



Dear Parents/Students,

Welcome! It is with great pleasure we present the 2020-2021 student/parents guidelines for online classes. Hopetown Girls' School Dehradun is sharing this to meet the diverse needs of all students in a virtual online learning environment. We believe the effective use of technology and successful teaching strategies will result in students gaining an excellent school experience and an appreciation of lifelong learning. This student and parent guideline was created for your use and is a valuable reference on school policies.

We remind all students and parents that school requires daily school attendance. Our school has live interactive teacher-led sessions held daily according to the online school timetable. **Microsoft Teams** is our interactive virtual classroom where students talk to teachers, learn concepts and important information, and where attendance is taken. As per the school's guidelines, those students who will fail to achieve 80% of attendance during online classes, will lose 10% of the overall percentage in their annual report for poor attendance. It is mandatory for all students to attend online classes on a regular basis. The homework and assignments may be located in the Assignments tab of Teams. Other informational documents like weekly lesson plans, letters from school for students and parents, school calendar, Time Table etc. are available at **Edunext**.

For Parents: What to Do?

- a) Motivate your child to attend classes in the same spirit as she attends school.
- b) Ensure that your child has taken a bath, had breakfast and is 'ready for school'.
- c) Provide a dedicated place for your child to attend her online classes without disturbance. Also provide her with the required technical bandwidth with a healthy computer system.
- d) Explain to your child why this is important, talk about the Coronavirus epidemic and basic safety measures.
- e) Ensure that there is no disturbance when your child is attending her 'school' online.
- f) Follow the Time Table shared by the school diligently and assist the teachers for they too are trying hard and face similar concerns as you do during this period of Lockdown.

For Parents: What Not to Do?

- a) Do not 'listen in' to your child's classes. Just like in schools, the intervention of the parents is not required while a teacher is conducting a class. It may make your child overtly conscious of asking questions. If it is absolutely impossible for you to be in another room while your child is attending his online classes then make a conscious effort to be as silent and inconspicuous as possible.



- b) Don't let your child 'skip' online classes or suggest to her that everything will be repeated once school reopens. Do not criticise or mock the online classes or schools efforts.
- c) The impact of Coronavirus pandemic has not left anyone untouched. Millions of students have been forced to sit at home during these trying times. While for senior school students the shift to online lectures and learning is still easier, for young students, especially in primary classes, this period is especially challenging. Support the endeavours of your child's school and encourage her as much as possible. We urge you to stay positive and safe. We shall overcome!

For Students

There are some definite do's and don'ts for students in the virtual classroom. Here are some reminders of how to be the best online student you can be.

The do's and don'ts for online learning

- a) Be punctual, log in BEFORE time. As a student attending online classes, attendance still matters. You'll want to log into the online teaching platform your teacher is using. Make sure your computer is charged and be ready to appear on screen in a timely fashion. Being late is not acceptable, especially as your commute is (probably) from your bedroom to the couch in your living room!
- b) Read the syllabus and be ready with your study material. Make sure you've read the required reading and are prepared to participate in the class. The syllabus/study materials are still your road map to successfully passing and excelling in what you are doing, so don't forget to look at it beforehand.
- c) Be ready with your stationery.
- d) You may not turn off your video once the lesson has begun. As there will be 10 minutes between each lesson, you may use the washroom or get a quick snack in those 10 minutes.
- e) Set up your study space, make sure it's quiet, clean and uninterrupted.
- f) Get familiar with the Apps your teacher wants you to work on before you attempt your assignments.
- g) All assignments should be done on the online portals recommended by your teacher. Do not send assignments on WhatsApp or by email.
- h) Remember to acknowledge all the resources you use for your research in your projects or long answers. The school follows the Harvard Referencing Scheme.
- i) Do not copy your friend's assignments. Or copy paste from the internet without acknowledging your sources.



- j) Remember that all assignments and study materials sent to you are the intellectual property of Hopetown Girls' School. You may not send them to your friends in other schools.
- k) Test your tech. Glitches in your technology means you could miss some vital part of your teacher's lecture. Make sure the camera is stable and that your audio or microphone works. Plug in your computer and make sure it's charged ahead of time. Being late due to technical problems is not acceptable. It is your responsibility to ensure that everything is working properly and ready for online classes.
 - a) Don't be a wallflower, don't be afraid to speak up. Teachers will be expecting you to participate even in an online class. Lean into the microphone and make sure you offer your opinions and thoughts in a discussion session.
 - b) Ignore additional online resources. Don't get distracted by other online resources or websites/social media while you're participating in your online class or lecture.
 - c) You are strictly recommended to stay away from creating or following any social media group that may harm/jeopardise your or school's reputation. These groups may steal your info/photographs or any other form of data for misuse. This is punishable under the cyber-crime laws.

This is a fast-paced and dynamic way to accelerate your learning and it will help you achieve your goals, both academically and personally. Online learning gets you closer to your course completion and can give you the skills and knowledge needed to excel in your career.

Thank you and happy learning!

Hopetown's IT TEAM

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