

## Dear Parents

Due to extreme weather conditions, classes for Grades **III to V** will shift to online mode via **Microsoft Teams** starting from **13th May 2025 to 16th May 2025**.

Please ensure you are able to log in with the students credentials provided and are familiar with the platform.

### Action Required:

- Ensure your device has a stable internet connection, a working microphone, and a camera.
  - Download the Microsoft Teams app on your computer or mobile device.
  - Log in using the credentials provided by the school.
  - Change the password after login, keep the strong password and remember it for future sign in.
  - Explore the platform and follow any setup instructions.
  - Check your dashboard for your assigned classes.
  - Contact your class teacher if you have any questions or need assistance.
  - We encourage all students to complete this setup as soon as possible so that learning can continue without disruption.
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- **Classes** will be held groupwise as per the **schedule given below**.

<b>Group 1 – Roll No. 1 - 20</b>	
CT PERIOD	7:40 - 7:50 AM
1 <sup>st</sup> PERIOD	8:00 - 8:30 AM
2 <sup>nd</sup> PERIOD	8:40 - 9:10 AM
3 <sup>rd</sup> PERIOD	9:20 - 9:50 AM
4 <sup>TH</sup> PERIOD	10:00 - 10:30 AM
<b>Group 2 – ROLL No. 21 - 40</b>	
1 <sup>st</sup> PERIOD	10:50 - 11:20 AM
2 <sup>nd</sup> PERIOD	11:30 - 12:00 Noon
3 <sup>rd</sup> PERIOD	12:10 - 12:40 PM
4 <sup>TH</sup> PERIOD	12:50 - 1:20 PM

- **Students need** to join the class with their **VIDEOS ON**. In case the video is OFF, they would not be allowed to attend the class.
- Students are also expected to keep their audio muted/off all the time unless the teacher instructs to unmute.
- If they wish to speak or ask a question, they may use the 'raise your hand' feature available on the screen.
- We expect students to maintain discipline and etiquettes in virtual classrooms as followed in OFFLINE Classes.
- The PDF with the student **Id and password** is attached herewith.

HEADMISTRESS