



IIS/CIR/001/2021-2022

08/04/2021

Dear Parents,

“Greetings from IIS Family”

Hope you and your family are doing well and keeping safe. Welcome to the new academic year 2021-22 at the school. At the outset please accept our sincere thanks for the constant cooperation and the faith you have in IIS. We request all the parents from KG – XII to follow the below Guidelines for the effective and smooth functioning of the school.

Mode of Schooling

- The school will continue to operate in Online Mode for KG – XII and any instructions from the Ministry as received from time to time will be followed. The Online Learning Programme is mainly hosted from the Cyber Square LMS for which you already have your login. Study materials, assignments, subject and topic specific videos will be hosted in various study modules assigned to your ward. At the end of most modules of study students will be required to complete ongoing online assessments.

How to operate LMS: Go to www.iis.99lms.com ► Click on student tab ► Enter username (student id) and password.

- The class time table will be shared with your ward by the respective Class teacher on or before 10th April 2021.
- Provide your ward a quiet and distraction free space in your home for attending the live classes.
- Please remember that healthy eating & staying hydrated is a feature of our school. Therefore your ward should be ready with a healthy snack and a bottle of water every day for the breaks.
- Parents are requested to note that the current divisions are allotted for online classes. As per the instructions of MOE, when we start with the onsite classes, divisions may change and students may be shuffled and shifted to new divisions in Term 2.
- As mandated by MOE make sure that from the new academic year April 2021 onwards your ward follows the school code of conduct which includes attending online classes in complete school uniform and no relaxation will be given in this regard. Apart from this school expects students should be well groomed and presentable and must ensure to keep their nails trimmed and maintain neat and trimmed haircuts for Boys and two plaits for Girls – applicable for all Grades KG-XII. There will be strict monitoring on this from the school side.
- For making online schooling more secure, the school will be uploading AUP agreement in the Orison portal from KG-XII. Parents are advised to acknowledge and send the signed agreement back to the respective Class teachers of their wards on or before 14th April 2021.
- Parents are advised to go through the Online class- Ground rules for Students KG – XII given in **Annexure 1**. This is to ensure that parents and students are fully informed regarding the standards of classroom behavior. If your ward does not adhere to the rules you will be notified. Also students

must be encouraged to communicate with the school authorities immediately if he/she has a problem, be it academic or any other. The respective Supervisors can be contacted for further guidance.

- Students are advised that they must change the LMS password at the beginning of the new academic year online classes and at no point they should share their password credentials with any one.
- Parents should also be aware of the Assessment scheme of their wards and are advised to monitor & support the students in completing the modules in a given stipulated time.
- Parents are also requested to purchase the Textbooks/ Notebooks as per the information given in the circular IIS/CIR/079/2020-2021. Students from KG-XII must be encouraged to refer the textbooks and complete their notes as per the directions given by the Subject teachers as it will reduce their screen time if these resources are used effectively. This will be monitored by the Class and Subject teachers during the online classes, parents must take note of this.
- For easy and quick communication we broadcast messages. Kindly do not send messages after 8.00pm.

Timings

- The school regular timings for KG & Grades (I-XII) will be 8 am – 1.10 pm. Kindly refer **Annexure 2**.
- The school will follow Ramadan timings w.e.f 11th April till the end of Ramadan. Kindly refer **Annexure 3**.
- Morning routine is a very important part of IIS day, it will include virtual thematic Class Assemblies as per the days allotted to the Sections. Class teachers will brief the Assembly plan to the students during their Homeroom/CTP period.

Punctuality and Attendance:

- Regular attendance and punctuality are essential for all our students from Kindergarten to Senior Secondary to make good progress. The school aim is to keep attendance at over 95%. It is the responsibility of stakeholders (Parents, Students and Teachers) to ensure that this is achieved.

Absence & Late Reporting

- The School will not authorize absence from KG-XII unless it is supported by Medical documents or officially intimated to the school authorities.
- Students who will be regularly reporting late to online classes from KG-XII will be dealt as per the MOE Behaviour Management Policy.

Your ward has to make use of this time and be ready for the time when onsite classes begin. Kindly ensure punctuality and regularity in the classes and assignments.

May you and your ward have a successful year ahead!



PRINCIPAL
Ms. Qurat Ul Ain

Annexure 1

SCHOOL ONLINE LEARNING PROGRAMME – 2021-22 ONLINE CLASS –GROUND RULES FOR STUDENTS

These Ground Rules are created to ensure a productive and distraction free environment for learning. Adhering to these is mandatory. Students are advised to read through and understand these rules and where needed parents can explain these to their wards.

The student shall,

- a.** Be presentable in appearance and well groomed when attending online classes. Attends the online classes in complete school uniform.
- b.** Ensure punctuality for Home room period and other classes throughout the day. Attend all classes mandatorily.
- c.** Be respectful to the teacher and all classmates, follow teacher instructions as the teacher will be the host and the moderator of the class at all times. Any unbecoming behavior will be reported as per MOE's Online Behavior Management policy.
- d.** Check regularly for any updates that are given in Portal or LMS. Learn the features of the LMS and live class well, if in doubt check with your class teacher.
- e.** When classes are in progress, listen well with the mikes on mute, and speak when the teacher indicates and speak to the point so that time is not lost. Raise the electronic hand icon given in the live call system if you want to speak.
- f.** Ensure that the camera is ON all the time during the classes. Get the camera fixed in time, if it is not working.
- g.** Inform the Homeroom teacher if you have difficulties in learning, pointing out the subject and specific topic areas where you are facing difficulty.

Annexure 2**Online School schedule/Bell Timing for Kindergarten AY 2021-22**

Period	Bell Timing	Duration
C.T period	9:00 am – 9:20 am	20 min
1 st period	9:20 am – 10:00 am	40 min
2 nd period	10:00 am – 10:30 am	30 min
Break	10:30 am – 11:00 am	30 min
3 rd period	11:00 am – 11:30 am	30 min
4 th period	11:30 am – 12:00 am	30 min
TOTAL DURATION		3 hrs

Online School schedule/Bell Timing for Grades I – XII Academic Year 2021-22

Period	Bell Timing	Duration
CT Period	8.00 am – 8.20 am	20 min
1st Period	8.25 am -9.05 am	40 min
2nd Period	9.10 am – 9.50 am	40 min
3rd Period	9.55 am -10.35 am	40 min
Break	10.35 am-10.55 am	20 min
4th Period	10.55 am – 11.35 am	40 min
5th Period	11.40 am -12.20 pm	40 min
6th Period	12.25 pm -1.05 pm	40 min
Total Duration		4 hr 40 mins

Annexure 3

Ramadan Timing

School Schedule/Bell Timing for Kindergarten AY 2021-22

Period	Bell Timing	Duration
CTP + 1st period	09:45 am – 10:15 am	30 min
2nd period	10:15 am – 10:45 am	30 min
Break	10:45 am – 11:00 am	15 min
3rd period	11:00 am – 11:30 am	30 min
4th period	11:30 am – 12:00 pm	30 min
TOTAL DURATION		2 hr 15 Min

Ramadan Timing

Online School schedule/Bell Timing for Grades I – XII Academic Year 2021-22

Period	Bell Timing	Duration
CT Period	9.00 am – 9.15 am	15 min
1st Period	9.15 am -9.50 am	35 min
2nd Period	9.50 am – 10.25 am	35 min
3rd Period	10.25 am -11.00 am	35 min
Break	11.00 am-11.20 am	20 min
4th Period	11.20 am – 11.55 am	35 min
5th Period	11.55 am -12.30 pm	35 min
6th Period	12.30 pm -1.05 pm	35 min
Total Duration		4 hr 05 mins