

Parent Orientation Programme Report

Dear Parent,

This is a detailed report of the **Parent Orientation Programme** that was held on Saturday, 22nd May 2021 and 29th May 2021. The points given below were discussed in detail during the orientation programme.

1. Detailed about the Management and Managerial Process.
2. Online Classes held in April 2021. The revision of the same will happen after the reopening of the school in the month of June.
3. Summer Project work (Grades I to X):
 - Projects will be graded for the Subject Enrichment Activity for Periodic Test-1 exam.
 - The weightage will be for 10 Marks.
 - It is mandatory for all the students to complete the project.
 - **Where to do? = as per the instruction given in the circular.**
 - The project should be submitted on or before Wednesday, **9th June 2021.**
 - To whom it should be submitted? – **Refer circular no.20 dated 7th June 2021.**
 - The description about the project/Holiday home work is clearly stated in the project given in MCB.
4. School Re-opening date: **Wednesday, 16th June 2021, refer circular no.19 dated 5th June 2021.**
5. Syllabus for 2021-2022:
 - The teachers will plan their lessons in an effective way and they will focus more on the lessons which will be spirally connected to the next grades in other words which are more important as they progress to the higher grades.
 - Every concept/chapter/lesson will be thoroughly explained and the child will be very clear in his/her concepts.
 - There will not be any rush in completing the portions as we believe in creating a vibrant learning environment for our students to excel academically.
 - Homework and notes will be taken care by the teachers.
 - Extra classes will be conducted for the students who require special attention.
6. Text books/Note books:
 - Text Books and Note Books are available at our school premises.
 - Language books for certain grades are not available and it will be given once we get the stock.
 - The language subject varies for the students based on their conceptual knowledge.
7. Language (2nd and 3rd Language)

- Circular related to Language option was sent to the students in the month of March.
- Request the new parents to kindly inform their respective class teacher as per your requirement in the following format:
- Name of the Student- XYZ
 - 2nd Language-HINDI
 - 3rd Language-TELUGU
- Grade 1 & 2 will be having equal weightage for both the languages, so 2nd and 3rd language option will not be applicable for them.

8. Assessment and Evaluation:

- Assessment (Note book completion, Homework and SEA) and Evaluation (PTs,etc..) will be conducted.

9. Online Classes which will resume in June 2021:

- Every parent should ensure that the resources(Mobiles/Tabs/Laptops) are made available for your ward.
- We'll be continuing the classes with zoom application.
- The classes will be held between 8.00am to 3.10pm. Attendance will be taken regularly.
- Depending upon the grades, the timing will vary. The timetable will be shared before the reopening of the school.
- What classes will be held through Online?

SCHOLASTIC	CO-SCHOLASTIC
All the subjects	Dance, Yoga and Martial Arts, Art and Craft, Clubs

10. MCB & Oxford:

A separate orientation was conducted on Saturday, 29th May 2021 for the usage of MCB and Oxford App.

My Class Board App is a communication app for parents to receive school announcement/circulars, class diary, events etc.

MCB:

MCB Link: <https://corp11.myclassboard.com/>

MCB App: My ClassBoard Parent Portal

Note: MCB Credentials are shared as a normal SMS to the parents registered mobile number. In case if you have not received, kindly contact Mrs. Usha, 9100003009 for the same.

Oxford (Grade PPI- V): The Welcome Letter is shared to the parents in WhatsApp. In case if you have not received, kindly contact Mrs. Brittolina, 7997999722 for the same.

11. Online classroom ethics:

The points given below were discussed in detail.

- ✓ Late to the class.
- ✓ Dress code for students.
- ✓ Video and Audio status.
- ✓ Chatting with the friends through other sources.
- ✓ Gap between each period.
- ✓ Completion of CW & HW.
- ✓ Parents interference and prompting during online classes.
- ✓ Network issues- Teachers & Students.
- ✓ Parent support for preprimary and grade I
- ✓ Lunch break and post lunch classes.
- ✓ Attendance and Assessment.
- ✓ Any concern need to be communicated at the earliest to the Principal/ Coordinator/Class Teacher.
- ✓ Status of Clubs and Co-scholastic classes.
- ✓ SEA/Project/Art Integration.
- ✓ School diary and competitions.
- ✓ MCB and Oxford Portal Credentials.
- ✓ Name and other details in MCB need to be checked.
- ✓ Communication with Coordinators, teachers and admin can be carried out between 10.00am-4.00pm.
- ✓ Teachers can be contacted during the break time of the virtual classes.
- ✓ Principal can be contacted with prior appointment from the Admin/Coordinators/ Sending mail/ text message.

12. Fee details:

- There will be no hike in the tuition fee for the academic year 2021-22 for the existing parents.
- The tuition fee needs to be paid in 10 monthly instalments.
- The tuition fee should be paid on or before 10th of every month.
- Transportation charges and Food Fee (if availed) are waived off during the online classes. The transportation and food will be charged based on the physical reopening of the school.

13. School Contact Numbers:

**Any queries/concerns, please reach the below numbers between
(10-1pm) Monday to Saturday.**

- Principal – 9346892973

- Mrs. Usha (Administration In-charge)- **9100003009**
- Mrs. Brittolina (Coordinator)-**7997999722**

Note: Admin officer will be available at school from 9am-12noon

We request all the parents to frequently check the SMS, WhatsApp group and MCB for any message from the school.



Principal