



ILAHIA PUBLIC SCHOOL, MUVATTUPUZHA

2021-22/1

Date: 15-05-2021

Dear students and parents,

Warm greetings from ILAHIANs!

In these unfavorable pandemic circumstances we extend a warm welcome to all of you to the new online Academic year 2021-22 to keep the cycle of learning moving and to continue your voyage through blended learning embracing technology as an effective remedy to showcase your unique talents and brilliance.

We Ilahians are looking forward to imparting quality education to make your learnings at ease. The most important skill these days is the zeal to learn new skills.

We also encourage you to be proactive and take part in the array of opportunities and initiatives facilitated by our Management and authorities.

Let's move ahead together in our journey of learning towards success and excellence by overcoming this pandemic. Initially we are starting with the resumption of classes for Grades IX, X and XII on May 17, Monday. The class teachers concerned will keep informing you about the dates on which the rest of our classes become functional.

A set of essential instructions are given below for our beloved students for strict compliance along with a few recommendation to our esteemed parents. Kindly go through them so as to be fully prepared for the classes.

Instructions to students

1. All students who attend online classes are supposed to be ready, fresh and prepared for class in the following ways:
 - a) Enter class well fed and dressed appropriately and presentably with clean uniform (if available) or decent civilian clothes. Always make sure that the daily routines such as taking a shower and brushing teeth are done well ahead of class.
 - b) Never enter a class straight from bed. Such practice, if detected, will lead to marking the student as absent.
 - c) Keep all books, stationery and other materials required ready for each class.
2. Use the same dedicated space at home that was used in last academic year if possible for classes with internet access, and devices with a good pair of head phones or ear phones.
3. Always enter online classes on time (as per schedules and or link provided by teachers).
4. Always keep the camera enabled and be in real time video presence in class; microphone should be on mute until and unless the teacher asks to unmute and speak.
5. Always use a chair and table. Do not attend class lying on a sofa or bed.
6. Keep the door closed, but never locked.
7. Avoid leaving the class before it ends. Early exits without teacher's permission supported by strongly convincing reasons will lead to student being marked absent.
8. Since attendance marked in the online classes is the sole record for all purposes including report cards and other student data, students are to be present in class till the end. They have to attend all the number of classes to get a day's attendance. Absence in a period will lead to marking only half attendance.

9. Do not engage in any other communications (parallel conversation with class mates or others, phone calls, social media chatting or SMS) during the class.
10. Listen to your teacher carefully and respond to questions without undue delays. Delay in answering may be an indication of lack of concentration.
11. Follow the instructions and methods suggested by teachers for asking questions to them.
12. Avoid interfering with the flow of the class with inopportune queries or suggestions.
13. Avoid eating during the class time or resorting to any other means to disturb the flow of the class. Students may drink water from their water bottles.
14. Make sure that all written works and assignments are up to date. Present them to teachers in the manner recommended by them.
15. Do not hesitate to talk to your teachers for any genuine support that you need.

Recommendations to parents

1. Provide all basic facilities to children and monitor their class attendance strictly following the time table and being in constant liaison with teachers to resolve any unforeseen issues.
2. Remind students about the importance of the online classes and motivate him/her to pay attention.
3. Parents may assist students during class if the child is in the lower classes (KG to Grade 2). In other classes, parents' presence is not required unless the child has any serious behavioral issues. Make periodical checks without appearing in front of the camera or generating major noise.
4. Don't allow your child skip the classes or indicate that everything would be taught again once the school reopens. It is of vital importance that your child pays attention to the classes.
5. Do not criticize or make negative comments about classes or the school's efforts in the presence of children. Negative talks about school or teachers will demoralize students and lead to lack of interest in classes.
6. The current situation is not the fault of any of us and there is no other practically better way so far to get the educational process moving. If you have any valid feedback, please have a healthy conversation with the teachers or higher authorities.
7. Try everything possible to create a sense of pride in students about the school and the efforts the teachers and authorities are making for promoting their education. That will work as a morale boosting factor for children and add to their confidence.

Wish you a highly productive new academic year ahead.

Stay safe, healthy and cheerful to enjoy your learning.

Thank you so much,

Sincerely,

Mr. ASSAINAR THARAKAN

PRINCIPAL