



# SHRI RAM GLOBAL SCHOOL, G.N.WEST

**Circular No. 001 Dated: 10.04.2020**

Dear Parents/Students,

Greetings of the day!

SRGS welcomes you all in this new era of Online Education.

## **Rules for Online Classes**

- **Punctuality:** Each session would be of 40 minutes and students must be present in every session. They should log in 5 minutes before the session so that the attendance can be marked in time.
- **Readiness :**
  - They should be dressed up properly.
  - They should sit on the table and chair and face the light.
  - They must have the breakfast and can keep water bottle with them.
  - They should be ready with the required stationery like pen, pencil, copy etc.
  - Students should not sit near any electrical device source like TV, Refrigerator etc.
- **Mode of Communication and participation:** Students should be encouraged to speak in English all the time, participate in the class without hesitation, raise hands for queries, wait for their turn and not to speak over others.
- **Background during the class:**  
Student must sit in a separate undisturbed room and mute themselves until required to participate in the class.
- **Breaktime:** Breaktime of 15 to 20 minutes is there in between the sessions.
- **Fun Learning:** A fun element is important to keep the healthy learning environment.

## **Kindly Note:**

- Monthly planner(week- wise) for the month of April has been shared on mail.
- Weekly Time table for online classes will be shared through the broadcast group/email.
- Worksheets/Handouts/Scanned materials will be sent to the parents at regular intervals by subject teachers through email.
- Co- scholastic videos will be shared every week. Kindly motivate your child to do all the activities at home.
- Vendor is ready with the books. Books will be available once lockdown is over.

Your support will be highly appreciated to make the endeavour successful.

Be Healthy, Be Safe!

Regards,

SRGS