



INDIAN SCHOOL AL WADI AL KABIR
P. O. Box 513, Code 117, Al Wadi Al Kabir
Sultanate of Oman

Tel. No. 24816633 / 24813179

Date: 4th April, 2020

CIRCULAR TO PARENTS
(KG II TO CLASS XII)

Dear Parents and Students,

Subject: Virtual Classroom Sessions / Online Classes

After greetings!

As the COVID-19 pandemic has brought many services to a standstill, ISWK has taken strategic steps to continue uninterrupted student learning by bringing virtual classroom sessions (online teaching classes) for classes KG-II to class XII to your home. Virtual Classrooms are now a smart way to continue schooling in these difficult times, and ISWK has been at the forefront to provide them. These online classes will be in line with the syllabus planned for the AY 2020-2021.

A robust plan is in place with our virtual classroom sessions beginning from the 6th of April, 2020. You will be using this facility from the safety and comfort of your home. Many others who are unfortunately away and are unable to return to Muscat due to restrictions implemented during the lockdown shall also be able to avail of the virtual classroom facility.

For you to be able to access our virtual classroom sessions, you are requested to note the following:

- ✓ Ensure internet facility is available at home.
- ✓ Ensure you are on your ward's Google Classroom as detailed daily/weekly schedules will be made available through Google Classroom.
- ✓ Download the ZOOM App and await ID details as well as instructions from the teacher, which will be posted on the Google Classroom.

Please do not hesitate to write to our IT Department for further assistance should you face any problems. Please email your queries to itsupport@iswkoman.com

In order for our virtual classroom sessions to work effectively and smoothly, we look forward to your wholehearted cooperation and support. We wish to draw your kind attention to the following DO'S AND DON'T'S when participating in the virtual classroom sessions:

Parents,

- ✓ Create your ward's USER NAME in Zoom App as "Grade ____ Name', For example: X A – SNEHA NAIR
- ✓ You are requested to ensure that your ward is comfortable and well prepared to receive online teaching.
- ✓ Provide emotional and moral support to your ward.
- ✓ Monitor, help and guide your ward in his/her work when needed but **DO NOT** do the work for him/her.
- ✓ Should observe your ward from a distance. Do not sit beside your ward during the sessions.

- ✓ Should not log in during the virtual class session while their ward is attending the session.
- ✓ You are requested to scan and email material when requested by the teacher.
- ✓ Recording of the live sessions is strictly prohibited as all copyrights vest with ISWK.
- ✓ Guide and monitor the timely logging in and logging out of your ward for the online classes.

Students,

- ✓ Must log in 10 minutes before the start of class.
- ✓ Class duration is as per the schedule that will be uploaded regularly on the Google Classroom before the start of the week.
- ✓ Be well prepared for class.
- ✓ Must be dressed at least in casuals and not in their night suits.
- ✓ Must be seated on a chair or sofa and not on the bed.
- ✓ Eating during the session is prohibited. This can be done either before class or during a break.
- ✓ Ensure you are not disturbed by others. Keep the door shut to keep all external noises out.
- ✓ Should not distract the class by passing comments / drawing / scribbling on the screen, etc.
- ✓ Listen attentively to the teacher and follow the content taught/explained carefully as the same topic will not be repeated again.
- ✓ **DO NOT** indulge in any undesirable activities during these classes. Strict action will be taken against students who fail to abide by this rule.
- ✓ Do not interrupt the class with queries and by asking questions as all queries may be messaged to the teacher at the end of the session.
- ✓ Ensure the 'Mute My Audio' button on the bottom left corner of your Zoom screen is turned off/muted during the class.
- ✓ Participate enthusiastically but not verbally.
- ✓ Ensure all your stationery material (paper, pencil, pen and note books/note pads) are close at hand.
- ✓ Be alert and do as instructed by the teacher.
- ✓ Need to complete all work/assignments in time and hand up the same when instructed to do so.

Parents and students are requested to cooperate and be patient as all of us users, teachers and students, will need some time to familiarize ourselves with the online teaching and learning practices. We all need to work conjointly for the benefit of all, especially our students.

We sincerely look forward to your wholehearted support and hope the points listed above will be adhered to. We assure you and our students that we shall do our best to make this first online class experience enriching, fruitful and memorable.

The School Management, Principal and staff wish you the very best. Stay at home and stay safe. Happy schooling at home!

With warm regards,

The ISWK Communication Team