

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

New Academic Year

New academic year commences for the students of Class 11 on 09-Jun-2021. There will be an online meeting for the students and parents of 11-A & 11-B at 10 am and at 11:30 am for 11-C on 09-Jun-2021. Online meeting will be held in Google Meet. Students must join the google meet using the official school mail id.

School Digital

School Digital is the medium of communication between the school (office and teachers) and parents. The official channel of communication is School Digital and it is the duty of the parents to check the School Digital at least once in 24 hours for the update of communications. School (Management, Principal and Teachers) will not be held responsible for the loses/damages arising out of not-reading the communications sent through School Digital. 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.

OLASH

OLASH (www.olash.co.in or android app OLASH (Play Store)) is the medium through which teachers share the video lessons with the students. Username and password of olash is the admission number of the student. Olash will be active by Tuesday evening for the students of Class 11. Please login and change your password. Lesson contents will be displayed only if the subject teacher assign a video lesson for the class.

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.

Official School Mail ID

Every student is given an official school mail id in the format - admission_number@shpublicschool.com. If the admission number of your ward is 1234, then the official school mail id would be 1234@shpublicschool.com and 123456789 is the password of the mail. Please change the password. However, official mail id will be sent through School Digital by Tuesday evening.

Google Meet

Google Meet is the platform used for online session of the classes. 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. Students are expected to be in decent dress while attending the google meet.

Google Classroom

It is through Google Classroom students are submitting their assignments to the subject teachers. Students will receive an invite in the official mail id to join the google classroom. Please accept the invite and join the google classroom.

Examinations and Class Tests

There will be midterm examination and annual examination in class 11 and report card will be generated in School Digital. A print will be given only for annual examination in which status of promotion will be clearly mentioned. Schedule of both the examinations are given in the School Calendar. School Calendar is available in the Academics tab of the school website www.shpublicschool.com.

Apart from the above mentioned scheduled examinations, there will be class tests in different forms which are at the discretion of the subject teachers. **Practical / internal marks will be replaced by average of the marks of the class tests of the respective subjects if, in the event of the pandemic Covid 19, practical examinations are not held.**

Textbooks of Class 11

List of textbooks is available in the school website www.shpublicschool.com under the tab 'Academics'. You may get the books from anywhere. However, you are free to contact H & C Stores, Jomer Srinilayam, Near TDM Hall, D H Road, Ernakulam. Contact person (H & C) – Mr. Krishnaraj (9447496692).

School Fees

School Fees given at the time of filling the application was prepared in the month of March 2021 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.

Fee Structure : 2020-21		
Date of Payment	XI	XII
Installment 1 - May 10	7000	7000
Installment II - July 10	7000	7000
Installment III - Sep 10	7000	7000
Installment IV - Nov 10	7000	7000
Installment V - Jan 10	7000	7000
Total	35000	35000

First instalment will be calculated by 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 will at least 3 working days for the online payments to reflect in the School Digital. 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 – Liked 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. The same can be verified using the 'Verify' link of the school website.

Interaction with the Teachers

Facilities are being developed to have interaction with the subject teachers. There will be virtual/physical open house 2 times in the academic year, probably after the examinations.

A 10 digit mobile number will be given to the parents which must be mandatorily saved in your mobile and named in such a way that it can be easily identified as the teacher/school calling number. Calls from the number must be attended and responded.

Updates and Modifications

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

School Uniform

Once regular classes are started, school uniform will be compulsory for the students to attend the classes. No additions and deletions will be allowed in school uniform. A gap of two weeks will be given to get the uniform stitched from the date of the commencement of classroom teaching.

Schedule of Online Classes & Google Meet

Teachers will conduct a google meet from 8.30 a.m to 9.30 a.m on the days allotted to them in the schedule for clearing doubts. Students will then learn the portions and come back for another meeting from 3:00 pm to 4:00 pm so that there is a follow-up on their preparation.

Days	XI A	XI B	XI C
Monday	English	English	English
Tuesday	Computer Science	Biology	Business Studies
Wednesday	Chemistry	Chemistry	Accountancy
Thursday	Mathematics	Math/Psy	M/I/C
Friday	Physics	Physics	Economics
M/I/C = Mathematics / Informatics Practices / Computer Science Math/Psy = Mathematics / Psychology			

It is the freedom of the teachers either to extend the google meet time or to conduct another meeting between 8:30 am and 4:30 pm other than what is given in the schedule. There will be classes on Saturdays with special timetable which will be given later.