

# VIDYA BAL BHAWAN SCHOOL

Ref No./VBBSS/2020-21

Date: 29-06-2020

## CIRCULAR FOR ONLINE CLASSES

Dear Parents,

This is to inform you that after summer Vacation, keeping in view of the present Covid-19 situation, the school has decided to bring a new concept of “**SCHOOL AT HOME**” in which Online Video and Live Classes will be telecasted from 1st July 2020. As you are aware that our country is going through a health disaster due to pandemic of COVID 19 since March 2020. Even after four months, we are not safe and we need to follow all the prescribed precaution like wearing proper mask, following the principle of social distancing, practicing frequent hand wash etc.

So we wish to involve the parents by designating the **Mothers as a temporary Principal and fathers as temporary teacher** in the new concept of learning i.e. **School at Home**. I have a firm believe that all the mothers as Temporary Principal will perform their duties with full responsibility and dedication during the whole online session & all the Fathers as a temporary teacher will ask and assess their wards progress regarding their regular class work and home work on daily basis in the evening hours and mark their signature on the notebooks.

I solicit your full support and kind cooperation for the continuous and comprehensive learning of your child.

### Protocol for Parents in School at Home Learning:

1. The school at home will starts at 8:00am for classes I to XII (Monday to Saturday) and 9:00 am for classes Nursery & Pre-Primary. Make sure you child should enter in the designated room in your School at Home. After completion of Videos or Live Class, Student will complete his/her homework till 2:00pm because the School timings are 8:00 am to 2:00 pm.
2. Check & make sure your child should have all the required stationary, books and notebooks according to the time table schedule in the bag. Also provide a water bottle, comfortable sitting arrangement along with smooth internet connection & P.C system / Laptop / Mobile to your ward. Make sure that your child should utilize the electronic gadget and internet connection only during the online session i.e. from 8 A.M to the end of the session. After the session end, you are advised to collect the electronic gadget back to your safe custody.
3. Make sure your child should enter in the school at home class room in a proper school dress along with last year I Card.
4. Make sure that neither there is any frequent visit by any of your family member in the designated room nor your ward should move outside of the room unnecessarily without your permission, so as to avoid any break in your ward's concentration towards study.
5. During break time, you are allowed to give lunch box to your ward. After break, again your ward must occupy his/her table & chair in the 'School at Home' classroom.
6. Make sure your ward does not involve in any Social platform regarding any negative publicity of their teachers, friends, other parents and School management as they are having a mobile / net connection in their hands. If any such activity is found by the school IT team, disciplinary action will be taken.
7. Make sure that during the 'school at home' online live classes your ward will not switch off the Video in middle and will not open the audio without permission of the teacher.
8. Make sure that your ward attempt every class test fully prepared because every subject teacher will take Class test after completion of every chapter. Class test will be added in Internal Assessment marks.

### Protocol for Students in Live Classes:

1. Students must converse in English language to the teacher & other family member during the online classes' time.
2. Students are allowed to ask their doubts in any subject in the last 15 minutes of the online live classes.
3. On the on-line live classes students are responsible to under mention:
  - (i) Video is on with audio off during full live classes.
  - (ii) Student will write his name, class and section in his/her zoom I-d otherwise teacher will not allow the student to register in the online live class.
  - (iii) If you ask any query first you raise your hand then teacher will unmute your voice and then you can ask your query.

**School rule & regulation in school at home:**

1. School will give permission for only 2 minutes late arrival of the students for every subject period in the live classes after which no student will be allowed to enter the live classes
2. The attendance of the students will be marked in every subject video/ live class in the beginning and ending of the online classes.
3. All the student must maintain at least 75% attendance to appear in any examination.
4. If any student wants to take leave for any cause, Parents are advised to send the written leave application along with their signature, one day prior to the school official mail id.
6. School will give prior information about the schedule of notebook and other material via. Sms or school App.
7. Completion & Submission of class work or home work is mandatory for all the students. Internal assessment marks will only be given to those students who will timely complete/ submit their Class work or Home work to their respective teachers
8. If any student creates any indiscipline during the live classes, the online monitoring committee of our school will take strict action and can terminate your ward on the basis of the screenshot of the live classes. No further discussion will be entertained.
9. Second Saturday and Gazetted holiday will be off for all classes.
10. All the parents are advised to deposit their ward fee upto the month of June immediately by 5<sup>th</sup> July 2020 & for the month of July by 20<sup>th</sup> July 2020.
11. Enquiry counter will be opened in school premises from 1<sup>st</sup> July 2020 at 9:00 A.M. to 12:00 noon for parent's queries only. Students will not be allowed to visit the school in any circumstances. Only one parent is allowed for enquiry in the school after taking all the standard precautions against COVID 19 (Like Wear mask, maintain social distance etc.).
12. Time table and July month Syllabus of every class will be available in the Download Tab (For time table you will click on Circular and for Syllabus of every month you will click on Syllabus) in School App.
13. **School will send you the login details for live classes through SMS and School APP.**

**Information regarding Upgradation in School App (Working from 6<sup>th</sup> July 2020):**

As per requests received from parents in the month of April and May, we have added few functions in our school app which will definitely give benefit and ease to our parents like

1. School has taken a new initiative by which now parents can communicate directly to the Class teacher or Subject teacher through School App and receive the revert for the same from teacher in School App.
2. Submission of daily homework will also be done through school app.

At last, I would like to thank all the very hardworking students and parents for extending all the support and cooperation to the school management in accepting the very new concept of 'School at home' education. I assure you that our school is committed to provide quality and uninterrupted education to your child even in this hard situation of COVID 19.

Stay at Home, Be Safe

Principal

**Consent Form of Circular for Online Classes**

Date: 30.06.2020

Respected Sir

I ..... F/o .....of  
Class & Sec..... has read all the information given in the Circular for Online classes. I will make  
sure that my ward will attend/watch the Videos/ Online Live Classes and follow all the guidelines  
during Online Live classes. I will watch my child's activities regularly during the online classes.

Father's Signature.....

Date.....

Note: Fill the consent form and send to school email-id