

Dear Parents,

As intimated earlier, due to the lockdown owing to COVID-19, learning at The Maalinyai School will take the digital route.

We are pleased to inform you that for the continuity of the learning of your ward, we are presenting Maalinyai Cloud School (MCS). It is an initiative to transact the classroom learning online to ensure that the children are constructively utilising their valuable time as they progress and enter the new academic session.

The online classes will begin from the new academic session 2020-21. The first session will be held on first working day of the new session, Monday 6th, 2020. The timetable for online session will be communicated before the session.

MCS Guidelines:

1. The online classes will be run on <https://zoom.us/> application. Kindly go through the following link for downloading the zoom application <https://www.youtube.com/watch?v=s1w6dRFxEjA>
2. We request you to kindly view the following link for a tutorial on zoom <https://youtu.be/Rzk4vdTIiOc>
3. Every session is planned to engage a group of 5 students in the presence of their parents to guide them during the session. Later on the group can have more than 5 children depending upon the effectiveness of the class and children's learning behaviour.
4. The educators will connect with your ward on a zoom session to discuss the subject related topics.
5. There would be about 3-5 sessions or more sessions per week on different subjects
6. Each session duration would be approx. 30 min
7. The assignments will be shared through school WhatsApp broadcast/ school ERP
8. The student will do the homework/ assignment in her/his notebook and take a picture or scan using Adobe Scan from mobile phone and send it on the prescribed school WhatsApp broadcast group/ERP.
9. Before submission of assignment ensure **the name and class of the child is written properly on the assignment.**
10. The home activity / assignment will be evaluated by our educators and remark/feedback/suggestion will be shared with the student during the next session.

Necessary requirements:

1. We suggest that student must use a laptop or desktop for the online classes. In case both are unavailable, then a smartphone can be used.
2. For taking pictures of the assignments, a smartphone can be used
3. A stable WIFI network is preferred
4. Keep your note book ready for the notes

Code of conduct:

1. Kindly be present in all the online sessions. We appreciate parent help children in connecting and using the zoom.
2. Be punctual and join in on scheduled 5 min prior to session time
3. When the session is running and your teacher is speaking online, in case you have a doubt please note it down on your notepad.
4. The educator will connect with each child and ask the children to share their doubts and at that time children can share their doubts.
5. Code of conduct for the session:
 - a. Organize a formal environment at home as if you are at school
 - b. Showcase classroom academic and social behavior that you have learnt at school.
 - c. Make sure you sit at a comfortable place, use a table chair, in a well-lit and quiet place at home
 - d. Always wait for your turn to ask question or you may raise hand using zoom tool to ask any question.
 - e. Always seek permission from the educator if you wish to speak in between the session.
 - f. Stay muted unless you're talking to reduce background noise.
 - g. No background sounds
 - h. No movement in the room where you are taking the session
 - i. Ensure children are dressed well for the sessions.
 - j. We suggest use of headphone to reduce noise and better engagement during session.

Orientation session and Online class for students:

Live online classes will begin from the 6th April, 2020, however, we are organizing an orientation session on 3-4th April, 2020.

Individual student orientation time slot will be communicated to you well in advance. Kindly note-

1. Before the orientation session, please download zoom app and be ready with all the necessary arrangement as mentioned above.
2. when the zoom app is downloaded, kindly sign up using your email ID.
3. Intimate us that you have signed up over zoom by sending a WhatsApp message on mobile number 7979717224 with your child's name and class, in case you face problem to sign up, our team will connect with you and help you.
4. In the orientation session, our educator will guide you about the online classes. However, if you have any question beforehand, please write us over school ERP app or you may email to us at academics@maalinyaischool.org.

With your cooperation, we believe Maalinyai Cloud school initiative will become a milestone in transformation of Education. As we endeavor to create a cohesive and exciting environment for children to be engaged in learning, as parents, your support is equally important.

We are eagerly waiting to meet your ward at Maalinyai Cloud School!

Stay Home, stay safe!

Best regards,
Aarti Sharma
Academic Head