

06 Aug 2020

Sub: **Instructions for online classes via Microsoft Teams**

Dear Parents

Greetings from the Mind Tree fraternity!

We urge you to strictly follow the instructions for the online classes via Microsoft Teams as detailed below, so as to have an uninterrupted and pleasant meeting experience.

**Instructions for online classes via Microsoft Teams:**

1. It is strictly advised that students should keep their microphones on **MUTE** mode and keep their videos **OFF** during the classes. However the students can unmute and mute themselves when the teacher so desires.
2. Students can use the **Raise Hand** feature when they wish to ask the teacher a question and wait for the teacher to call out their names in order to maintain discipline during the session.
3. **Attendance**-It is mandatory for the students to attend the online classes regularly. The attendance for all the classes is being recorded by default. The students must be punctual and adhere to the schedule provided.

In case of violation of the above protocols, the school reserves the rights to take strict disciplinary action.

Looking forward to successful online classes.

Keep safe....Stay healthy....

Regards

Principal

16 April 2020

Sub: Remote Learning Plan for Kindergarten

Dear Parents

Greetings from the Mind Tree fraternity!

We hope that you and your families are doing well with the blessings of Lord Almighty. As we move through a very complex phase in our lives in the wake of the COVID-19 pandemic, we would like to reassure you that we are committed to provide our children the best we can. Despite the challenges, let's join hands and work in tandem to support the learning journey of our little Mindtreeans. We'll navigate it together, no matter what.

The Mind Tree curriculum is aligned with the best practices in early education. We will soon be sharing weekly assignments with you through the school app. These assignments will serve as reinforcement as well as enrichment. We are doing our best to plan lessons, exercises, activities as well as e-resources which will be embedded in the assignments. Our teachers are especially curating video lessons for our little Mindtreeans which will focus on the core concepts to be learnt. The links of these video lessons will be incorporated in the assignments. We shall also provide you with other e-learning resources such as links to stories, rhymes, guided drawing and fun activities. After we start posting the assignments on the school app, you will be given an opportunity to interact with the teachers in order to facilitate the process.

We'll begin with priming sessions for LKG and UKG wherein teachers will help the children to review the concepts done in the previous class. Priming will be followed by the introduction of new concepts in a thematic and phased manner. The reading programme will include the learning of phonic sounds, concept of beginning sounds, the English alphabet, blending of sounds to make words, word families, recognition of letter and sound patterns, sight words, vocabulary development which will eventually make the children reading enabled. Maths includes number concepts, counting, shapes, patterns, intro to addition and subtraction, concept of time, etc. These concepts will be interspersed with a splash of art and other fun activities.

It gives me immense pleasure to welcome our little fledglings of Nursery to the Mind Tree family. As they barely begin their learning journey, we understand that you must be really anxious about their schooling in the present circumstances. You must be positive and put all your worries aside as our teachers will be guiding you through the e-learning journey. It's really important that you do not get overwhelmed by the challenges of teaching your child. Go slow, be patient and let the child learn at his own pace.

Dear parents, in the absence of the physical presence of the teacher, we seek your support and cooperation in guiding the children to practise and drill the concepts so as to achieve the learning objectives, to make our kids independent learners and also to instil a positive attitude about learning and education through a range of fun and engaging activities. We suggest that you must play around with the child as much as you can while also reading words, short sentences and stories, counting numbers and revisiting the teacher made videos time and again as well as other concepts in the assignments. It is extremely important that you establish a routine with your child building in time for study, play, reading, art, physical activity, while also

pumping in fun moments with games, household chores, etc. Remember play and physical activity will help develop child's gross motor skills.

We are planning to schedule a virtual Parent Orientation Session for parents of Nursery kids as well as a similar interaction with parents of LKG & UKG kids via zoom application, wherein we'll get an opportunity to connect with you and discuss our further plans for our little Mindtreeans. The schedule for the same will be intimated to you shortly.

Let's teach Kindergarten the smart way: to read, to write, and most importantly to think for themselves.

Happy Learning! Keep safe....Stay healthy....

Warm regards and best wishes

Principal

29 Oct 2020

**Sub: Modalities for the conduction of Online Term I Examination 2020-21 (Grades IX-X)**

Dear Parents

Greetings from the Mind Tree fraternity!

Hope you and your family are safe and healthy. As we endeavour to provide continuous learning opportunities for our students during these arduous times, it also becomes important to assess them in order to achieve our learning goals. It might seem like a daunting challenge but we assure you that the Mind Tree Team will go all out to make it a seamless experience for our Mindtreeans. Let's stop thinking about what may go wrong and focus on what could go right. I'm sure, challenge and adversity will surely unlock the true strength of our Mindtreeans. The online Term I Examination will commence from **03 November 2020**.

**1. Examination Schedule:**

S.NO	DATE	GRADE 9	GRADE 10
		12 p.m.to 3.10 p.m.	8 a.m.to 11.10 a.m.
1	03-Nov-20	English	Social Science
2	05-Nov-20	Science	Maths
3	06-Nov-20	Hindi	English
4	07-Nov-20	Social Science	Punjabi
5	09-Nov-20	Maths	Science
6	10-Nov-20	Punjabi	Hindi
7	11-Nov-20	IT Vocational	IT Vocational

**2. Modalities for the conduction of Online Term I Examination:**

- A. The Examination will be conducted via **ONLINE ASSESSMENT TEAM**.
- B. Students should read the instructions on the question paper very carefully.
- C. The question paper will have 2 parts: PART A & PART B. PART A will include Multiple Choice Questions and will be administered via Google Form. The link to the Google Form will be incorporated in the question paper. Students will access PART A by clicking on this link. After answering all the questions of PART A, students should click on **SUBMIT**.
- D. The classes will be scheduled at **8 a.m. and 12 p.m. for Grades 10 and 9** respectively. Students will join the class on the **ONLINE ASSESSMENT TEAM**. The teacher will give required instructions during the first 10 minutes. Students will access the question paper and preferably attempt PART A first. For PART B they will write the answers in their answer sheets, scan the test using Adobe Scan, create a single PDF file, go to **ADD WORK**, upload the PDF file and click on **TURN IN**. The writing time will be 3 hours and students need to **TURN IN by 11.30 a.m. and 3.30 p.m. for Grades 10 & 9** respectively.
- E. Parents are requested to supervise the children during the duration of the test so that they do not indulge in any unfair means.
- F. Students should make sure that they write their Admission numbers along with Name, Class, Online Team, Subject and Date.

We extend loads of good wishes to our Mindtreeans for their examination! May Lord Almighty keep them focused, calm and confident and bring them success.....always.

Regards

Principal

31 July 2020

**Sub: Parent Orientation Session for Initiation of Microsoft Teams**

Dear Parents

Greetings from the Mind Tree fraternity!

I hope this week has been a welcome break for our Mindtreeans and that they have been utilizing this time productively for revision as well as indulging in pursuits of their interest.

1. In line with our circular dated 23 July 2020, I would like to reiterate that when the children return from the break on 04 Aug 2020, classes will take place over Microsoft Teams as our remote learning platform in order to further refine our academic processes.
2. Introduction to Microsoft Teams: Microsoft Teams is a digital hub that not only enables teachers and students to connect via video conferencing but also provides a host of interactive and collaborative tools for sharing files, coordinating assignments and quizzes, providing feedback, collaborating on virtual whiteboards, all on one single platform.
3. You are requested to download the Microsoft Teams application preferably on a PC/laptop by clicking on the link below:

<https://www.microsoft.com/en-in/microsoft-365/microsoft-teams/download-app>

4. Unique email IDs have been created for all students. These will be communicated to you shortly along with the passwords. Kindly follow the steps given in ANNEXURE-I to this circular in order to sign up with the Microsoft Teams application. Please ensure that you complete these steps before you join the Parent Orientation Session.
5. **Parent Orientation Session:** We are organizing a Parent Orientation Session to familiarize the parents with the basic operations and the interface of the Microsoft Teams app from the student's perspective.

**Day and Date: Saturday, 01 Aug 2020**

**Timings: 5 p.m. to 6 p.m.**

6. In case any of the parents still face an issue with downloading the app or signing up, feel free to contact at the following numbers during the allocated time slots.

GRADES	CONTACT NOS	DATES	TIME SLOTS for 01 & 02 Aug 2020
Nursery, LKG, UKG & Grade I	<b>7658017829</b>	01 Aug, 02 Aug,	10 a.m. to 2 p.m.
Grade II,III & IV	<b>7658817829</b>	01 Aug, 02 Aug,	10 a.m. to 2 p.m.
Grade V & VI	<b>7657887829</b>	01 Aug, 02 Aug,	10 a.m. to 2 p.m.
Grade VII,VIII,IX,X	<b>9216732222</b>	01 Aug, 02 Aug,	10 a.m. to 2 p.m.

**NOTE: On 03 Aug 2020 you can call at the above numbers between 2 p.m. to 4 p.m.**

Please do join in for the Parent Orientation Session.

Looking forward to more enhanced, effective and dynamic teaching learning processes.

Thanks and Regards

Principal