

Cir/005/2023-24

Date:24-07-2023

Dear parents,

Greetings to you!

In order to continue with your child's education seamlessly during rain holidays, we would be conducting online classes. During these online classes, we will be focusing on core subjects, as they form the foundation of your child's learning journey. To keep you informed, we will share the detailed timetable with students once the holidays are declared. You will be able to access and view the schedule conveniently through the Parent App.

In addition to the scheduled classes, time-bound worksheets will be provided for subjects that are not included in the daily class sessions. We believe that this plan will ensure continuity in education and make the most of rain holidays to foster productive learning experiences for your child.

Schedule for the Online Classes as follows:

Nursery to Prep II	<ul style="list-style-type: none">• 1 period of 40 minutes duration.
Grade I to V	<ul style="list-style-type: none">• 3 periods of 40 minutes duration each.• There will be a 10-minute break between each period to allow students to refresh.
Grade VI to XII	<ul style="list-style-type: none">• 4 periods of 40 minutes duration each.• There will be a 10-minute break between each period to allow students to refresh.

We kindly request you to follow these guidelines during the virtual sessions:

1. Punctuality and Attentiveness:

- Please join the class on time and Participate actively and be attentive throughout the session.

2. Video, Seating and Dress Code and Audio Settings:

- When logging in, disable your video.
- Keep your microphone on mute unless you need to speak or are asked to do so by the teacher.
- Type your full name when entering the virtual meeting room for attendance purposes.
- Choose a quiet spot with minimal disturbance for attending classes.
- Dress appropriately as you would in a regular classroom.
- Switch off the fan during the session to improve audio clarity.
- Consider using headphones to hear the teacher clearly.

3. Preparedness:

- Before the class, ensure you have your coursebook, notebook, and necessary stationery ready.
- Keep a separate rough book handy to jot down important points during the class.

4. Internet Connectivity and Device Battery:

- Find a location with good internet connectivity to avoid disruptions.
- Refrain from moving around during class time to maintain a stable connection.
- Make sure your device is fully charged before attending the class.

5. Attendance and Timely Completion of Assignments:

- Attendance will be taken for each class, so please be regular and attend all classes.
- Complete the assignments given by the teacher on time.
- Submit the assignments to the teacher for review and approval.

6. Doubts and Queries:

- If you have any doubts during the class, feel free to type them in the chat window.
- The teacher will address your questions and clarify your doubts.

By adhering to these guidelines, we can create a conducive and effective virtual learning environment for everyone.

Thank you and we look forward to your support and cooperation.

Best regards,

Sd/- Principal, Manipal School
Mrs. Anuradha Shivaram