

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

Dated : 07.01.2022

Dear Parent,

As per order of Adviser to Administrator Dated 6th January, 2022 (Copy attached as Annexure - I) All Educational Institutions including Schools, Colleges, Universities, Coaching Institutions etc. have been closed (until further orders). And these institutions are to maintain their academic schedule through online teaching. 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, 13th January, 2022 and this date was set earlier keeping in mind weather conditions (winters).
- (ii) Since now schools have been ordered to be closed as per above cited order of the Adviser to Administrator your child's school is going to conduct online classes and whereas now the school will re-open from Monday, 10th January, 2022.
- (iii) The Time-Table to be followed by the school will be exactly that which was being used in the recent past (prior to start of winter vacation) where the school was functional in dual mode of online and offline studies (with physical presence of students in School). This means that the Online studies henceforth will be for five days in a week i.e. Monday, Tuesday, Wednesday, Thursday and Friday. The weekend of Saturday and Sunday will be rest days for the students (children).
- (iv) For Classes Nursery, LKG and UKG there will be four 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.
2 nd Period -	9:50 a.m.	-	10:30 a.m.
3 rd Period -	10:50 a.m.	-	11:30 a.m.
4 th Period -	11:40 a.m.	-	12:20 p.m.
- (v) For Class-1 to Class-10 there will be six periods per day of 40 minute duration each with a 10 minute break in between the periods and 20 minute break between third and fourth period. The depiction of the timings of the Time-Table for Classes-1 to 10 is therefore as follows :

1 st Period -	8:20 a.m.	-	9:00 a.m.
2 nd Period -	9:10 a.m.	-	9:50 a.m.
3 rd Period -	10:00 a.m.	-	10:40 a.m.
4 th Period -	11:00 a.m.	-	11:40 a.m.
5 th Period -	11:50 a.m.	-	12:30 p.m.
6 th Period -	12:40 p.m.	-	1:20 p.m.
- (vi) As the parents may understand, there will be no 'Games' period and whereas there will be periods for 'Art', 'Music' and 'General Knowledge' , which may otherwise be restricted to one such period per week.
- (vii) The link to all the periods of the Time-Table will be sent afresh (be it the same) to the Class 5 minutes before the start of the relevant period.

- (viii) Since the online teaching is for full 5 days there will henceforth be no video/audio lessons. However the video link of the particular Chapter of the lesson prepared by the Staff Members in the last academic session and available on YouTube will be forwarded to you.
- (ix) Further as per above cited order of Adviser to Administrator all private offices (interpreted as applicable to Educational Institutions and therefore schools also) are to function with 50% staff on the premises and as the result of it 50% of the school's staff will conduct their classes from the school premises and the rest from their home.
- (x) In case a staff member herself/himself is unwell then substitution will be provided well in advance and no teaching period under any circumstance will be missed.

The further instructions to the students, as per experience gained by the teacher 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 or 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 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 not be wearing any stylish or fancy clothes. If students have proper fitting School Uniform, they may kindly wear it at their own discretion and this will be much appreciated by the teachers.
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 25 minutes after the start of the online class.
5. Students should be smartly dressed, should have properly combed their hair and it should not appear that the students are casually attending the online session/s.
6. Sikh boys may kindly wear properly tied turban/patka.
7. 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.
8. 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.

9. Kindly charge the battery of your mobile phone to full capacity before the online session/s starts.
10. 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..
11. No student should intentionally either interrupt or disturb the interactive session.
12. Students may kindly enter the 'online meeting' with his/her full Name, 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.
13. Students may kindly have their sitting arrangement in a quiet place at their homes and there should be no background noise like various household sounds, pressure cooker whistle, vegetable vendors calling in the streets, etc..
14. 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.
15. 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.
16. No personal chatting between the students is allowed during the entire session.
17. 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 subject matter of the teaching class is 'written by the learners'. Students may kindly follow these instructions for their own benefit.

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

Principal
Tender Heart High School