

ST. THOMAS SCHOOL, DHURWA, RANCHI-04

NOTICE FOR THE PARENTS

'For the Lord gives wisdom; from His mouth comes knowledge and understanding.'

Dear Parents,

Greetings!!!

We hope that you and your family are hale and hearty and coping well during this period of pandemic.

With your continuous support and hard work of teachers, we are pleased to inform you that we have almost covered the syllabus of First Term, through video classes on Skool ERP which started since April,2020.

We are elated to inform you that **along with our video classes, we are going to commence with the online teaching-cum-query class** through a very popular platform i.e. 'ZOOM' from 15th June 2020, Monday. The timetable for the same will be displayed in your ward's Skool ERP. (Log in => Timetable)

The teachers will take due care to solve the queries of the pupils related to their subjects. The pace of teaching will be comfortable as per the understanding of the pupils.

We sincerely hope that the endeavour of the school to bring a better understanding of subjects for which your ward is eligible and 'A Virtual Walk into a Classroom' will be a fruitful exercise for your ward to discover her/his calling.

Guidelines for Virtual Classes through ZOOM:

1. Kindly download ZOOM application (Computer/Mobile) from the link <https://zoom.us/download> and register using your mail id. If possible, please mention your ward's name in ZOOM Profile => Display Name.
2. The meeting IDs and passwords for classes will be provided through ERP in the circular or newsfeed.
3. Parents are requested to assist their ward/wards in logging on to the ZOOM session, if required.
4. Do not 'listen in' your child's classes. Just like in schools, the intervention of the parents is not required while the teacher is conducting the class. It may make your child overtly conscious of asking queries from his/her teacher. If it is absolutely impossible for you to be in another room while your child is attending his online classes, then make absolute conscious effort to be as silent and inconspicuous as possible.
5. Kindly stick to the time mentioned in the timetable and get connected accordingly.
6. The pupil's microphone must be muted for optimum efficiency. Queries, if any, can be clarified at the end of the session. For queries during the session, pupils must use the 'Raise Hand' option for the teacher to address them.
7. In case the pupil has a phone, it is recommended to keep the phone on silent mode.

8. It is advised to use headphones, as it will reduce the echo and disturbance during the session.
9. Kindly use the *Chat box* on ZOOM for any queries. This will ensure that the pupil is acknowledged and addressed without the session being disrupted.
10. Dress code has to be taken care of. It should be decent and formal as it is a formal teaching session.
11. Instructions of the teachers are to be followed.
12. Proper discipline and classroom environment are to be maintained throughout the session. Pupils are expected to maintain the decorum of the class as they would in a classroom.
13. Ensure that there is no disturbance when your ward is attending his 'school'. For every practical purpose, the child should be made to understand the importance of the class and how he/she must pay attention.
14. Attendance to be marked (by writing *Present with name of your ward and admission no.*) in the *Chat box* within the first ten minutes of the commencement of the class. The concerned subject teachers will make a note of the same.
15. Please make your ward aware of the cyber crime . If the child uses this platform for any kind of mischievous activities, strict disciplinary action will be taken from the School management.
16. Please do not panic in case of connectivity issues.Ensure that your child has taken the bath, had breakfast and is 'ready for school'.
17. Provide a dedicated place for the child to attend to his/her online classes without disturbance. Pupils should keep textbook and stationery along with drinking water ready before the session commences.
18. Five minutes' break will be given between teaching sessions.
19. The topics covered during the online sessions may not be repeated when the school will commence on the regular basis.
20. You are requested to supervise your ward's study routines and facilitate the access to the e- content and timely completion of the given assignments.
21. Just like virtual classes are new to you, so are they new to our teaching methods and styles and we all are working towards creating a learning station where learning never stops. Kindly co-operate during these classes and encourage your child to attend these classes and not use discouraging words as that hinders the learning sessions.

Note: Online First Terminal Examination for classes Std. I to Std. X is scheduled from 6th July,2020 (Monday) to 17th July,2020 (Friday).

We seek your wholehearted co- operation to make this new venture of ours a success!

Stay Safe, Stay Healthy!

With prayers,

**Regards,
Principal**