

**24<sup>th</sup> June, 2020**

**Dear Parents,**

**As online classes are the new normal, we at South City International School are taking all precautionary measures to make your child's safe and secured.**

**In lieu of the incident that happened in one of the South Kolkata schools, the I.T. department has come up with certain guidelines . Following these will ensure a smooth teaching learning experiences.**

- Pre-Primary classes are being conducted on Google Meet. Our teachers are recording these classes through Activ Inspire which is a secured and acquired platform provided by the school.**
- Primary classes 1 to 5 are also being conducted on Google Meet along with Activ Inspire.**
- Secondary Classes 6 to 8 and Senior Secondary classes 9 to 12 are being conducted via Zoom app with teachers taking the necessary precautions so that the Zoom platform is safe. Classes 9 to 12 also take extra classes via Google Meet app.**

**The best practices are enumerated below which all Parents and Students should follow for joining the online Zoom class:**

- 1. Students must join with their full names, class and section.**
- 2. No student is supposed to join with device name.**
- 3. Every student must upload a photograph of himself /herself in school uniform and login with that photograph only.**
- 4. Join the classes wearing school uniform. Every teacher would request the student to switch on the video.**

- 5. Keep your audio and video in mute mode. Unmute yourself only when required.**
- 6. Do not chat among yourselves during the class time. Attend the classes sincerely.**
- 7. Have patience during the classes . Problems may occur due to internet connection.**
- 8. For classes 6 to 12 we shall try to conduct all the classes through Zoom App and may use Google Meet if required.**
- 9. Any violation of the rules will be dealt with strictly.**

**Stay safe.**

**With Best Wishes**

**IT Team SCIS**