



UNACCO SCHOOL

Excellence in Education

Khongman Zone-III (West), Imphal East District, Manipur

Guidelines for Online Classes

Dear Parents/Guardians,

Dated: 13.07.2022

Greetings from UNACCO School, Excellence in Education!

Due to closing of school, we are going to start the online classes from 14/07/2022. Therefore, you are requested to adhere to the following for better conduct of online classes and the progress of your child.

- 1) A **table** and a **chair** may preferably be used. **Sitting on couch or bed is not acceptable.**
- 2) The **CHATBOX** should be used as a learning tool. **Sending private messages/irrelevant links/comments/pictures** to friends is not allowed during the online class.
- 3) The students should keep all books and stationeries handy and organised to avoid disruptions during the class. **No drinks, snacks or food** is permitted during the class time, it is only permitted during the **break time**. However, **water bottles** are allowed.
- 4) Parents are requested **not to interact** with their ward(s) or the teacher while the class is going on. However, for the **lower primary class** students (Std **Pre-Nursery, Nursery&KG**), parent's partnership is must as in this case, the teacher will be a helper only and the activities should be done by the students with the help of the parents.
- 5) Please do not let your ward "**skip**" online classes. It should be considered as normal classes.
- 6) Please do not mock or criticize the online classes or school's efforts. **Criticizing the online classes may demotivate your ward(s).**
- 7) Make sure that the "**Do Not Disturb**" feature is **active** while the class is going on.
- 8) Please monitor your ward(s) frequently during the online classes to ensure the child is using the device for the **classes only** and remains focussed on the online learning session.
- 9) The students need to have minimum **75%** of **attendance** in each subject. Prior information must be given to the **Class Teacher** through "**WhatsApp**" in case your ward is not able to attend the class.
- 10) The students should stay focussed on the teaching and take down appropriate notes while the teacher is teaching.
- 11) There should be no **filming, recording or sharing content without permission**. **Taking screen shots or recording of teachers' delivering information is not allowed.**

With regards

Principal