

SOP for the Teachers & Staff for New Admissions – 2020-2021

At the wake of COVID-19, the beginning of this Educational Session (2020-2021) and first few months will be for Online Education. At this critical and new experience for both, the teachers and the students, the teachers need to do some extra efforts, especially for the New Admissions. The purpose behind all this exercise is to make the students feel comfortable and adapt the changing situations and the environment. Hence, the office staff and the teachers need to take care of the following:

- (1) **The School Office:** The School Office needs to –
 - (A) At the time of issuing the Registration Form, instruct the parents to mention only those mobile numbers in the Registration Form which have WHATS APP facility and which can be checked by the parents, frequently.
 - (B) In case, more than one ward from the same family is studying in our school, it would be better to take different mobile numbers from the parents, separate for each ward.
 - (C) At the time of finalizing the admission, the office needs to confirm the mobile number of the parents which can be used by the student.
 - (D) The School Office can check the mobile number by sending one WHATS APP message, like – “Welcome to O. P. Jindal School, Savitri Nagar family” or can check it in other ways too.
 - (E) It must be conveyed to the parents at the time of admission only that the Mobile Number given by the parent will be used for official purpose by the school and the same will continue in the School Records, unless the parent personally requests to the School Office Or the Class Teacher to change the Mobile Number by giving a phone call followed by a Text Message.
 - (F) In case, later when the School Office gets a request from the Parents for the change of Mobile Number, it must be conveyed to the Class Teacher concerned and the same correction must be done in the School Records.
 - (G) Students should not be allowed to change the Mobile Number as per their comfort without the consent/ request by the parent. It is possible that the student may not convey some official information to the parent.
 - (H) After completing the due Admission Procedure, the school office must convey the details of the New Admission to the Class Teacher concerned, with a copy to the Wing In-charge and the Headmaster. The details must cover at least – Student’s Name, Class & Section, Category, Registered mobile Number, Address (Subjects offered, in case of Classes IX to XII – wherever Subject options are available).

- (1) The School Office should inform the Student/ Parents the Class/ Section of the Student admitted in, Name and Mobile Number of the Class teacher to contact for help.
- (2) **The Teachers:** After receiving the detail and the Registered Mobile Number of the New Admission from the School Office, the teachers need to take care of the following:
- (A) The Class Teacher need to make a telephonic call on the Registered Mobile Number received from the School Office and talk to the parent/ Student. Here the Class Teacher need to assure the Student/ Parent that the Student will be properly taken care of at the school, all the teachers and the classmates of the student will help him/ her to cover the backlog and to excel in studies. Here, the Class Teacher can make a healthy relation with the New Student/ Parents and can even make a good impression of the school. The parents and the New Student will feel comfortable and confident. (At this time the Class teacher can also check that the registered mobile number belongs to the same Student.)
 - (B) The parents/student must be conveyed that the Registered Mobile Number can be changed by the Class Teacher too but when the Class Teacher receives a request from the Parents only. The changed (New) Mobile Number must be conveyed by the Class Teacher in the Official Class group of WHATS APP for the notice of all the Subject Teachers and it should be conveyed to the School Office too for necessary correction in the School Records.
 - (C) Now, after having a talk to the Parents/ Student, the Class Teacher need to add the Registered Mobile Number of the Student in the official CLASS group of WHATS APP.
 - (D) The Class Teacher need to mention the Name, Class/Section, Subjects and the Mobile Number of the New Student for the information of all the Subject teachers so that they also can add the New Student into their respective Subject-wise doubt clearing WHATS APP groups.
 - (E) The Class teacher should send some necessary information to the new Student on his/ her WHATS APP number, like – Class Time Table, Bell Timing, Books & Notebooks list, followed by the Syllabus & Study Material/ Notes of his/her subject already done before, if available with the Class Teacher. The Class teacher can give the name and phone numbers of some 2-3 good students who can help the New Student to cover up the previous work.
 - (F) It is recommended that whenever the Class teacher feels suitable and necessary, he/she should encourage the New Student by talking to the parents/student over phone/ by sending WHATS APP message - to ask doubts and difficulties to the Class

teacher and the Subject teachers and take help from the Classmates to perform better in academics. Further, it will strengthen the healthy Teacher-Student relationship.

- (G) As soon as the School building re-opens for the students, the Class Teacher needs to collect the necessary details and documental records from the student, which may be useful for the Class Teacher, time to time.
