

## The Do's and Don'ts for a Virtual Classroom

Dear Parents,

**A virtual classroom can be set up in any area of the house that is free from distractions, has good lighting and ventilation and strong internet connectivity. Please take this week to prepare your child for these classes by setting a morning routine at home.** Speak with your child about how these classes are as **fun and important**, like those held in school. We urge you to **refer to the daily timetable to help prepare your child with the required resources- pencils, notebooks, erasers, colours and anything else the plan might require.**

The virtual classroom is to be treated as a formal space. Students are advised to dress comfortably and appropriately, be regular and punctual.

### Self-check Guidelines

1. Wake up well in time before your class starts. Have a bath, dress up nicely, eat your breakfast and sit ready with your water bottle next to you.
2. Choose a quiet place in your house and make sure the internet connection is working well- your parents will help you with this.
3. Make sure your laptop/iPad is kept at eye level. It should be placed on a table that is neither too low nor too high for you.
4. Sit on a chair to ensure your back is straight and firmly supported by the chair. Like this-



5. Sit 1 foot away from the laptop screen to avoid straining your eyes
6. When the class starts, the teacher will disable your audio/ put it on mute. This is to help you understand what your teacher is saying, without any background noise.
7. Raise your hand to participate in class and avoid speaking out of turn or interrupting your friends. Like this-



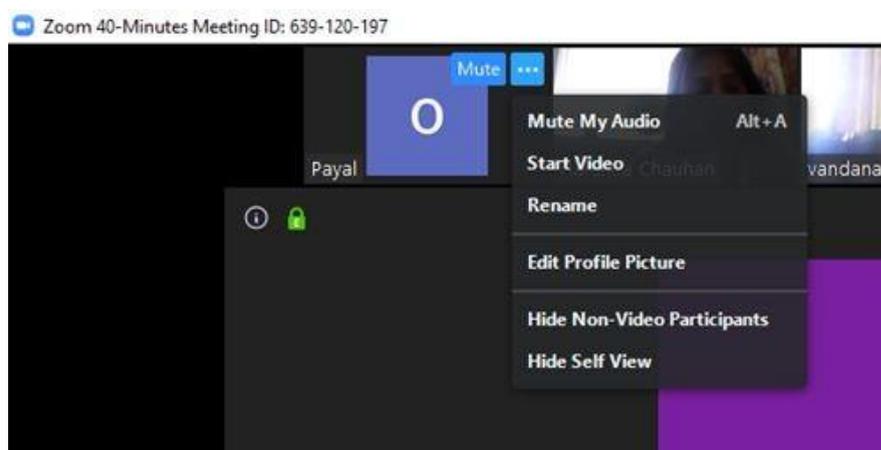
8. Avoid any distractions like watching the TV or playing with toys on the side.
9. If you need to excuse yourself in the middle of a class, inform the teacher by raising your hand and speaking with her.
10. Go through your timetable before the class starts, so you are ready and prepared for the day.
11. Don't be late for class. Show up wearing your beautiful smile and enthusiasm to learn.

### **Supervision from Parents**

1. Since the teachers are not physically present to monitor or oversee the student's work, we need help from you to supervise your child's work, from time to time.
2. While checking your child's work, please avoid using the word 'wrong'. Instead, you may ask them to 'recheck' their work. This applies to activities in math or any written work.
3. Please help your child stay on task.
4. Ensure multiple windows are not opened on the device.
5. Please note, prior preparation for the session, if any, is to be done by the parents.
6. Please read the plan in advance so as to understand the activity completely and to do any prep work that is required. All material should be at the designated area before you call your child-this is essential as you want your ward's full attention when they sit down.
7. Any work that is completed/attempted by your child at home, please do file it and keep it safe so we can review it once we meet.
8. Once the session is over and your teacher announces the closure of a class, please teach your child to exit the screen.
9. Please teach your child to use the mute button on the screen, so they can independently mute/unmute themselves.

## Important Pointers for Parents

1. Note the schedule of the Zoom class of your section carefully. Make a note of the same. Write it down for your reference.
2. Check the invite sent by the teacher beforehand and log in 5-7 minutes before the scheduled time.
3. Once you've logged in, please click on the three dots and **rename** the user id to your child's name. Example below -



We look forward to your support in successfully implementing and executing this new and fun way of learning.

Wishing you good health!

Warm Regards,

Principal.