



IIS/CIR/002/2026-27  
02/04/2026

Dear Parents,

*“Greetings from IIS Family”*

*Welcome to the New Academic Year 2026-2027*

We are excited to welcome you and your children to the **New Academic Year** through **Distance Learning**. Our school is committed to providing a nurturing environment that fosters academic excellence, creativity, and personal growth.

**We kindly request all parents from Kindergarten to Senior Secondary school to follow the Guidelines below:**

- School Reopening Dates & Bell Timings (KG to Grade XII) w.e.f 6<sup>th</sup> April 2026** Parents are requested to refer to *Annexure 1* and strictly adhere to the online reopening dates and Bell timings assigned for the students as per their respective Grades/Sections. For Bell timings kindly refer to the link below:
  - **Bell Timing – KG :**  
<https://drive.google.com/file/d/1-wrzcgZkUeamWk5MArLz-U56bSnfpwzC/view?usp=sharing>
  - **Bell Timing- Grade I to XII:**  
[https://drive.google.com/file/d/1eUQR4HRvFhabUI2hOa\\_jU4raugnNySpI/view?usp=sharing](https://drive.google.com/file/d/1eUQR4HRvFhabUI2hOa_jU4raugnNySpI/view?usp=sharing)
- Class Timetable:** Students will receive the Online class timetable through their respective class teacher on 3<sup>rd</sup> April 2026.
- Online class platform LMS:** Parents are requested to refer the link attached below for the Online Guidelines and Tutorial for access.
  - **Link:** <https://drive.google.com/file/d/16s-qLLfjUcaANHyvtOqTlr7NJSJFdgZM/view?usp=sharing>
- Students' Online Reporting and Guidelines for Virtual Classroom (Grades I–XII):** Parents are requested to refer the *Annexure 2* for detailed Guidelines and ensure strict adherence. KG online Guidelines will be shared by respective class teachers shortly.
- Punctuality and Attendance:** Regular attendance and punctuality in **Online classes** are essential for all students from Kindergarten to Senior Secondary to ensure steady academic progress. The school aims to maintain an **attendance rate of over 95%**. It is the collective responsibility of all stakeholders, parents, students, and teachers to achieve this target. Absences will not be authorized unless supported by valid medical documents or in cases of genuine emergencies.
- Sale of Books and uniforms :** Information regarding the collection of books and uniforms from the school will be shared with parents shortly, until then students are advised to maintain the **A4 sheet** for writing the notes during the online classes and same will be monitored by the subject teachers.
- Parents Guidelines for Distance learning issued by Ministry of Education :** Parents are requested to read the guidelines through the link provided below and ensure adequate support and online safety for their wards during the period of Distance Learning.
  - **Link:** <https://drive.google.com/file/d/15T5jJ8xIMl2IbFbo5XnjZy6YLpgTnPg/view?usp=sharing>
- Guidelines for WhatsApp broadcast Group communication for Parents:** Parents are advised to refer to the Guidelines given in *Annexure 3* and adhere to it strictly.
- School Policies:** School expects that all our parents will go through the updated policies which will be available on the portal within the 2<sup>nd</sup> week of reopening. Parents are also expected to sign a behavioral contract and photography consent as per the Ministry and School policy which is applicable from KG – XII. The contract will be shared by the respective class teacher shortly.
- Outstanding Fee for AY 2025-26:** Parents are reminded to clear all outstanding fees to ensure their ward's **access to the Online platform** for the class. The payment must be completed by **04<sup>th</sup> April 2026**, and no request will be entertained after the deadline.
- Fee Guidelines – AY 2026–27:** Parents are required to clear the full year / term-wise fee or a minimum of the April fee on or before **10<sup>th</sup> April 2026**. If transportation fees have already been paid, the amount will be carried forward and adjusted in the subsequent months.
- Tuition and Transport :** For the Academic Year 2026–2027, 5% discount on Tuition and Transport fees can be availed upon making a one-time full-year payment on or before **25<sup>th</sup> April 2026**.
- School transport :** In line with the Ministry's directive on Distance Learning, transportation fees will be waived for the duration of the online learning period.

*Stay Safe & Healthy!*

  
PRINCIPAL  
Ms. Qurat Ul Ain



## ANNEXURE 1

### Online School Reopening Dates, KG – Grade 1 to XII, AY 2026-2027

Date	Grade
06 <sup>th</sup> April 2026 (Monday)	Grade I – XII (Existing & New Students)
07 <sup>th</sup> April 2026 (Tuesday)	KG 2 (Existing & Newly Admitted Students) KG 1 (Newly Admitted Students)

### Online School Timing, KG –Grade 1 to XII, AY 2026-2027

Class	Monday - Thursday	Friday
KG	8.30 am – 11:30 am	8.30 am – 11:15 am
Grades I - XII	8.00 am – 2.00 pm	8.00 am – 11.20 am

## ANNEXURE 2:

### Students' Online Reporting and Guidelines for Virtual Classroom (Grades I–XII)

#### **Purpose**

Virtual classrooms help students continue learning safely from home during the current situation. Students are expected to follow school rules and behave responsibly during all online learning sessions.

- **Before the Class**
  - Be ready to attend the online class at the designated time.
  - Ensure you have a quiet, comfortable area for attending the online class.
  - Make sure your device, internet connection, and login credentials are set up and function before the class starts.
  - Keep all required textbooks, notebooks, and materials ready.
  - Ensure the student's LMS login is working before class and address any technical issues beforehand with the class teacher.
- **During the Class**
  - Attendance is compulsory for all students in each period.
  - Join the class on time through the LMS platform using the login credentials shared by the class teacher.
  - Keep your camera on at all times. Continuous camera inactivity without a valid parental notification to the concerned section head may result in the student being marked absent.
  - Students are required to wear their school uniform if available, or appropriate attire, during all online sessions.
  - Keep your microphone muted when not speaking.
  - Listen carefully and follow the teacher's instructions.
  - Participate actively in discussions and activities as per teacher's instruction.
  - Use respectful language and behaviour at all times.
  - Adhere to the designated screen-off time.
  - Any technical issues faced by a student during class should be promptly escalated to the respective section head through email, specifying the student's full name, grade and division, GR No, and details of the issue.
- **Digital Responsibility**
  - Recording or sharing online classes is strictly prohibited.
  - Do not share meeting links with others.
  - Do not display inappropriate content or images on screen.
  - Use the chat feature only for learning-related communication.
  - Do not share personal information through the online platform.
- **Assignments and Learning**
  - Check the WhatsApp broadcast group, Orison portal, and SMS daily for updates.
  - Check the LMS for academic resources and complete assignments on time and submit them through the required platform.
  - Seek help from the teacher if something is not clear.
- **Healthy Learning Habits**
  - Take allotted short breaks between classes as per the timetable.
  - Maintain healthy routines including proper sleep and meals.

- Limit distractions such as mobile phones, games, or television during study time.
- Keep a water bottle nearby or drink water at proper intervals to stay hydrated.
- **Behaviour Expectations**
  - Students are expected to behave responsibly and engage respectfully during virtual classes.
  - Ensure that all at-home demonstrations are performed safely.
  - The following behaviour are not acceptable:
    - Unauthorized entry into online sessions.
    - Disrupting lessons or refusing to follow instructions.
    - Unauthorized screen sharing.
    - Displaying inappropriate content.
    - Unnecessary chatting, sending repeated messages, or distracting classmates through the chat during the lesson.
- **Maintaining a Positive Learning Environment**

During this period of regional tension, the school understands that students may have questions or concerns. However, to maintain a calm and focused learning environment, students are expected to keep classroom discussions focused on learning.

- Students are not encouraged to discuss current regional conflicts, political issues, or sensitive topics during online classes.
- Students should avoid sharing unverified information, rumors, or news related to the current situation during class sessions or through school platforms.
- If students feel worried or anxious about the situation, they are encouraged to speak with their parents, teachers, or the school counsellor for support.
- Students will have access to planned wellbeing sessions and may contact section counsellors via their class teacher for support.
- Students should help maintain a respectful and positive learning environment by focusing on lessons and supporting their classmates.

### Annexure 3

#### Guidelines for WhatsApp broadcast Group communication for Parents

- All the Class teachers from KG – XII will be sharing official information of School to the respective Class parents via WhatsApp broadcast groups.
- Parents are advised to provide only their working Mobile numbers having WhatsApp. Students should be refrained from being part of this group, especially Board classes IX to XII & V to VIII. We intend to have direct, effective & fast communication with the parents through this mode.
- Students are not encouraged to create their own WhatsApp group for exchanging school information.
- Teachers will be available only during working hours. Parents are requested not to send early morning & late-night messages and must stick to the timings, as per the school working hours. In case of emergencies, parents are advised to contact their respective Section Heads.
- As it is a Broadcast group, only the Class teachers will be sending the information. If parents need any clarification or assistance, individual messages need to be sent to your ward's respective Class teacher.
- The WhatsApp broadcast group should not be used for exchange notes, assignments and worksheets. For such exchanges, teachers will be using Orison portal which is the usual mode of communication with parents.
- Parents must note that there will be no WhatsApp broadcast groups for subject teachers. If parents need any clarification or assistance in regard to their ward's Academics, parents are requested to contact the respective Section Head via mail.
- Parents should monitor and do not encourage their wards to create WhatsApp groups on their own, applicable for Primary & Senior grades.
- This platform has been created keeping in view of quick dissemination of the school information to the stakeholders and to have a good and healthy rapport including support mechanism which will help our students to progress well.

