



OUR REF :

TRN : 10025955100003

DATE : Thursday, 9th April 2020

To: The Parents of students in Years 1 - 4 : Third update for the extended phase of Distance Learning

Dear Parents,

Greetings from Saint Mary's. Our hearts go out to you and your families at this very difficult time. At this time we offer you and your families our prayers and sincere hope for better days ahead with God's blessings. We understand how much the little ones must be missing their school routines, their friends, their outdoor playtime and we would like you to please convey to them how much we miss seeing their happy smiling faces.

SCHEDULED PLANS FOR THE NEXT TWO WEEKS :

You will receive the scheduled plans for the next two weeks along with this update and you will be able to see that we have taken on board much of your feedback in preparing a schedule for the younger ones that is not too overloaded and is in fact more manageable. To this effect we will no longer be following the daily school time table for work, rather the new schedule has tried to keep a focus on fewer subjects per day to allow for work that is reasonable for younger children. We are grateful for all your feedback and have done our best to achieve a better balance for the children and for you dear parents as well.

UPDATED PARENT CONTACT INFORMATION TO CLASS TEACHERS:

In the current crisis our class teachers might need to get in touch with you urgently. We would like to request all parents to send an email (one single mail to both class teachers or multiple class teachers if you have more than one child in the school) **EMAIL SUBJECT : UPDATED PARENT CONTACT INFORMATION**. The information required is : Child's name and year group , Mother's current email ID and reachable working mobile number, Father's current email ID and reachable working mobile number. We would be deeply grateful if you could send this information in latest by Monday, 13th April 2020.

SPECIAL CLASS TEACHER SESSION WITH CLASSES FROM YEAR 1-4 ON MONDAY 13TH APRIL 10:00 TO 11:00 AM-

We have asked the class teachers to schedule a special session with your children for the purpose of clearly explaining clear cut behaviour expectations of the children during their live Zoom sessions. We have asked the teachers to guide them through the MUTING MICROPHONE processes, using thumbs up thumbs down, raising their hand and other behavioural expectations.

ZOOM GUIDELINES FOR PARENTS:

Even though we require all parents to monitor your child's online Zoom class, we would like to reiterate that the learning session is strictly between the teacher and the students. We understand that as parents you might be tempted to communicate something to the teacher right away, but we would like to remind you that this must not be done at all. Let us please all keep in mind that the situation is already very stressful for the teacher who is aware that parents are also present while lessons are going on and anything a parent says is said in the presence of all the other children and parents. We have instructed the teachers that no communication must take place between them and parents during a Zoom class and we would expect that ALL PARENTS respect the ethics of this virtual space. You may email any feedback or queries you have directly to the teacher and if your concerns are more serious, you may continue to email our Vice Principal on l.pinto-smchs@smgeducation.org. Please don't forget to include your mobile number in case she would like to speak with you.

Since we are now conducting live lessons that are part of the virtual space, it is important that we all update ourselves about important security information related to these live lessons.

- The Zoom link sent to you for your child's class MUST not be shared with any other individual (other than a parent of another child in the same class)
- When sharing the ZOOM link it is advisable to use a safe email and posting it on SOCIAL MEDIA like Facebook is a huge security breach.
- It is strictly forbidden to screen shot any frame of a zoom lesson as this violates all local as well as international child safeguarding policies. (You might be excited to share your child's learning with your families back home, but as the learning frame involves other children please do not ever screen shot any frame of a Zoom session)
- In a similar manner, due to child safeguarding policies and protocols, no zoom session must ever be recorded by a child or parent.
- We have instructed the teacher to disable the chat function between participants but we would like to reiterate that chats between participants of a Zoom session must not take place under any circumstances.
- For local and international child safeguarding purposes, no one to one sessions will be conducted between any child and teacher. For any individual sessions with an LSA an additional school staff or school counsellor will be present. Parents are therefore reminded not to request for a one to one Zoom session with any teacher.
- All children must join the sessions with the name they are known in at school. Students must not use different screen names to join any Zoom session.

Based on our experiences over the past week we would like to reiterate the following guidelines as well:

- Students must not attend Zoom sessions while lying or slouching on the bed.
- It would be ideal that the device is set up in as quiet a place of the house as possible and the child is seated at a table so he/she can write as well.
- Other distractions like gaming consoles, mobile phones etc. should be kept away during lessons.
- Children should be dressed comfortably but not in Pyjamas or night clothes.
- While we understand that children often feel hungry, it is advisable for them to snack in between sessions or before the start of sessions but not during a session. Water may be consumed at all times.
- Children must be ready with all their required materials for their learning sessions.
- Attendance is being taken for all Zoom sessions. For lower primary this is the only attendance that will count towards their overall attendance and so we would like to encourage parents to please make every effort to ensure that your child is present for the learning sessions.

Class teachers will continue to send you the Zoom links the previous day in the class group email. Please note that for security reasons separate links are being sent for each lesson. Once that lesson is over, the link will not be required and a fresh link will be sent for the next lesson depending on when that is scheduled. We have requested them to consolidate everything in one email so it is easier for you to locate.

ZOOM LESSONS DURING THE HOLY MONTH OF RAMADAN:

We have sent schedules only until the 22nd of April 2020 . Once the Holy month of Ramadan begins we will send you a fresh schedule with lessons during the morning hours. We will do our best to keep in mind all the children, parents and teachers who will be fasting during the Holy Month of Ramadan.

We would like to thank all of you, dear parents for your continued support and collaboration and above all for your prayers during this critical phase in all of our lives. We shall continue to pray for one another and we shall keep you up to date with all important information as we journey through this extended phase of Distance Learning.

Yours sincerely,



Mr. Paul Asir Joseph
(Principal)

