - (d) After they use the toilet
 - (e) After they cough/sneeze
 - (f) After they have touched an item or surface that may be frequently touched by other people, such as door handles, stair railings, tables, keyboards, etc.
 - (g) Before touching their eyes, nose, or mouth
51. Posters, as follows, should be printed or procured and displayed in common areas of school:-
 - (a) Dos and don'ts
 - (b) Common symptoms
 - (c) National and state level helpline numbers
 - (d) When to seek medical attention (risk-factors/red flags as indicated above)
 - (e) Stay home when sick.

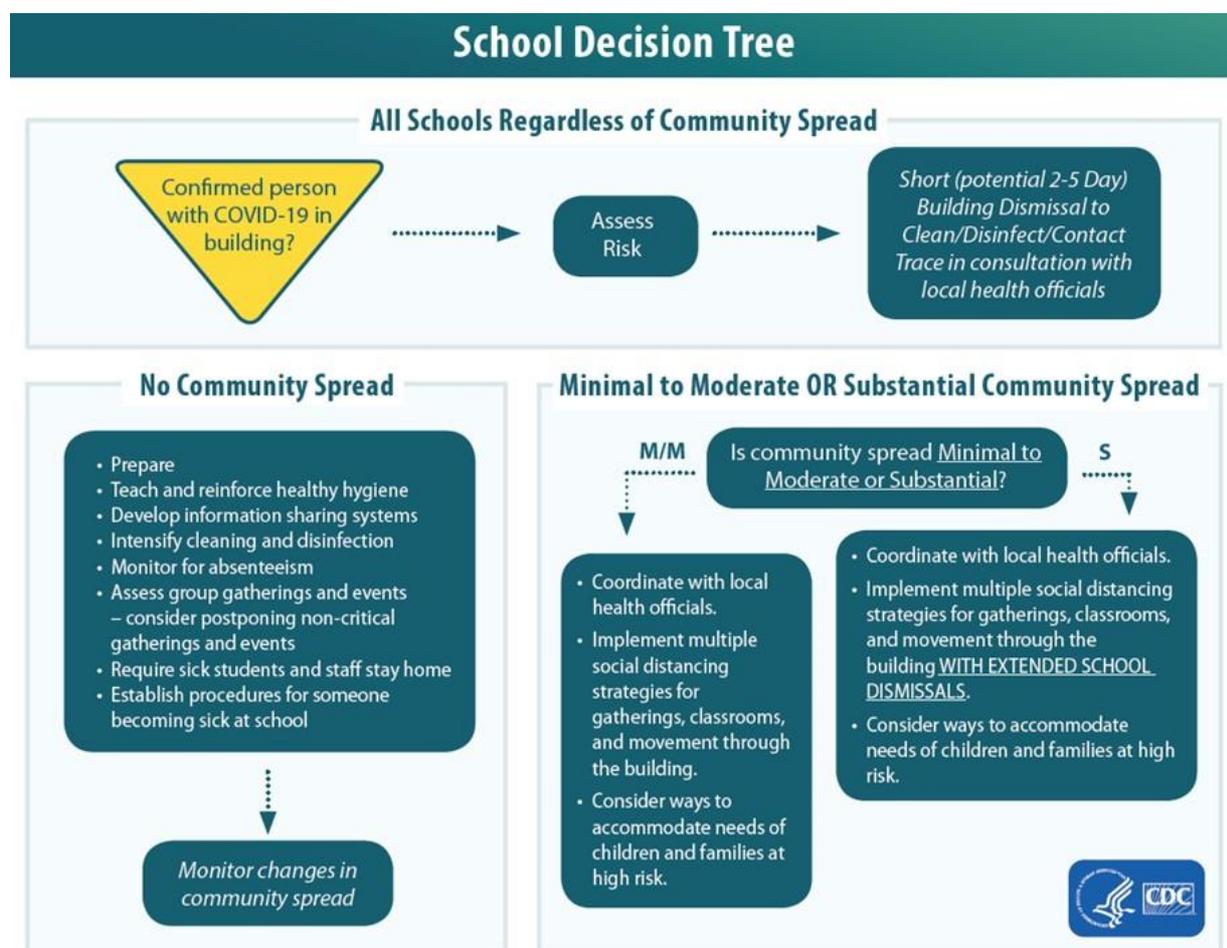
- (f) How to wash hands?
- (g) How to cover coughs and sneezes?
- (h) Clean frequently touched surfaces.

52. Stigma and discrimination due to quarantine status, contact exposure or test positivity: In any communication from school, ensure emphasis on ensuring that everyone is treated with dignity and ensure that no individuals/groups face any stigma/discrimination due to contracting COVID-19 or for any other reason.

53. **Implement Targeted Health Education.** Integrate disease prevention and control in daily activities and lessons. Ensure content is age-, gender-, ethnicity-, and disability-responsive and activities are built into existing subjects. Include health education laying emphasis on topics like

- (a) Personal hygiene
- (b) Handwashing
- (c) Prevent spread of infection by covering coughs/sneezes
- (d) How to deal with fear and anxiety?
- (e) How to cope with change?
- (f) How to stay safe online?
- (g) Vaccines
- (h) Staying active indoors

Action On Discovering A Covid-19 Case In Campus



School Emergency Committee

54. A School Emergency Committee (SEC) will be formed to keep the students and staff safe. The Principal can be the head of the team. The team must include a wide representation of school personnel including Administrators, School Counsellor, Teachers, School Health Service Providers/Doctor/School Nurse, Transportation Managers, Canteen Manager and Parents. It must be able to collaborate with Local Government Health Authorities, Medical Services and Police. **The SEC will be headed by the Director/HOS.**

55. The SEC will focus on the following strategies to combat COVID 19:-

- Prevention & Protection
- Mitigation
- Response & Recovery

56. The key 'functions' or activities in the plan should include the following themes, which are present throughout this document:-

- Health & Medical Services activities

- (b) Health Information & Communication
- (c) Disinfection, Sanitation and Biomedical Waste Management

Suspension of Certain Activities

- 57. **Assembly:** Central assembly will be banned. Prayers or school songs will be sung in class under class teachers. Announcement will be made on Public PA system. SBS and SGS may have to install PA equipment , if not already installed.
- 58. **Sports/ Annual Day/ Investiture Ceremony/ Achievers Day:** All these will be banned.
- 59. **Sports/ Physical Activities:** No contact sports e.g. basketball or sports where a common object is touched is allowed e. g. volleyball, table tennis. However classwise (20-25) keeping summer timing and hot weather in mind may be asked to 'brisk walk' on school grounds with spacing, do yoga, do Calisthenics etc. so that students remain fit and to break class monotony.
- 60. **Hobby Classes:** These needs to be Cancelled to cater for teaching time lost.
- 61. **Staff Meeting:** These would be best avoided in groups more than 10-15 teachers and conducted in Hall/ Library with distancing or on computer.

Visitors Norms

- 62. Visitors will only be allowed with prior appointments.
- 63. One Time Pass' will be issued after checking with Temperature Gun.
- 64. Visitors must wear mask all the times and sanitise their hands with sanitisers provided at the gates.
- 65. Six feet distance will be maintained at all the waiting areas.
- 66. No eatables will be allowed inside school premises.

Measures for EWS Students

- 67. Those from disadvantaged backgrounds would have missed out on online learning and may have lower understanding of the subjects being covered in the school. This disparity will create problems with the students as well as for the teacher in her classroom teaching- to overcome this, innovative methods for teaching EWS children will have to be found out and practised
- 68. Scaling appropriate distance learning practices and reaching children through community pooled resources.
- 69. Tying up with NGO's or government agencies to sponsor Digital devices such as tablets or laptops for each student.
- 70. To reduce drop-out rates and restricting the compounding of educational inequities in society by simplifying the curriculum- Skill based and providing for enrichment activities Training for students and staff for digital education. And while

there may be inevitable teething problems, the future might just have become the present.

71. Providing Tools and resources to manage classrooms and engage students remotely in a variety of languages through corporate community outreach. Revision and learning materials for basic feature phones

72. While the students are still at home taking online classes, teachers can be instructed to give 2-3 lessons on personal hygiene, do's and don'ts in the present situation so that students get into the habit of maintaining personal hygiene by the time they join back school.

73. Students and their mothers can be taught how to make face masks at home so that they have 5 to 6 masks which are washable and a fresh mask can be used daily to School,. on reaching home, washing it themselves and drying in the sun daily. This shall take care of the availability and cost factor attached to masks in these times.

PART 2- PREPAREDNESS OF PARENTS AND FAMILIES

74. Parents will need to be convinced that it is safe to send students to schools. This will involve informing them about availability of the following facilities well in advance:-

- (a) Safe transport
- (b) Testing and Sanitisation facilities available in the school
- (c) Provisions for maintenance of Social Distancing
- (d) Guidelines for prevention to be sent to parents daily at least one week prior to the reopening through the Parent App/ Conferencing app/ email/school website
- (e) Online session for parents and students with a doctor to reinforce need for caution

75. Parents should be encouraged to share information about COVID-19 positive cases or quarantine cases with Influenza-like-illness (ILI) symptoms, in close contact with family and to inform school, if their residence has been declared a containment zone. The parents should be reassured that no possible stigma and discrimination of children will be done, based on such information.

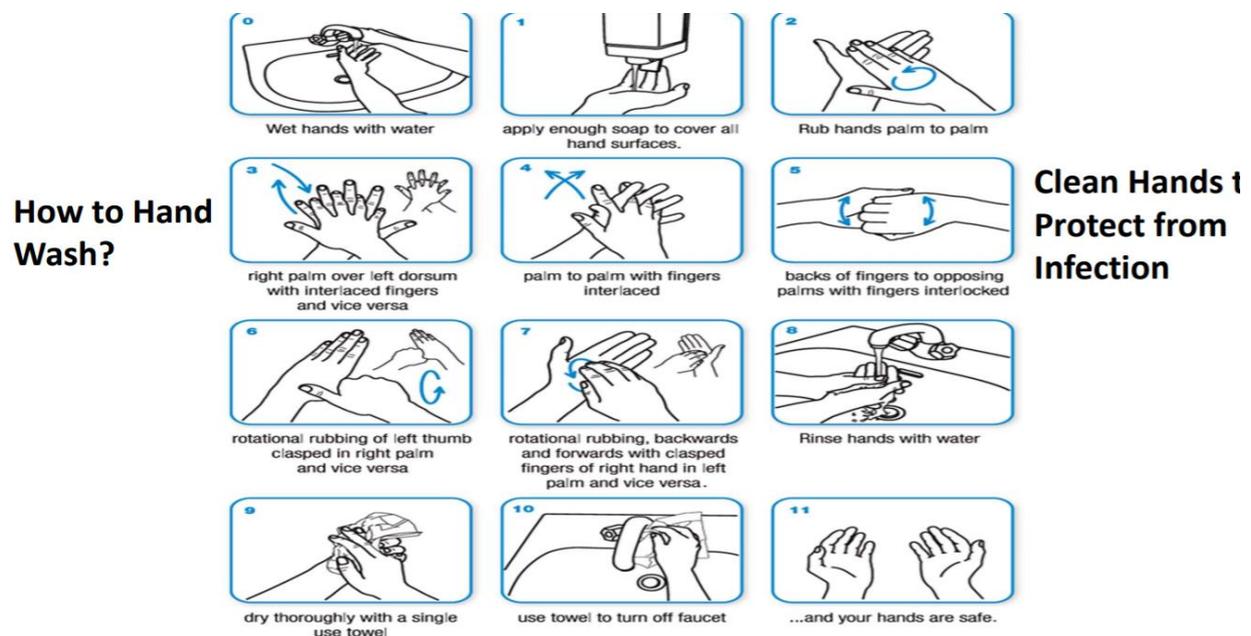
76. Parents to be encouraged to keep children with respiratory symptoms and / or fever at home. They need to be assured that school absence will be considered very sympathetically.

77. Parents to be partners in learning:-

- (a) Help in attendance in online classes which will have to continue
- (b) Help in checking of notes as checking by teachers will result in exposure of note books to several handlers
- (c) Organising physical exercises at home as collective physical activities will not be possible in schools

Precautions to be Taken at Home

78. The staff and students will be returning to their homes everyday. There is a requirement to take several precautions by the individual and the family in order to avoid the pandemic.



How to Hand Wash?

**Clean Hands 1
Protect from
Infection**

Source: World Health Organization, Accessed on 9th April 2020

WHEN TO USE A MASK

For healthy people wear a mask **only if you are taking care of a person with suspected 2019-nCoV infection**

Wear a mask, **if you are coughing or sneezing**

Masks are effective only when used in **combination with frequent hand-cleaning with alcohol-based hand rub or soap and water**

If you wear a mask then you **must know how to use it and dispose of it properly**

HOW TO PUT ON, USE, TAKE OFF AND DISPOSE OF A MASK

Before putting on a mask, clean hands with alcohol-based hand rub or soap and water

HOW TO PUT ON, USE, TAKE OFF AND DISPOSE OF A MASK

Cover mouth and nose with mask and make sure there are no gaps between your face and the mask

HOW TO PUT ON, USE, TAKE OFF AND DISPOSE OF A MASK

Avoid touching the mask while using it;
if you do, clean your hands with alcohol-based hand rub or soap and water



HOW TO PUT ON, USE, TAKE OFF AND DISPOSE OF A MASK

Replace the mask with a new one as soon as it is damp and do not re-use single-use masks



HOW TO PUT ON, USE, TAKE OFF AND DISPOSE OF A MASK

To remove the mask: remove it from behind (do not touch the front of mask); discard immediately in a closed bin; clean hands with alcohol-based hand rub or soap and water



Increase Ventilation by Opening the Window at Least Twice a Day

1. 30 minutes each time
2. Air conditioning not recommended for ventilation
3. If cannot ventilate naturally, switch on fan coil

In the Lift

Do not remove Mask! Do not Touch!

1. Wear mask
2. Do not lean in the lift
3. Press the lift buttons using tissue, disposable gloves
4. Throw the tissue, disposable gloves into the trash bin

If someone at neighbourhood is a CONFIRMED case

1. Go out only when necessary
2. Wear a mask when going out
3. Wash your hands once arrived home
4. Disinfect home at least once a week
5. If has close contact with confirmed case, report to relevant authorities and follow guidelines strictly.

If you have Kids at Home

1. Avoid bringing kids out
2. Disinfect / Sanitize toys frequently
3. Wash your hands once arrived home before carrying kids
4. Do not share utensils with kids
5. Do not blow on baby's food

If you have Elderly at Home

1. Limit daily activities
2. Use video call to contact relatives
3. Keep warm, don't catch a cold
4. Elderly with chronic conditions should monitor and consume medicine daily

ISSUES TO BE CONSIDERED

1. Reopening of schools and covering of designated syllabus will remain a challenge. Teachers will have to get used to online teaching, and would be well advised to improve their online teaching skills.
2. **Financial Impact.**
 - (a) Only 50% Students coming everyday may lead parents against full fees. Tution Fees may still be recovered but Annual Charges will take a hit. At the same time, administrative staff including MTS, drivers and others will have to be paid, which at the moment is out of annual charges.
 - (b) Only 20-22 students allowed in 40-44 seater buses. This impacts the payment since Vendor will charge for full bus. Parents will not be willing to pay double the existing rates. One option would be NOT to sign any bus contract at all and let students come on their own. (Approximately 40% students use school transport)
Note: Government is at present not itself following this norm and all its seats on trains etc. being run are allotted. If that will be so, buses could run normally albeit with sanitisation measures incorporated.
 - (c) Procurement of sanitisation and protective equipment will impact the budget of the schools. Identification of genuine and trustworthy manufacturers and dealing with them directly will reduce the load, but it will remain a sizeable amount.
3. Use of " Aarogya Setu App " not possible as mobile not allowed.
4. Guidelines for schools in case of detection of COVID-19 positive case have been made by Centre for Disease Control(CDC). However, one cannot be sure whether this would result in quarantine immediately depending on the existing situation and the national and state environment.
5. After this infection is over " Do we return to our pre corona life of - traffic chaos, zero e- teaching, fast food, lack of family time, stressful office hours, pollution increase as all Industries, traffic, crop burning etc. return ". If NOT what do we do to atleast reduce pollution (one of the major benefits accruing from the Lockdown!). Is 5 days week a great solution, also one day e- teaching only (thus effectively making it a 4 day pollution and stress causing travel free schedule).
6. Opening of Canteen will have to be considered in view of the situation prevailing.
7. **Conduct Of PTMs.** These should preferably be conducted only once a quarter to save on teaching time as it would run 3-4 days to avoid rush of parents. Could be conducted after school hours especially after September (avoid heat at

2:30pm from July to September) to save on teaching time. Alternative is to conduct it on one to one social sites (whatsapp, zoom etc.) on Friday, 2nd Saturday and Sunday.