



# ST. FRANCIS SCHOOL

## GENERAL CIRCULAR FOR THE PARENTS

### LKG - CLASS X

Dear Parents,

June 30, 2021

Greetings from St. Francis School! Hope you are keeping well! We have begun the new academic session for all Classes as you are already informed about. Commencement of Online class for Classes I to VII was delayed as per the guidelines from the department. Classes I to VII had five days of orientation sessions and three days of bridge course. We commence the Regular Class for Classes I to VII with effect from Thursday, July 01, 2021 and for LKG and UKG on July 05, 2021.

#### 1. STUDENTS IN ONLINE CLASSROOM

- 1.1 Students who have collected the textbooks and notebooks are added to the New Class WhatsApp Group. Students who use the Old Textbooks and informed the school office about the same are also added to the New Class WhatsApp Group. The rest of the students are not added to the group and they can't attend the class because the school has no information that they have the textbooks with them or not. The criterion to enter the online class room is that students have textbooks and notebooks with them and not the payment of the First Installment of School Fees.
- 1.2 Regular Class for LKG and UKG will begin with effect from July 05, 2021 as per the given time-table. There will be an Orientation/Interactive session for LKG and UKG children on July 01 and July 02, 2021 from 9.00 am to 9.40 am. Parents are requested to download zoom app in the mobile. The link for entering the class will be sent at 8.45 am on both the days.
- 1.3 Online class will be only through zoom app for LKG to Class X. The timing for the Classes as per the given time-table cannot be changed. It is always advisable for the children to attend the classes in the morning hours for different reasons.

#### 2. NUMBER OF PERIODS AND TIMING FOR CLASSES

	CLASS	TOTAL PERIODS	FROM	TO
1	I and II	THREE	9-00 A.M.	11-20 A.M.
2	III to VIII	FOUR	9-00 A.M.	12-10 P.M.
3	IX and X	FIVE	9-00 A.M.	01-00 P.M.

Parents are asked to ensure that the student has placed the class time-table in his/her study place of students for easy reference and follow up of online class without confusion. Parents can collect the class time-table from the school office if required.

#### 3. CLASS WHATSAPP GROUP

- 3.1 The Class WhatsApp Group will receive only the zoom link for the class as per the period and timing of day's class according to the class time-table. Subject teachers will send subject-wise notes/homework only after all the Periods for the day is over. The Zoom link will have the following information:

(i) Name of the Teacher, (ii) Subject, (iii) Topic, (iv) Date and Time, (v) Zoom Class Link (vi) Meeting ID and (vii) Pass code. 2021 will be the Pass code for Classes I to X. This is to make it easy for the students to enter the class without any confusion.

3.2 Students of both the divisions will attend the Online Class together until the Offline Class begins. This is to ensure that students of both the divisions should get the similar explanations of the lesson and instructional teaching from the concerned teachers.

#### 4. ASSESSMENT AND HALF-YEARLY EXAM

Periodic Assessment-I will commence on August 04, 2021 and Half-Yearly Exam on September 27, 2021. Date sheets will be sent to the class two weeks prior to the commencement of the exam. Detailed information will come to you very soon.

#### 5. SUBMISSION OF NOTEBOOKS

Parents must submit subject-wise class notebook for PA-I and Half-Yearly Exam respectively as per the given schedule. The subject teachers will evaluate the notebooks and provide marks based on their assessment and submission. Schedule for the submission and return of the notebooks after the correction and assessment will come to you very soon.

#### 6. SCHOOL CONTACT NUMBER

6.1. The contact number between the School Office and the Parents of Class VI to X will be 9591799150 and for Parents of Class I to V will be 9972290186. Parents must use the school contact number depending on the Standard where in, the student is enrolled in the current year for all communication purpose. The school land line number is 0821-2970075. The school office will remain open from 8.30am to 1.00pm from Monday to Friday.

6.2. Sir Santhosh will keep in touch with the parents of Classes VI to X for necessary communication and Miss Juliet will keep in contact with the parents of Class I to V for important communication between the parents and school office.

6.3. Report of "subject wise" and "daily attendance" of students is being maintained in the school office daily and monthly for important reference. Teachers will keep updating with the school office on the **following important matters** so as to enable the office personnel to immediately inform the concerned parents for necessary information and action.

(i) Subject-wise Class attendance, (ii) Completion of class notes, (iii) Homework, (iv) Submission of notebooks/answersheets etc. The concerned parents will be communicated if regularity in any such areas is not maintained by students. Parents must check the Whatsapp for such information in this regard.

#### 7. PARENTS' CONTACT WITH THE SCHOOL OFFICE

7.1. The school office has sufficient personnel and time to listen to your queries, doubts, clarifications, concerns, suggestions, issues, problems etc - concerning the studies, education and welfare of your child/children. There are seven personnel working in the school office to listen to you and care for you **BECAUSE ST. FRANCIS SCHOOL HAS A COMMITMENT TO EVERY CHILD**. I request you to kindly communicate to the school office over the phone/send a message or meet the office staff when you feel it's necessary for your child.

7.2. You are also most welcome to meet me in person from Monday to Friday during the office hours. I am available to address your concerns/issues because St. Francis School stays alive for your child. I know you are going through the most difficult and challenging days of your life and so there is a possibility to neglect the regular studies of your child/children.

7.3. You may delay a day or more when it comes to the payment of school fees but never give a chance or delay in meeting the requirements of your child's studies and education at any circumstance. What I ask you is "Timely Communication" and "Responsible Relationship". I can't come to every child's house and I can't make it but you can come to the school so easily because you have only one school, one child or two

children. God has given you the best gift and that's your child. Therefore, make the school to do the maximum for your child. For this, the school needs your timely communication, collaboration and regular contact with the school personnel.

## **8. USE AND MISUSE OF MOBILE PHONE**

- 8.1. Parents go through a period of frustration and disappointment as school started with online classes. School has made it compulsory to attend the classes through mobile with internet connection. Financial burden on parents on one side and the harmful effects on children on another side and I know there is no other alternative to carry on with “teaching” and “learning”.
- 8.2. I pray that the students of our school should not become victims of mobile phone addiction. I pray that the parents be continuously reminded of their sacred duties on their children when they show symptoms of being addicted to mobile phone except using it for attending the class and communication. My request to the parents in these critical times is that “please learn to say “NO” when you need to say “NO” to your child” but make your child realize why you say NO when it comes to the use of mobile phone.
- 8.3. The school will arrange a seminar for all classes on the Use of Mobile Phone. We will inform you very soon because this is as important as the child itself.

## **9. SCHOOL FEES FOR THE ACADEMIC YEAR 2021-22**

- 9.1 The usual practice was that parents collect the textbooks and notebooks from the school after paying the First Installment of School Fees in the Bank. The school has/had not made it compulsory last year and this year too on account of our sensibility towards the financial difficulties the parents of our school face during this unprecedented time.
- 9.2 Education of our children is our First Priority and therefore the school is flexible and further it has waived off certain percentage of the school fees even more than what the Government has directed you and the school last year. The school will definitely continue to follow the same relaxation of fees if the school has to conduct the classes online.
- 9.3 Fifty Percent of School Fees (50%) for Classes I to V and Thirty Five Percent of School Fees (35%) for Classes VI to VIII will be waived off provided the school will have to operate its classes online. Parents must compulsorily collect the fee paid challan receipt from the school office once you paid the fees in South Indian Bank. Receipt of fees payment is the proof for you that you paid the fees.
- 9.4 Parents are requested to make sure that they have collected the School Fees Challan Book from the school office for the academic year 2021-22. Those who have collected the Challan book must get the “waived off fees-zeal” and signature from the office to avail the reduced amount of school fees as mentioned above. Parents who visit the school must carry the school Challan book and you will get it back with the exact amount sealed on the Challan itself. Those who have not got must collect the Challan book from the school office.

## **10. ATTENDANCE OF ONLINE CLASS REGULARLY**

All of us know that the effectiveness of online class is not the same as the offline class. We also know that there is no other option before us in this critical time. I plead you that the children should not miss any class under any circumstance. A child who misses today's class will not understand what the teacher teaches on the next day. We know that there is a learning gap among children due to COVID 19 situations. Children who don't attend the class regularly and follow the instruction of the teachers will definitely develop learning difficulties as they proceed to the next class.

## 11. THE ROLE OF PARENTS

Every child is a teacher for himself/herself. Every parent is a teacher for his/her child. Parent is a child's first teacher and school is not the only place for learning. The COVID 19 situation has taught us this important role of the child and parent. Those children who are aware of the challenges of today and the demands of tomorrow will discipline themselves and will do well in studies, no matter what be the struggles.

Parents who don't spend quality time with respect to their child's academic matters and exposure to mobile phone may regret later because the timely intervention of parents in the life of every child at home has become very crucial and important in this troubled times.

## 12. LET US PRAY TOGETHER FOR GOD'S PRESENCE

I pray that we all have God's continued presence in our lives. It could be possible that in a moment of deep distress and pain, God consoled you in many ways. It could be through your father, your mother, your brother, your sister, your child, your wife, your husband or a friend of yours.

All of us have some difficulties today. God allows such situations to make us strong and to make us feel His nearness. We shall not feel discouraged when we face frustrating situations because WE ARE NEVER LEFT ALONE.

Be sure of my prayers for you and your families for God's continuous care and protection from illness and despair. I look forward to your continued support and patronage. Wishing you peace, good health and optimism! May the Lord give us peace!



**Brother Sanil Tharayil**  
Principal



**All WE** are saying is  
**GIVE PEACE** a chance  
in your **FAMILY**