

POINTS DISCUSSED IN THE CLASS REPRESENTATIVES AND SCHOOL ADMINISTRATION MEETING ON OCTOBER 9, 2020

- School is soon to be reopened with the necessary precautions and arrangements as soon as the government has inspected the school compound and has given its permission.
- Some of the rules that have been made in order to safely reopen the school are as follows:
 - o Each student must wash or sanitize his/her hands before entering the school building in a visible manner to the school guards.
 - o Each student must carefully keep his/her distance while on stairs or corridors and must walk in a straight line (before or after a person, not side by side) when going up or down the stairs.
 - o As soon as a student arrives to school, he/she must directly enter the classroom and sit in their designated places. Standing in the corridors is not allowed.
 - o Each student must wear a face mask, and any student which is found not wearing a face mask will be punished (punishment may be as serious as a suspension)
 - o Each lecturer must wear a face shield.
 - o Students are strictly forbidden to share PCs, mobiles, or any other equipment.
- Some of the precautions that have been made by the school are as follows:
 - o There will be two shifts of classes—morning and afternoon. Students attending the morning shift will not attend the afternoon classes and vice versa.
 - If the student attends the afternoon shift, he/she must not be in the school compound during the morning shift.
 - o There will be four classes in each shift, 45 minutes each with the appropriate breaks in the middle for sanitizing and cleaning the rooms.
 - It is very unlikely that a student will attend all four classes in a shift; at least one class will be free.

- o The library will be open at all times and available for students that have no class at the moment and want to be in the library. The rooftop is also another option for those who are waiting for their next class.
 - o If a student feels sick, or is showing certain symptoms of the virus, there is a specific room prepared so that the student can stay there until he/she is able to safely leave the school.
 - o Each classroom has been organized and chairs and desks have been appropriately arranged. The classrooms will be cleaned as soon as each class is conducted.
 - o A student that has chosen to sit in a certain position in the classroom is expected to sit in that same place for the rest of the semester. For example, if he/she chooses to sit at the first row third column chair, that position would be his/her place for the rest of the semester.
- There will be two phases of reopening school:
 - o First phase will include the “senior batches” of the school: 1601/02 and 1701/02 batches. 1801 batch may be included in this phase but this is not yet decided. These batches will be the first students to attend school face to face. This phase is expected to last 2-3 weeks.
 - o Second phase will include all the remaining batches.
- The first few weeks (2-3 weeks) of school will include supplementary classes for the Winter Term followed by an assessment (final exam). Students are expected to know about the course contents and the supplementary classes given will only be a revision of the course contents delivered online. Students are encouraged to start studying and revising what they have learnt during the Winter term in order to make use of the supplementary classes by asking questions and highlighting important points, as well as be able to take the final examination. The schedule of the supplementary classes is not yet finalized.
- Regarding assessments(not yet finalized):
 - o Winter Term
 - 50% assessments taken before the mid exam and the mid exam itself

- 15% online assessments
 - 35% final exam that will be conducted after the supplementary classes
- o Spring Term
 - 30% online assessments
 - 70% face to face assessments
- Students interested in viewing the school compound before class begins can come to school in few numbers during office hours and check the precautions mentioned above.
- **The above information is not a final and an official announcement, just a summary of some points discussed in the meeting done between class representatives and school administration on October 9, 2020. An official guideline containing all important information will soon be given by the school, including the finalized dates and schedules of the classes.**