



St. Stephen's School, Dum Dum

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URGENT CIRCULAR :

Dated : 6th January, 2022

Dear All Concerned,

In view of Government Directives imposing strict restrictions to curb the 3rd wave of the COVID - 19 Pandemic and in consultation with Secretary, GBFB & MC, the undersigned is pleased to make the following announcements for St. Stephen's School, Dum Dum :

(1) All Classes shall be held Online w.e.f 11th January, 2021 (Tuesday - date of reopening post Winter Vacation). New Timetables for Main School to complete the Syllabus comprehensively in the Online Mode will be circulated in all class groups respectively.

(2) Students/ Parents shall visit school only as and when notified

(3) School Fees Counter shall remain open. However, it is strongly advised to pay online.

(4) Teaching Faculty shall have 'Work from Home' until further notice.

(5) School Office shall remain open for Administrative purposes with 50 % Staff on duty. Office and Support Staff shall attend duty on rotational basis as per Rosters published and notified by the undersigned.

(6) School Laboratories and Library shall remain open. Entry to Students is restricted.

(7) Face mask, Social distancing and Maintaining COVID - 19 Protocols is mandatory for every person visiting the School Campus for any reason whatsoever.

(8) Entry for Outsiders is strictly restricted.

(9) All in-person appointments with the Principal stand cancelled until further notice. She maybe contacted at principalsssdd@gmail.com for any School related matters. Telephonic Appointments maybe fixed with approval from the School Reception.

(10) Staff Members including Teachers maybe called to School for duty, anyday by the School Authority as and when deemed necessary.

Warm Regards,

**MRS. ELA CHOWDHURY
(PRINCIPAL)**