



## Circular

Dear Parents,

24<sup>th</sup> May 2021

Hari Om!

As we step into another academic year amidst an ongoing pandemic, we hope that all of you with your families are safe and healthy. Further to our continued endeavour to ensure that we keep the learning process going even in these uncertain times, we will be starting online interactive sessions for all our students from 31<sup>st</sup> May 2021 using the Cisco WebEx app. Participation in these sessions are required by our students as interactions shared between the teacher, student and parent will continue once the school reopens. These sessions will definitely benefit our children not only from an education perspective but also in terms of seeing and interacting with their teachers as well as their classmates. Please ensure that you access the Edumerge (online educational portal) portal/mobile app daily as your child's class teachers will be sending you messages through Edumerge about the Webex room ID and any updates about sessions. All worksheets will be shared via Edumerge and will also be uploaded in the New Horizon Vidya Mandir (NHVM) website. Please log into the Edumerge portal through the NHVM website only.

The 1<sup>st</sup> day will start with an introductory session for you and your child. In the introductory session, the class teachers will meet with you and your child online, speak with you and reiterate on a few of the guidelines mentioned below. We will do our best to ensure that this is a smooth process as we successfully did the previous year. We apologise in advance should we encounter any technical glitches and will do our best to avoid these as much as possible. All online sessions have been planned keeping optimal learning times and regular school schedules of children in mind as well.

As always, we look forward to your support and cooperation while participating in these sessions. Together, we can continue making the learning process fun and informative for our children.

The schedule that will be followed this academic year is as below:

Class	Session 1	Session 2	Optional session
<b>NURSERY</b>	10-10.40am	10.45-11.30am	12.00-12.45pm

Class	Session 1	Session 2	Optional session
<b>LKG</b>	9.30-10.10am	10.15-11.00am	12.00-12.45pm

Class	Session 1	Session 2	Session 3	Optional session
<b>UKG</b>	8.45-9.25am	9.30-10.10am	10.15-11.00am	12-12.45pm

### **Guidelines for Parents:**

Please download the Cisco WebEx app on your phones and your laptops at home. It will be optimal if your child can attend the online sessions through a laptop. The app requires good internet connectivity and a certain amount of bandwidth to ensure that your child's online session can be attended without any disruption, hence, please update your connectivity accordingly. If the session is being attended on the phone, please do not take any calls during the same

- Please create an additional email ID for your child with his/her name (but the rest of the details of registration should remain the parent's). This will make it easier for the teacher to recognise the child
- Please log in at least 5 minutes prior to the scheduled time of the session and only to the sessions that have been scheduled for your child. Only one parent is sufficient to log in with the child using only one device
- Please do not share the meeting room numbers for your child's session with anyone else. If other parents reach out to you for the same, you can request them to contact their child's class teacher
- Set a few ground rules for your child in terms of the devices that you will be using for the online sessions. For eg.: Only you as the parent are allowed to touch the device (laptop or phone) during the session, to avoid any distractions or from the child mishandling the device or pressing a key/button inadvertently. As time goes by, parents can step away during the sessions, while the child continues with the class teacher (only for LKG and UKG while the parents observe remotely)
- Please change the view settings on WebEx to 'Host appears in Full screen' so you can view the teacher properly while the session is going on.
- The class teacher will be muting your online feeds to maximise audio clarity. In case of an interactive activity, the class teacher will share instructions accordingly
- Please do not use the chat option and direct any queries to the teacher through Edumerge only.
- Please do not start any discussions with the teacher during the sessions as these are meant only for your children. Please send a request through Edumerge for any discussion and the same can be held after 1.00pm.
- In case you lose your connection during the session, please log out of the app and log back in
- Ensure that the child is in a comfortable environment with ample light and preferably with no disturbances. Also choose this as a dedicated study area and ensure that all materials required for the child like books, pencil pouch with pencils and eraser, color pencils and crayons are easily accessible.
- Encourage your child to attend these sessions in the same manner that they would attend school. You could also explain as to why they are attending sessions in this manner. Continue educating them (age appropriate information) about the current health situation including safety measures that they need to be aware of. Also, explain that it is important to pay attention to what the class teacher is saying so they can follow instructions properly, especially during activities
- Please try and join the online sessions as regularly as possible
- Please start trying to map your child's daily routine to accommodate the online sessions in terms of meal times as well as nap/sleeping timings. If your child is feeling unwell, please let them rest and do not force them to participate

- In case your child is unwilling to be seated/is cranky/is crying during the sessions, please switch of your video feed to avoid other children and the teacher from being disturbed and distracted
- Please ensure that children are properly and well dressed for their sessions
- Please ensure that you (parent who is present for the session) are fully dressed before the session starts as there are other children and parents present in these sessions
- The class teacher will inform you of any requirements for the upcoming session in terms of materials required or activities to be completed. Please make sure these are in place before the start of the session to avoid distractions
- Help your child become self-sufficient in attending the sessions and following the instructions of the teacher. Let them do their activities independently (as much as possible but always under observation from afar). Once the session is done, speak /discuss to your child about what they have learnt. This will not only help them recall their learning but is also a good way of bonding with your child

**\*\*\*Special note:** Parents who have paid the fees and collected the books, please ensure that you do not let your child scribble in/mishandle them as the books may be used at a later date during the online sessions as well as when the school reopens. At no time should the child have access to the books without your supervision. Students to use only pencils/crayons/colour pencils as per the class teacher's instructions. Pens/sketch pens are NOT to be used in any of the books.

Thank you

Warm Regards

Sd/-

Principal - New Horizon Vidya Mandir