



Sachdeva Public School

Sector 13, Rohini, Delhi 110085

PARENTAL CIRCULAR

CLASS XII

Monday, 18 January, 2021

Dear Parent

As per DOE Circular No. DE.5/43/04/Exam/2019-20/39-46 dated 13.01.2021, the school will initially be re-opening for Class 12 students in a phased manner from 20 January 2021.

In continuation with the details shared with parents, in the Online Interactive Orientation held on 16 January, 2021, the following points are being reiterated and must be kept in mind while sending your ward to school:

1. Students must carry the “duly signed Consent Form”. Annexure I
2. Students must:
 - i. Be in school uniform.
 - ii. Wear mask - 3 ply or surgical as per government norms, at all times.
 - iii. Maintain social distancing at all times.
 - iv. Report to classroom allocated for practicals/ projects/ assessment as per Annexure –II
 - v. Since movement from allocated classroom will not be permitted, carry all required Files, Project files/Reports, books and stationary as per Annexure –III
 - vi. Follow COVID Appropriate Behaviour (CAB) protocol set up by the Government.
3. Before sending the ward to school parents must ensure that their residential area does not fall under “Containment Zone” declared by Govt. of NCT of Delhi.
4. Parents will make their own arrangement to drop/ pick up their ward to/from school Gate No. 1.

Reporting time to school is 9:00 a.m. and dispersal is as per Annexure II.

We would like to thank all the parents for their cooperation and support extended during the Online classes and hope that the same will continue now that the Offline classes are starting in a phased manner.

PRINCIPAL

Annexure I

CONSENT FORM

Our ward _____ is a student of Sachdeva Public School, Rohini studying in Class / Section _____ Admission number _____.

We are aware that in compliance with the directions issued by the Directorate of Education, Govt. of NCT of Delhi vide circular No.DE.5/43/04/Exam/2019-20/39-46 dated 13.01.2021, the students of Class 12 are being called w.e.f. 20.01.2021 to prepare them for appearing in ensuing Board Exams, 2021.

We hereby give our consent for our ward to attend these classes and assure the School Management that he/she will strictly follow the COVID Appropriate Behavior (CAB) and guidelines in this regard.

Further, before sending the ward to school we will ensure that our ward is not symptomatic and also not suffering from any disease etc.

We will make our own arrangement to drop / pick our ward to / from school as per timetable.

We also declare that our Residential area does not fall under “Containment Zone” declared by Govt. of NCT.

We are following all COVID-19 related guidelines for our ward and we know that the school is also following all COVID related protocols. We will not hold the School / Management responsible in case of any problem on this account.

	Father	Mother
Signatures	_____	_____
Name	_____	_____
Date	_____	_____

Note: **The Consent Form must be signed by both the parents.**

Annexure II

Schedule for Practical / Projects - January 2021

Date and Day	Class & Section	Class roll no. (List in Class Notice Board)	Subject	Venue			Dispersal Time	
				Lab. / Room No.	Wing	Floor		
Wednesday, 20 January, 2021	12 A	1 to 15	Physics Practical	Physics Lab.	W1	2 nd Floor	12:50 p.m.	
		16 to 21	Physics Practical	210	W1	2 nd Floor	12:50 p.m.	
		22 to 27	Chemistry Practical	210	W1	2 nd Floor	1:00 p.m.	
		28 to 42	Chemistry Practical	Chemistry Lab.	W1	2 nd Floor	1:00 p.m.	
	12 B	Computer Students	Computer Science Practicals	Computer Lab. -1	W2	Ground Floor	12:45 p.m.	
	12 D	1 to 15	Economics Project	11	W1	Ground Floor	12:30 p.m.	
		16 to 21	Economics Project	13	W1	Ground Floor	12:30 p.m.	
		22 to 27	Accountancy Project	13	W1	Ground Floor	12:40 p.m.	
		28 to 42	Accountancy Project	14	W1	Ground Floor	12:40 p.m.	
	12 G	Painting Students	Painting Practical	15	W1	Ground Floor	12:45 p.m.	
	Friday, 22 January, 2021	12 B	EG	EG Practical	EG Lab.	W1	Ground Floor	12:45 p.m.
			Economics Students	Economics Project	12	W1	Ground Floor	12:30 p.m.
12 C		1 to 15	Physics Practical	Physics Lab.	W1	2 nd Floor	12:50 p.m.	
		16 to 22	Physics Practical	210	W1	2 nd Floor	12:50 p.m.	
		23 to 29	Chemistry Practical	210	W1	2 nd Floor	1:00 p.m.	
		30 to 44	Chemistry Practical	Chemistry Lab.	W1	2 nd Floor	1:00 p.m.	
12 F		1 to 15	Economics Project	11	W1	Ground Floor	12:30 p.m.	
		16 to 22	Economics Project	13	W1	Ground Floor	12:30 p.m.	
		23 to 29	Accountancy Project	13	W1	Ground Floor	12:40 p.m.	
		30 to 43	Accountancy Project	14	W1	Ground Floor	12:40 p.m.	
12 G		IP students	Informatics Practices Practical	Computer Lab. -1	W2	Ground Floor	12:45 p.m.	

Date and Day	Class & Section	Class roll no. (List in Class Notice Board)	Subject	Venue			Dispersal Time	
				Lab. / Room No.	Wing	Floor		
Monday 25 January, 2021	12 A	1 to 15	Chemistry Practical	Chemistry Lab.	W1	2 nd Floor	12:50 p.m.	
		16 to 21	Chemistry Practical	210	W1	2 nd Floor	12:50 p.m.	
		22 to 27	Physics Practical	210	W1	2 nd Floor	1:00 p.m.	
		28 to 42	Physics Practical	Physics Lab.	W1	2 nd Floor	1:00 p.m.	
	12 C	1 to 15	Computer Science Practicals	Computer Lab. -1	W2	Ground Floor	12:45 p.m.	
		16 to 22	Computer Science Practicals	Computer Lab. -2	W2	Ground Floor	12:45 p.m.	
	12 D	1 to 15	Accountancy Project	11	W1	Ground Floor	12:30 p.m.	
		16 to 21	Accountancy Project	13	W1	Ground Floor	12:30 p.m.	
		22 to 27	Economics Project	13	W1	Ground Floor	12:40 p.m.	
		28 to 42	Economics Project	14	W1	Ground Floor	12:40 p.m.	
	12 G	1 to 20	Geography Practical	Geography Lab.	W2	Ground Floor	12:50 p.m.	
	Wednesday 27 January, 2021	12 B	1 to 15	Physics Practical	Physics Lab.	W1	2 nd Floor	12:50 p.m.
			16 to 21	Physics Practical	210	W1	2 nd Floor	12:50 p.m.
22 to 27			Chemistry Practical	210	W1	2 nd Floor	1:00 p.m.	
28 to 43			Chemistry Practical	Chemistry Lab.	W1	2 nd Floor	1:00 p.m.	
12 E		1 to 15	Accountancy Project	11	W1	Ground Floor	12:30 p.m.	
		16 to 21	Accountancy Project	13	W1	Ground Floor	12:30 p.m.	
		22 to 27	Economics Project	13	W1	Ground Floor	12:40 p.m.	
		28 to 43	Economics Project	14	W1	Ground Floor	12:40 p.m.	
12 F		IP students	Informatics Practices Practical	Computer Lab. -1	W2	Ground Floor	12:45 p.m.	
12 G		5 to 12, 14 to 22	Political Science	Political Science Lab.	W2	Ground Floor	12:50 p.m.	

Date and Day	Class & Section	Class roll no. (List in Class Notice Board)	Subject	Venue			Dispersal Time
				Lab. / Room No.	Wing	Floor	
Thursday 28 January, 2021	12 A	1 to 16	Biology Practical	Biology Lab.	W1	Ground Floor	12:40 p.m.
		17 to 31	Psychology Practical	11	W1	Ground Floor	12:30 p.m.
		32 to 42	Computer Science Practical	Computer Lab. -1	W2	Ground Floor	1:00 p.m.
	12 C	1 to 15	Chemistry Practical	Chemistry Lab.	W1	2 nd Floor	12:50 p.m.
		16 to 22	Physics Practical	210	W1	2 nd Floor	12:50 p.m.
		23 to 29	Physics Practical	210	W1	2 nd Floor	1:00 p.m.
		30 to 44	Physics Practical	Physics Lab.	W1	2 nd Floor	1:00 p.m.
	12 D	1 to 15	Business Studies Project	13	W1	Ground Floor	12:35 p.m.
		16 to 21	Business Studies Project	14	W1	Ground Floor	12:35 p.m.
	12 G	21 to 39	Geography practical	Geography Lab.	W2	Ground Floor	12:50 p.m.
Friday 29 January, 2021	12 A	17 to 31	Biology Practical	Biology Lab.	W1	Ground Floor	12:40 p.m.
	12 B	1 to 15	Chemistry Practical	Chemistry Lab.	W1	2 nd Floor	12:50 p.m.
		16 to 21	Chemistry Practical	210	W1	2 nd Floor	12:50 p.m.
		22 to 27	Physics Practical	210	W1	2 nd Floor	1:00 p.m.
		28 to 43	Physics Practical	Physics Lab.	W1	2 nd Floor	1:00 p.m.
	12 E	IP students	Informatics Practices Practical	Computer Lab. -1	W2	Ground Floor	12:30 p.m.
	12 F	1 to 15	Business Studies Project	13	W1	Ground Floor	12:30 p.m.
		16 to 21	Business Studies Project	14	W1	Ground Floor	12:40 p.m.
	12 G	23 to 39	Political Science	Political Science Lab.	W2	Ground Floor	12:40 p.m.

Annexure III
Subjectwise List of Files and other required material

Please ensure that students carry to school all requisite stationery items and the material mentioned for each subject to ensure prompt completion of their work:

S.NO	SUBJECT	REQUIREMENTS
1.	ACCOUNTANCY	<ul style="list-style-type: none"> • Project File • Material required for completing project work: Financial Statements (Balance Sheet and Statement of Profit and Loss) of any Company for the years ending 31.03.2019 and 31.03.2020. • A4 size-coloured sheets and other necessary stationery items.
2.	BIOLOGY	<ul style="list-style-type: none"> • Practical File • Project
3.	BUSINESS STUDIES	<ul style="list-style-type: none"> • Project File • Materials required for the completion of project like - A 4 Size coloured sheets and necessary stationary items, colour printouts of pictures, decorative material etc. as per the topic of the project and fevicol for pasting pictures.
4.	CHEMISTRY	<ul style="list-style-type: none"> • Chemistry practical file • Chemistry project file • Lab. coat • Safety glasses • Pencil box
5.	COMPUTER SCIENCE	<ul style="list-style-type: none"> • Practical File • Project File
6.	ECONOMICS	<ul style="list-style-type: none"> • Economics Project File • Print out of rough draft of Economics Project • Materials required for the completion of project like - A 4 Size sheets and necessary stationary items, colour printouts of pictures, graphs, data etc. as per the topic of the project and fevicol for pasting pictures.
7.	ENGINEERING GRAPHICS	<ul style="list-style-type: none"> • Portfolio and collabcad project file • Geometrical instruments.
8.	GEOGRAPHY	<ul style="list-style-type: none"> • Practical book • Practical File • Extra practical sheets.-10 • Geometry box- Eraser, pencil, ruler, compass, colour pencils, black gel pen • Maps- India-political- 3 • India theory book for data. • Graphs.
9.	INFORMATICS PRACTISES	NIL
10.	MATHEMATICS	<ul style="list-style-type: none"> • Colored sheets (or origami paper) • Graph paper • Black pen • Glue • Geometry box

11.	PAINTING	<ul style="list-style-type: none"> • Portfolio • Super white cartridge sheet-half imperial • All stationery material- Pencil, Eraser, Scale etc. • Painting Colours • Brushes • Water container • Rough cloth • Course Book
12.	PHYSICAL EDUCATION	<ul style="list-style-type: none"> • Physical education Practical Files • Stationery
13.	PHYSICS	<ul style="list-style-type: none"> • Practical file • Activity file • Geometry box with 2 pens, 2 pencils, eraser, sharpener, scale, protractor, correction pen, small scissors and fevicol.
14.	POLITICAL SCIENCE	<ul style="list-style-type: none"> • Project Files • Extra Sheets • Stationery
15.	PSYCHOLOGY	<ul style="list-style-type: none"> • Psychology Practical File • Response sheets • NCERT book