Bal Bharati PUBLIC SCHOOL
ROHINI

SOP - DECLARATON OF EMERGENCY HOLIDAYS FOR STUDENTS

Holidays may be declared for students over and above the Holidays scheduled in the school calendar due to reasons like pollution, unfavorable weather conditions, strikes etc. In this regard, following SOP must be followed by all staff members.

> ➢ Do not enquire repeatedly about the holiday from VP or HMs. Declaration of holiday is a central decision for all Bal Bharati units which is conveyed to the Principal through Joint Secretary, CES. Instructions will be given to all concerned once they are received from the central office.

> ➢ In case of a declared emergency holiday, information needs to be conveyed to all stake holders through the following :-

- o Announcement in classes, through circular or using PA system
- o Information through snap home work
- o Information on school website
- o Information on official FB page
- o Information to staff through whatsapp group.
- o Information to support staff by Mr. Pankaj
- o Information to Security guards on duty by VP/HM II.

➢ In case the school is hosting any activity or competition on that day, decision to cancel the same to be taken with the consent of the Principal. Information to be conveyed to all participants through e.mail and phone calls.

➢ In case students of the school are to go for an activity or competition to any other institute/organization, information to be conveyed to the organisers regarding inability to attend. All participants to be informed accordingly.

➢ Travel plans of students (visits, excursions, Solan trips etc.) scheduled for the day must be cancelled with the consent of the Principal and all stake holders to be informed accordingly.

➢ In case any child reaches school on this day due to lack of information, the child should be made to sit at the Reception. Parents should be contacted by the Class Teacher and the child should be handed over to the parent safely.

If the holiday is declared as non-teaching day, normal school timings and usual dress code should be followed by all staff members.