

Dear parents, Welcome to the New Academic Year. Please go through the following:

### **School Digital**

School Digital is the medium of communication between the school (office and teachers) and parents. Parents are expected to check the School Digital at least once in 24 hours for the update of communications. School Digital is to be checked by the parents, not by the students. Parents can get assistance of your wards to read the communications given through School Digital.

As you have noticed, there is communication every day after each online session which will give you the attendance of the student and brief note on what has been done in the online session.

### **OLASH**

Messages given through olash are meant for the students to act upon. Parents may monitor the messages received by the students in olash. Portions of the next class and google meet link are sent through olash.

Students will be uploading answer sheets, notebooks, worksheets and assignments through olash.

### **Google Meet**

Students have to login to google meet using the official school mail id itself. Private mail ids will not be accepted. Google meet link will be sent to olash dashboard and to the official email. Students have to listen to the teacher and respond accordingly in the google meet. Teacher may ask the students to switch on the camera to make sure that student is present in the class. If no response to switch on the camera, student will be considered absent in the class.

### **Examinations and Class Tests**

As of the previous years, students of classes 06 to 08 will be having Pre-Midterm, Term 1, Post-Midterm and Term 2 examinations together with other classes.

Students of classes 09 & 10 will be having Pre-Midterm, Midterm, Post-Midterm and Annual Examinations.

Students of class 11 and 12 may refer to the academic calendar for their schedule of examinations.

Schedule of these examinations will be given through circular menu of the School Digital.

Apart from the above mentioned examinations, class tests, activities, portfolio, notebook evaluations are also part of each examination and will carry marks to report cards of each examination. Date and other details of these examinations will be given by the respective subject teachers through slash.

### **Textbooks**

List of textbooks is already given in the circular given in the month of March 2021. However, the list will be published in the school website [www.shpublicschool.com](http://www.shpublicschool.com) under the tab 'Academics' from 01-June-2021.

### **School Fees**

School Fees given through the circular in the month of March 2021 and published in the school website with admission was under the assumption that there will be regular classes this year. Since classes are online, the school fees for the year 2021-22 will be same as that of 2020-21 with 5 installments. School fees will be updated in the school website shortly.

<b>Fee Payment Pattern : 2021-22</b>							
Date of Payment	VI	VII	VIII	IX	X	XI	XII
Instalment 1 - May 10	5550	5550	5550	5750	5750	7000	7000
Instalment II - July 10	5550	5550	5550	5750	5750	7000	7000
Instalment III - Sep 10	5550	5550	5550	5750	5750	7000	7000
Instalment IV - Nov 10	5550	5550	5550	5750	5750	7000	7000
Instalment V - Jan 10	5550	5550	5550	5750	5750	7000	7000
Total	27750	27750	27750	28750	28750	35000	35000

First instalment will be calculated before 15-June-2021 with 10-July-2021 as the last date without fine. Thereafter, the given schedule will be followed. Please check your advance fee balance in the School Digital. If there is enough balance in the advance fee, then the generated fee will be deducted from the advance fee. Parents can top up the advance fee at any time. Advance fee top up works only through School Digital

(online). It is the duty of the parent to pay the fees on time. You will get a message in School Digital when the fee is calculated.

School fees can be paid in three modes – Linked Account Mode, Online Mode and Advance Fee Mode.

Linked Account Mode is the one which is recommended by the school for which no charges are levied by bank. All those students who were using Federal Bank account for the fee payment are free to continue with the Federal Bank account, but make sure that your account is active (KYC is updated). All new students should have an account in South Indian Bank to pay the fees in Linked Account mode and the parent has to give a declaration to link the account with fee payment system. Declaration is available in the school office.

Online and Advance Fee modes can be used at the discretion of the parents and the applicable charges will be levied from the parents. However, UPI payment system is promised to be active by end of June 2021 for which no charges are levied as of now.

### **Fee Paid Certificate**

Fee Paid certificate can be downloaded from the School Digital which is certified by the school software. The same can be verified using the 'Verify' link of the school website.

### **School Calendar**

School Calendar for the academic year 2021-22 shall be published in the school website under the tab 'Academics'. School calendar will be available in School Digital too in a later stage.

### **Interaction with the Teachers**

Facilities are being developed to have interaction with the subject teachers. There will be virtual open house 4 times in the academic year, probably after the examinations for classes 03 upwards. For classes 01 and 02, dates of open house shall be informed.

### **Updates and Modifications**

There are some modifications going on in School Digital and Olash. Whenever there is any modifications or updates in School Digital or Olash, it will be informed through School Digital.