

Tender Heart High School, Sector 33-B, CHD..

Notice towards Online-Classes

Dated : 09.01.2023

Dear Parent,

As per order of Director School Education, Chandigarh Administration, Dated 5th January, 2023 (Copy attached as Annexure - I) in all Govt./ Govt. Aided/ unaided Private Recognized Schools of U.T. Chd. winter break has been extended upto 14.01.2023.

As a result of these orders your child's school is taking the following measures;

- (i) As per earlier notice, regarding schedule of winter vacation the school was to re-open from Thursday, 12th January, 2023 and this date was set earlier keeping in mind weather conditions (winters), headed in January of the year.
- (ii) Since now schools have been ordered to be closed as per above cited order of the Director School Education, Chandigarh Administration your child's school is going to conduct online classes on Thursday, 12th January, 2023 and Friday, 13th January, 2023.
- (iii) The Time-Table to be followed for the above dates being Thursday, 12th January, 2023 and Friday, 13th January, 2023 by the students is being sent to you with this notice.
- (iv) For Classes Nursery, LKG and UKG there will be 4 periods per day of 40 minutes duration each with a 10 minute break between the first two periods and a 20 minute break between the first two and last two periods.

The depiction of the timings of the Time-Table for Classes- Nursery, LKG and UKG is therefore as follows :

| | |
|--------------------------|--------------------------------|
| 1 st Period - | 9:00 a.m. - 9:40 a.m. |
| Break | 9:40 a.m. - 9:50 a.m. |
| 2 nd Period - | 9:50 a.m. - 10:30 a.m. |
| Break | 10:30 a.m. - 10:50 a.m. |
| 3 rd Period - | 10:50 a.m. - 11:30 a.m. |
| Break | 11:30 a.m. - 11:40 a.m. |
| 4 th Period - | 11:40 a.m. - 12:20 p.m. |

- (v) For Class-1 to Class-9 there will be 7 periods per day of 40 minutes duration each with a 5 minute break in between the periods and a 25 minute break between 4th and 5th periods.

The depiction of the timings of the Time-Table for Classes-1 to 9 is therefore as follows :

| | |
|--------------------------|--------------------------------|
| 1 st Period - | 9:00 a.m. - 9:40 a.m. |
| Break | 9:40 a.m. - 9:45 a.m. |
| 2 nd Period - | 9:45 a.m. - 10:25 a.m. |
| Break | 10:25 a.m. - 10:30 a.m. |
| 3 rd Period - | 10:30 a.m. - 11:10 a.m. |
| Break | 11:10 a.m. - 11:15 a.m. |
| 4 th Period - | 11:15 a.m. - 11:55 a.m. |
| Break | 11:55 a.m. - 12:20 p.m. |
| 5 th Period - | 12:20 p.m. - 1:00 p.m. |
| Break | 1:00 p.m. - 1:05 p.m. |
| 6 th Period - | 1:05 p.m. - 1:45 p.m. |
| Break | 1:45 p.m. - 1:50 p.m. |
| 7 th Period - | 1:50 p.m. - 2:25 p.m. |

- (vi) The link to all the periods will be sent afresh (be it the same) to the students of each Class, 5 minutes before the start of the relevant period.
- (vii) In case a staff member of the school is herself/himself unwell then substitution will be provided immediately and no teaching period under any circumstance will be missed.

The further instructions to the students, as per experience gained by the teachers in conducting online classes, and the rules to be followed by students are as follows:-

Rules, Regulations, Mannerism and Etiquettes to be followed by students during Online classes

1. Teachers/Staff Members will teach and instruct by either writing on blackboard or through Tablet/Laptop/Digital Tab where the positioning of the Teacher will be the Teacher-Table or in direct interface with their students.
2. For Class Nursery to Class-III it is certainly desirable (to the degree it is practical) that one parent of the child preferably mother/grandmother may kindly sit alongside the child, to the degree of not being visible in the camera. Children of Class-IV and above may sit alone, but yet should be discreetly monitored by parents regarding discipline and attention.
3. Students should have had a bath, eaten their breakfast and should be ready for the online session/s. Students should be in proper school uniform while attending their online classes. (Students should not be wearing any stylish or fancy clothes).
4. Parents sitting alongside the students, may kindly neither participate nor interrupt the ongoing teaching and they are to treat the setting as a live class and let their child develop his/her own confidence level towards the class in progress. All relevant issues towards the lessons taught may be raised /discussed by the students for which time will be given towards the end of the online class.
5. Sikh boys may kindly wear properly tied turban/patka.
6. Discipline towards appearance and seriousness of attending the online classes will be very closely monitored and lapse in this area/zone will be followed up by a notice from the school towards which the version and interpretation of the Class Teacher/Subject Teachers will be trusted.
7. The link to the Zoom meeting/s will be sent just five minutes before the start of the online session and a new link will be sent for every subsequent period. Students may kindly not share these links with anybody.
8. Kindly charge the battery of your mobile phone to full capacity before the online session/s starts.
9. It is mandatory for all students to switch on the camera of their mobiles during every online class. In case any student is not able to attend the online class due to a technical issue the student may kindly inform the Class Teacher at the end of the session by means of WhatsApp or S.M.S..
10. No student should intentionally either interrupt or disturb the interactive session.
11. Students may kindly enter the 'online meeting' with his/her full Name and Admission Number and not with the name of the parents. In the absence of this, students will not be given entry into the online session by the concerned Subject Teacher.

12. Students may kindly have their sitting arrangement in a quiet place at their homes and there should be no background noises like various household sounds, pressure cooker whistle, vegetable vendors calling in the streets, etc..
13. Any child disturbing the online session to the disadvantage of other students will be immediately removed from that particular session at the sole discretion of the Class Teacher/Subject Teacher and no complaint/s will be entertained by the school during the then ongoing session.
14. No parent/child may kindly call any school authority regarding the then ongoing session for any issue. Post-session however, the parent/s may kindly bring the matter to the notice of the Class Teacher either by WhatsApp message or Telephone call at the School Reception with the latter being preferred.
15. No personal chatting between the students is allowed during the entire session.
16. It is mandatory/compulsory for all students to write in their notebooks each and every word written by the concerned Subject Teacher on either the blackboard or relevant device, tablet, laptop. Students are informed by way of this notice that educationally speaking true learning will only take place if the subject matter of the teaching class is 'written by the learners'. Students may kindly follow these instructions for their own benefit.
17. In case of any further closure of schools by Chandigarh Administration anywhere in the future then similar pattern of online classes will be followed with issue of relevant short notice but without circulation of detailed notice.

Further issues regarding the online classes/sessions, apart from those mentioned in this notice and subsequently coming to the notice of the school staff/school authorities, will be followed up by an addendum notice/s.

School will resume normally from Monday, 16th Jan. 2023, subject to any further notice from the Education Department, U.T. Chandigarh.

Principal
Tender Heart High School