



# DAV Police Public School, Gurugram



Dear Parents

Greetings of the day!

We extend our warm wishes for your ward's promotion to next class. With the new class comes new challenges, milestones and achievements. In the light of the COVID-19 outbreak and the subsequent directives by the State Authorities has lead to the closure of schools. We understand, it is a daunting challenge for both students and parents, yet we would seek your co-operation to make this time a productive and happy one for our students. We are initiating a process to provide fruitful academic experiences for our children and therefore we plan to go for online teaching.

We believe keeping kids on a scheduled routine is important. The school and all the teachers are working hard to give that routine back to students through virtual learning and online classes. To make this effective, we have chalked out a weekly schedule of how the classes will be conducted online. The detailed time table and the process of connecting over Microsoft Teams is made available to you.

Thus, soliciting your support, we would request you to take care of the following points :

1. Make necessary arrangements at home (wi-fi connections, accessibility to laptops or PC's for students, etc.), so that your ward can attend the online sessions.
2. Make sure your ward joins the virtual classroom on time (as per the class routine).
3. Student's speakers and camera will be enabled but microphone will be disabled. If any student needs to make a query, click 'raise hand' or post a text message in the chat window, if required, the teacher may ask the student to unmute the microphone .
4. Attendance is compulsory. Teachers will collect the attendance report automatically. The report contains name, joining time, and leaving time of all the participants.
5. Students need to be presentably attired for the class preferably School Uniform.
6. Make sure your ward has a proper seating position. He/ She sits on a table and does not lie on sofa or bed during the class.
7. Keep the room quiet and he / she does not get engaged into other communications (conversation, phone call or sms) during the class.
8. Allow him to use headphone/ earphone and microphone for better performance.

In times of uncertainty we are not sure when we will be able to resume regular classes and also depend on the directives of the government. To make this initiative successful, we request you to be a part of this journey and support us in this endeavour of ours. Furthermore, we also recommend that parents be selective about what children watch, limit their own technology use and create a space for family members to talk about their worries, as well as study through school online initiatives.

Stay Home! Stay Safe ! Spend time with your loved ones!

Thanks and regards  
**DAPPS Team**