

DAV PUBLIC SCHOOL

BRS NAGAR, LUDHIANA

Dear Teachers

Greetings and welcome back!

As we prepare to welcome our students back on Monday, 8th September, after the unprecedented holidays due to incessant rains and heavy floods in our State, it is important that our school environment is safe, clean, and welcoming. The Education Department has issued certain precautionary guidelines to all, and I believe that with our collective efforts we can ensure the best for our children.

I request your active cooperation in the following areas:

Classroom Readiness

- The ongoing work of interior paints is almost over, but due to dampness in the air and the building, rearranging the furniture away from the damp walls for better safety and comfort would be appreciated.
- Roofs of some classrooms on the top floors of the school building were leaking due to seepage of rain water into the roof slabs. **The school roofs are safe and do not require any major repairs.** We are undertaking the essential minor repairs side by side and will keep a check further as well.
- You must assure our students about the safety measures being taken by the school, and not to worry about the issues of seepage or dampness on the ceiling and some walls.
- Teachers with classrooms on the ground floor must **use mosquito repellents** (Goodnight/All Out machines) already provided by the school.
- Fogging of the whole campus will be done tomorrow.
- You are responsible to maintain the chalk boards, smart boards/IFPs and notice boards in clean, dust free and in usable condition, always. This highly costly equipment must be maintained with utmost care.

Furniture & Electric Equipment

Your active role to look after the classroom furniture, bulletin boards, electric fittings like hot cases, ACs and smart boards/IFPs in the class rooms cannot be undermined.

Any concerns regarding non-functional fans, lights and/or smart boards etc. should be promptly conveyed to the school electricians for urgent repairs.

Ensure children DO NOT operate any electric equipment (ACs, Smart Board, Computers, Hot Case etc.) on their own. Only teachers or concerned staff is allowed to operate.

Cleanliness & Hygiene

- ❖ *Our support staff – Mr. Moji Ram, Mr. Sudesh, Mr. Thamman, Mr. Harkewal, all the drivers, conductors and housekeeping workers, under the supervision of office staff – Ms. CP Sharma and Mr. Ramit Sharma, have been undertaking thorough checking and cleaning of the school campus even during the rains.*
- ❖ Now your support and supervision in the classrooms, activity rooms, labs and corridors will be highly valuable. You must guide the students to maintain cleanliness and hygienic conditions in the classrooms, washrooms and other areas of activity.
- ❖ Already a lot of water has seeped into the walls and roofs everywhere due to continuous rain, which will dry only with the help of strong sun. **Students should be instructed to be mindful of not using excessive water at any point – be it the washrooms or drinking water points.**

Curtains and Furnishings

School office staff (Ms Shital and Ms Jasmeet) with the help of group D staff have rearranged the curtains in most of the classrooms during these holidays. You are now expected to maintain the number and cleanliness of the curtains in your respective classrooms.

Students should be guided not to pull them harshly, lest the curtain rods bend or break.

Do not put any knots on the curtains, instead use some bangle or string to tie them neatly.

Creating a Positive Environment

Let us also make classrooms, corridors and all areas of activity bright, cheerful, and ready for learning. Even small touches—clean displays, welcoming boards—can make a big difference for cheering up the moods.

I encourage everyone to treat this as a team effort. If you notice any issues or have ideas to further improve our preparedness, please share them freely.

Let us all contribute towards making our school a safe, healthy, and joyful place for our children, always!

With appreciation for your cooperation and commitment,

J.K. Sidhu

Principal

P.S. – All the class teachers will submit the following undertaking to Mrs. CP Sharma, Office In charge tomorrow before dispersal –

UNDERTAKING

I, Ms/Mr _____, CT of class/section _____, hereby submit

That I have the following items, with their numbers mentioned, in my classroom:

- i) Desks/student tables & chairs _____
- ii) Lecture stand _____
- iii) Bulletin Boards _____
- iv) Hot Case _____
- v) AC _____
- vi) Fans _____
- vii) Lights _____
- viii) Smart Board _____
- ix) Teacher table & chair _____
- x) Almirah _____
- xi) Dustbin _____
- xii) Any Other _____

That I am capable and responsible enough for maintaining all the items in number and in good working condition, always.

That I will be personally responsible for getting the essential repairs done with the help of support staff, as & when required for any item of my classroom.

That I will not dispose of any item under my charge without bringing it in the notice of the Principal/Office In charge in writing.

Signature _____

Name _____

Similar undertaking is required to be submitted by the in charges of different labs, special activity rooms too with change in the list of items as the case may be.