

PARENTAL CIRCULAR**Dear Parent,**

We are well into the second term of the academic year and this year has thrown unprecedented challenges our way. However, the only way to deal with it is to stay positive and handle the situation collectively. Our Honourable Prime Minister, Shri Narendra Modi has called for a Jan Andolan Campaign on Covid -19 in view of the upcoming festivals and winter season. We are in the process of Unlock V but let us not forget that Covid -19 is still amongst us and the only way we can win this battle against this disease is by following all necessary precautions such as wearing masks at all times in public places, practicing social distancing and hand hygiene. The school is eagerly partnering with this Public Health Response campaign and we have uploaded a circular regarding the same on the school website for your perusal. We hope that you will not only read the circular but will also follow the guidelines in letter and in spirit.

Since learning has shifted from classrooms in school premises to living room at home, we would like to reiterate the etiquettes to be followed by students at all times while attending the online classes:

1. Freshen up, take a bath and be well dressed for the classes.
2. Have a proper meal before the classes so that you are not disturbed by hunger pangs during the class. Use the 15 minutes break time between the classes for eating, if hungry.
3. Mark your attendance in Google Classroom without fail before you join the class.
4. Be in the class on time. Don't be late.
5. Ensure that you arrange your study material (text book, practice copy, pencils, eraser) before the classes begin.
6. Be regular. Attend every class scheduled for the day.
7. Choose a quiet place at home, free from distractions to attend the classes.
8. We cannot compromise on health. So sit in the right posture keeping your back straight. Make sure that the screen is at the level of your eye so that you do not bend your head and strain your neck muscles. You must use a table and chair for online classes.
9. During the class, take active part in class discussions.
10. Keep your camera On and mic Off. Listen attentively to your teachers.
11. Take permission before speaking and let others get an equal chance to speak.
12. Do not use chat box for your personal conversation.
13. Become a responsible student and learn your lessons regularly.
14. Do not interrupt the teacher while she is explaining something. Put your query in the chat box or ask towards the end.
15. Always answer when you are asked to.
16. Never miss the instruction class on the day of the test.
17. Detox yourself digitally. There are short breaks in between two classes. Use the break to walk around the room to stay fit.
18. Keep yourself updated with all the notifications and circulars released by the school.
19. Keep your devices charged for the online classes.
20. Avoid using mobiles/ electronic gadgets for leisure.
21. Try to make the best use of e-library available on school website.

All these points are to be strictly followed by students for the success of online classes.

Parents to ensure that children adhere to these guidelines and must also proactively monitor the screen time of children. The mental well-being and cyber safety of our children depends on our vigilance and awareness. The school hopes for your cooperation for the continued success of our endeavour to provide world class education to our students.

Stay Safe! Stay Positive!

With regards,

Yours sincerely,

(MONA RASTOGI)
PRINCIPAL