

My dear Students,

Greetings from Grace Academy!!

I hope and trust that you are all keeping safe and healthy during this period of lock down. We really miss having you all in the school, the Assembly time, Break time and especially HPE/Games period. I am sure you all must be also missing the fun of being at School. Nevertheless, let us make the best use of this period by spending quality time with our family and keep up with the academics by following a set time table.

To help you with academics, the school has started online classes for few subjects and will greatly appreciate your full participation in attending the class regularly, maintaining a strict code of conduct by following the protocol laid for these classes. Please submit the assignments given to you on time and this should help you in the smooth transition once the school reopens after the lockdown. We together can make this endeavour successful.

Sincerely,

Benjamin Newton
Principal

ONLINE CLASSROOM PROTOCOL

1. All classes are **compulsory**.
2. Students are to take these classes seriously and are expected to be in **decent attire**, while maintaining a **proper bearing** as well as **decorum** of the class. (Ensure that there is minimum to No distraction during the class)
3. In case of **any indiscipline** (disruptions, sharing of screens, invalid chats with each other) during the class, the school has the authority to **permanently block/remove the student** from taking further online classes.
4. Students must **login 15 minutes prior** to the scheduled class time.
5. They have been assigned a **10 minute break** between the second and the third session to relax and ease themselves. Students must **NOT log off during a class** in session.
6. The **audio must be muted** during the session and turned on only if directed by the teacher to do so or during the Q/A time.
7. Cameras are **NOT** to be switched off during a session. However, if this instruction is not followed the student will be treated as a PROXY and will be blocked.
8. Questions can be asked **ONLY** in the **10 minutes** allotted after the teaching session and students can ask queries and clarify doubts.
9. Students should be ready with registers/notepads etc. to take down notes.
10. Students are expected to remain connected for the **full duration** of the class. In case of connectivity issues, they must log back on to the class.
11. **Assignments will be uploaded** on the Google Classroom regularly. Students are expected to complete and submit the assignments on time.
12. Students will login to Google Classroom and Google Meet, using the **same username and password** provided by the school.
13. The students **cannot join** MEET ID unless the teacher has created that ID and is **Signed IN**.

14. No sooner the teacher announces that the **class is over**, all the students are required to immediately **Sign Out** from MEET/SESSION and the MEET ID **will not be available** to students after that class for MEET/CHAT SESSION.
15. These services for GOOGLE MEET & CHAT will be available **only for the specified online teaching time** and **will not be available** after the time period is over.
16. Students may also access online classrooms through their smart phones from the links given below:

CLASSROOM APP:

<https://play.google.com/store/apps/details?id=com.google.android.apps.classroom>

Hangout Meet APP:

<https://play.google.com/store/apps/details?id=com.google.android.apps.meetings>

Looking forward to starting this venture together!!