

BANASTHALI PUBLIC SCHOOL

G-Block, Vikas Puri, New Delhi-110018

Circular No.BPS/20-21/06

Dated: 09.05.2020

Dear Parents,

It goes without saying that these are challenging and uncertain times. In order to keep the mind challenged and engaged, as with so many other areas of life during the Corona virus crisis, the answer for most of us lies online. For educators at Banasthali Public School, the fortunate news is that we are prepared for the change.

School is restarting with the **Online Teaching** with MS Teams for its primary classes (PREP TO V) with a specified Time Table and meeting details. Time Table will be shared of whole of the week well in advance. Kindly ensure that, students adhere to the online class schedule.

TECHNOLOGY DETAILS:

- Download the **MICROSOFT TEAMS App**. from the Google store /App store by clicking the link - <https://www.microsoft.com/en-us/microsoft-365/microsoft-teams/download-app>
- The meeting details which will be reflected in the Teams app only 10 minutes before the meeting. **Since the sessions are private and only open to those who the School sends out communications to, we request that these IDs be kept confidential and not shared with anyone else.**
- The meeting link will itself direct you to the virtual meeting room.

GENERAL INFORMATION:

- The day wise Time Table will be shared of whole of the week well in advance.
- The **duration** of online classes will be of **30 minutes each**.
- Please adhere to the timings strictly.
- We understand that some of the students have not purchased Book/Notebook sets of the new Class. Teachers shall be teaching keeping this concern in mind.
- Students should be **punctual** to the classes and take them seriously. Topics/Chapters taught during these sessions will not be repeated.

REQUIREMENTS:

- Prior to the teaching session ensure that, there is no sound in the background.
- The student should sit in a silent room with **no external noise / disturbance**.
- It is **recommended** to make use of **handsfree/microphones** while attending the session so as to avoid disturbance to your surrounding & family members.
- Students should be **properly dressed up** in school uniform and sit for the class with their Mobile/ Laptop duly charged well connected by Internet, loose sheets or unused notebooks of previous session and stationery beforehand to eliminate distractions.

SAFETY/SECURITY MEASURES:

- Parents must ensure that, their ward enter their **real names** while joining the class on Microsoft Teams app. **No other pseudo names** will be allowed. This is for strict compliance. The format of registration of name is as mentioned below:
Class Sec. Adm. No. Name of Student e.g. VA 8976 JOHN
- Students have to keep their **VIDEO turned ON for the entire duration of the session.** In the event of any network issues, permission will need to be sought from the host teacher to switch off the video.
- Please note that, if any participant does not turn on the video to verify identity, the host reserves the right to remove the participant from the meeting.
- Student should keep **VOICE MODE as MUTE** but keep your videos ON.

DURING THE SESSION:

- **Students attendance will be marked by the teacher.**
- The handouts / assignments and video links will be shared via MS Teams only. The students have to attempt them neatly. Do make proper notes of every session date wise.
- **Date, C. W. and H. W. should be mentioned clearly.**
- Student should log out of the meeting room only after the entire session is over.
- Do not forget to file up all the home assignments and bring to the teacher when the school re-opens. (All the sheets will be evaluated).

We urge you once again to strictly follow the security measures detailed above for a safe, secure and pleasant meeting experience.

Looking forward to successful live sessions from 10th May 2020 onwards.

Happy Learning! Stay at Home! Stay Safe!

Principal.