



OUR REF :

TRN : 100259955100003

DATE: Friday, 10th April 2020

To: The Parents of students in Years 5 - 13 – 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 our students must be missing their school routines, their friends, their outdoor playtime and their little outings with school mates and we would like you to please convey to them how much we miss seeing them and engaging in the lively conversations that are often a highlight of our days.

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 students that is not too overloaded and is in fact more manageable. We will still be following the day's time table but we have provided you with a colour coded table to know how the learning for each subject will be delivered. The allocation and requirement of homework has also been spread out so that it is reasonable for students. We are grateful for all your feedback and have used that feedback to achieve a better balance for the children and for you dear parents as well. There is no colour coded table for students of year 12 and 13 as they are mature enough to work out a reasonable balance with their teachers.

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.

ZOOM GUIDELINES FOR PARENTS:

Even though we require all parents to frequently 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 lpinto-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 and our children about important security information related to these live lessons. We would also like you to have a serious sit down conversation with your children about the stringent laws related to **CYBERBULLYING** and all related offences. **Since learning has moved into this online phase, the Ministry of Education requires schools to report any incidents of cyber bullying and inappropriate online behaviour that take place.**

- The Zoom link sent to you for your child's class **MUST** not be shared with any other individual.
- Posting Zoom links 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.** Students should at no point capture a picture of the zoom screen frame either through a screen shot or by any other means by which a picture may be captured.
- In a similar manner, due to child safeguarding policies and protocols, **no zoom session must ever be recorded by a child or parent. Any recording or attempt to record is in violation of our acceptable terms of use for ZOOM as an e-learning platform.**
- 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. Any cyber-bullying / inappropriate comments related to faith, race, culture etc will be dealt with severely which will include removal from live sessions and could include reporting to the relevant authorities.**
- **Language used must not be offensive, derogatory or discriminatory to anyone.**

- For local and international child safeguarding purposes, no one to one sessions will be conducted between any student 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 names by which they are officially registered on the school's registration roll. Students must not use different screen names to join any Zoom session. Students must not use any screen image either. We have already seen some children using highly inappropriate and disrespectful screen names and screen images. **All parents are requested to check your child's zoom login credentials to this effect.** Teachers have been asked to remove individuals who appear without their officially registered names. This has been done for the safety of all students.

***** The school shall have the right to amend the above and update them and we will share the updated documents with all parents.**

Based on our experiences over the past week we would like to reiterate the following guidelines as well to be read together with your children.

- 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. All background noise must be avoided. All background noise should be kept to a minimum during a Zoom session (i.e., TV sound, radios, dogs barking, etc.).
- Have a plain and neutral background.

Other distractions like gaming consoles, mobile phones etc. should be kept away during lessons. (We have had instances last week where students have been very distracted on another device close by during lessons) Students must stay off their phones, other devices, and social media.

- Students should be modestly and well attired (Pyjamas , night wear, immodest clothing is not acceptable)
- 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.
- Students must be ready with all their required materials for their learning sessions.
- Attendance is being taken for all Zoom sessions. This 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.
- Teachers have the discretion to disable the video of all participants where his/her professional judgement calls for the same in the best interests of the lesson being productive.

- We have experienced a few instances of students sending mean and hurtful messages to other classmates. Please remind your children that this amounts to Cyber Bullying and the school will be compelled to take strict action.
- Students **MUST** always have their microphones on MUTE and must only UN-MUTE to answer when their name is called upon by the teacher.
- Students who repeatedly and wilfully misbehave, do not follow instructions, hinder the lesson, display disrespectful or inappropriate behaviour will be removed from the session. Parents will be sent an email detailing the incident.
- If necessary, the teacher may ask a student to leave the Zoom class session until all distractions in the student's environment have been addressed
- **Since children are spending a lot of time in front of a screen we recommend the 20-20-20 rule. After every 20 minutes, look 20 feet away from the screen for 20 seconds.**

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. For older students, the teacher might send the zoom link directly to the students. At the beginning of the week, parents will receive a schedule for the week with annotation against each subject with regards to a Zoom session or a Google Classroom session.

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. We have not yet received intimation from KKHDA with regard to the working hours during Ramadan and so we will send you further schedules when these have been made known to us.

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)

