

Dear Parent

Offline classes for classes 01 & 02 commence from 08-Nov-2021. Here is the information regarding online and offline classes:

1. There will be division change for classes 01 & 02. (This is contrary to what I had informed the parents of classes 01 & 02 in the google meet.) You will receive new division in the School Digital notifications. Timetable also will be given to you through School Digital.
2. Division A, B and C of Class 01 are offline (school) divisions and D, E, F, G & H are online divisions.
3. Divisions A, B, C & D of Class 02 are offline (school) divisions and E, F, G and H are online divisions.
4. Attention of offline students:
  - a. In the first week, offline students will have classes on Monday, Tuesday and Wednesday. Thursday and Friday will be holiday. From the second week onwards, offline students will have classes from Monday to Friday.
  - b. Offline students need not attend online classes.
  - c. Parents are free to send snacks. Junk food must be avoided. Fruits and nuts are suggested.
  - d. The above points (a, b & c) are also contrary to what I said in the google meet.
  - e. **Parents must send two copies of Consent Letter on the first day out of which one will be sealed and returned to the students. Sealed copy of the Consent Letter is to be carried every day. Copy of the Consent Letter is available in the Notice Board of the School Digital. Please look for 'Consent Letter of the Parent – English' or 'Consent Letter of the Parent – Malayalam' in the Notice Board of the School Digital.**
  - f. Students have to report at the school before 8:25 am and can leave between 12 noon and 12:15 pm. Delay in picking up the students can cause unnecessary clustering of the students.
  - g. Please make sure that students carry water bottle preferably with boiled water, pencils, eraser, personal sanitizer every day.
  - h. On the Monday of the second week (15-Nov-2021), parents must send a packet of crayons with name of the student on the packet. Suggested make is - Faber-Castell – 15 Triangular Jumbo Wax Crayons in a plastic container. And a 200 page 4 line book covered and named must also be send on the Monday of the second week.

- i. Students require a file to carry worksheets from the second week onwards. Details shall be informed shortly. It should be light weight.
  - j. Students of classes 01 & 02 must send the following items (extra) on the very first day itself:
    - i. 3 face masks in an envelop. Name of the student must be written on the envelop.
    - ii. A full set of spare dress in a plastic cover. Name of the student must be written on the cover with permanent marker.
  - k. All items of students like bag, umbrella, ... must be named.
5. Teachers will give you prior information to send the already supplied worksheets for the purpose of class. Parents must send it accordingly.
  6. School had already printed the School Handbook for the last academic year. We will make use of the same for the communication. Parents should not refer to the calendar printed in the handbook.
  - 7. It is important that parents fill the google form if the student is absent on a day. Reason of absence must be stated clearly. Link of the google form to mark absence is given the Notice Board of the School Digital. Please look for 'Absence Marking' in the School Digital Notice Board.**
  8. Students should not wear gold/precious ornaments.
  9. Regarding Uniform:
    - a. Uniform is not mandatory. Parents can send students in modest/formal colour dress and foot wears.
    - b. However, if anybody wants uniform, then Angel Stores will provide sports uniform which can be used everyday in this academic year.
    - c. If you have received refund information, then please forward the refund details. You will receive refund. Then you need to re-order the sports uniform.
    - d. I have asked Angel Stores to stop sending refund information for two weeks. A google form will be made available to the parents to mark your choice whether you need it now or not. You may fill if you require. It will be sent through the student.

**Attention all students (offline and online):** Since there is change in the divisions, all students will be removed from the present Google Classrooms and you will receive a new link for all subject in the official mail. Please do accept.