

**NAVY CHILDREN SCHOOL, KOCHI
GUIDELINES FOR ONLINE CLASSES**

Dear parents,

Warm Greetings!

1. In the light of the COVID-19 outbreak, when the schools are in the closed situation, the school is making earnest attempt and not leaving any stones unturned to make this time a productive and happy time for our students.
2. We have commenced the online classes which is indeed a novel experience for both teachers and students. Let me express my gratitude to the parents for the support and cooperation extended to the school.
3. With so much free time, we believe keeping kids on a routine is important. The school and all the teachers are working hard to give that routine back to students through virtual learning and online classes.
4. The guidelines issued by the NES with respect to the modalities to be observed are as elucidated as below (Reference letter : ED- 1223/13/5- GUIDELINES FOR CONDUCT OF ONLINE CLASSES FOR STUDENTS OF NAVY CHILDREN SCHOOL VIEW COVID-19)
 1. Parents are requested to ensure that the children have had their breakfast before the classes start and served lunch at the end of the sessions. Snacks must only be consumed during breaks.
 2. Parents are requested to ensure that the device used for online classes are functioning properly and plugged in while classes are in progress. The device ringtones and notifications should be put on silent and no other app should be open on the device.
 3. As far as possible, parents are requested to provide appropriate, dedicated space for children to attend online classes. Subtle background should be provided against a plain wall or curtains. No striking /distracting feature should be visible in the background.
 4. Parents are requested to restrict their participation as observers only, if it is absolutely necessary and must provide disturbance free environment to the teacher and students.
 5. Parents are requested not to indulge in asking questions or interfering in the class in any manner, whatsoever, during the conduct of the class. A separate message can be sent through ENTAB to the concerned teacher in case of any queries or they may interact offline with the teacher after the class.
 6. At the end, use of technology by children for learning has become inescapable, but its misuse, exposure to age inappropriate content can induce distress and harm the students. There is a need to take measures to ensure the privacy of wards and protecting their data before giving them access to online learning.

PRINCIPAL-NCS
