

Dear Parent,

We take this opportunity to thank each of you for giving us your valuable feedback about the virtual classes. Based on your feedback and our observations, we have made some changes in the time table which will come into effect from **tomorrow Wednesday, 1st July 2020.** Kindly note the changes stated below:

1. The virtual classes will begin at 8.20 am.
2. Each period will be for a duration of 40 mins and **NOT** one hour. Grades 3 to 8 will have 4 periods and Grades 9 and 10 will have 5 periods.
3. The screen time now will be 40 mins per period and then a break of 30 mins will be given between every period. (Overall, the screen time for the students is reduced.)
4. **Every Saturday will be a HOLIDAY for Grades I to X.**
5. If required, there will be extra classes for Grades IX and X on Saturday. The students will be intimated by the concerned subject teacher one day prior.
6. Students should present themselves neatly dressed and maintain the decorum during the online sessions.
7. Time management is very important and ensure that your ward logs on time for every class.
8. Kindly refrain from messaging/calling the teachers after 5pm. In case of unavoidable circumstances/emergency you can call or text the coordinators.
9. Few students still haven't purchased the books and therefore we request you to kindly purchase them at the earliest as all the text books and note books are available at the school premises.

(Timings: Mon to Sat from 9-12 pm)

10. II Language (Hindi) textbooks for all grade levels are available for purchase. Telugu books are still pending and we will let you know once we receive it.
11. Co-scholastic classes are **NOT** mandatory for the students and depending on the interest of the student he/she can attend.
12. We request the parents not to intervene in between the class and humbly request you to speak to the teacher at a later time or kindly text the teacher personally rather than in the group.
13. Students should be ready for their class with all the required stationery. They should be more organized which will help them to save time and focus on the learning.
14. The messages and updates from school will be posted in the MCB and WhatsApp group. Kindly check for regular and quick updates. In case, if you are not receiving the messages in MCB, kindly bring it to the notice of the coordinators/ Usha in the admin or the respective class teachers.
15. Videos, PPTs and worksheets are shared in the MCB as a reference material. Students can make use of it as and when it is required. **Worksheets are not mandatory to complete but students should review the same for better understanding of the concepts.**
16. Periodic Test-1 will be conducted for Grades 3 and above and all the guidelines will be shared shortly.
17. Competitions that are planned in the school almanac will be implemented on Saturdays with prior information to all the grades.
18. PMI (Parent Mentor Interaction) is scheduled on Saturday 4th July 2020. Guidelines of how we are planning to go forward will be shared shortly with you.

For any queries, kindly contact the coordinators on the numbers shared earlier.



Principal