

Related to Online Classes

Q.1.What is the necessity of online classes?

Answer:As global concerns about the current COVID-19 outbreak grow, we are all surely doing our best to stay at home safe and healthy.We understand the current outbreak is worrying and to minimize the disruptions to our children's education, we need to adapt, change and innovative. The Gurukul was the **FIRST SCHOOL IN KASHIPUR**, since 19th of March, 2020to start virtual classes for its students, ensuring that the education of its students did not get impacted. It has been like joining the classroom right from the comfort of your home.

Q.2. I do not own a laptop or a PC, can my child still attend the online classes?

Answer:Your child can join these online classes using the laptop or a smart phone (android or iOs).

Q.3. Which app should I download to join online classes?

Answer.Download the **Google meet app** (you can download it on your laptop or on mobile phone from Google Play Store).

Q.4. How can my child join an online class using Google Meet option?

Answer.Sharing the steps for a **mobile phone**for your reference:

1. Download google meet from play store/app store
2. Click on enter a meeting code.
3. Type the meeting code [Provided by Teacher] or you can also click on the link shared it will redirect you to google meet.
4. Click on join meeting.
5. Click on ask to join.

Congratulations, now you are the part of meeting.

The steps for connecting are **almost same in the laptop**, however there is **no need to download any special app**.Please feel free to ask by dropping a message in the class group if there is any concern.

Q.5. Will the syllabus covered during the online classes be re-taught when the school reopens after the lock down?

Answer.The syllabus and concepts covered through the online classes will be **thoroughly revised** in the initialdays of school after reopening. However, requesting you to ensure that your ward attempts the given worksheets with complete sincerity and attends all the online classes as per given timetable, regularly, for better understanding of taught concepts.

Q.6. From where can I receive the timetable of online classes?

Answer:We have made the time table image as the Group icon for your convenience. Kindly refer to that for the time table. You are requested not to change the Group icon image.

Q.7.My child is unable to attend the online class due to network connectivity issues, how can you help me in this case?

Answer.As you are aware of the fact, that internet connectivity is in the hands of the service provider and the school can do little about its speed or connectivity. However, I am sure; you know that the school and its staff are working tirelessly to ensure that our dear students do not suffer. Incase, your ward has any query or is unable to grasp a concept, kindly ask him/ her to drop a message with the details to the concerned teacher on the online class group and the teacher will revert within 24 hours. In the meanwhile, your ward need not do the assignment, till the doubt is clarified. Thank you for your patience and cooperation.

Q.8. It is better to record a lesson rather than online class as the elementary students are not able to understand through online method. Is the school working for something like this?

Answer:The school has already rolled a good combination of recorded &online lessons supported by worksheets for teachingour dear students.

Do's and Do not's of Online Classes

Q.9. How can my ward help in maintaining the decorum of the class? What are the Do's and Do not's of online classes?

Answer.Sharing Do's and Donots for your reference:

1. Kindly maintain the decorum of the class.
2. Kindly dress up properly.
3. Sit on a proper chair and you can use a desk or a table to keep your mobile phone or laptop.
4. Focus on your studies being done in online class.**DO NOT KEEP REPEATING YOUR QUERIES IF THE TEACHER IS TEACHING.**You can drop a message about your query to the teacher and she will revert you after the class.
5. Kindly **DO NOT SEND THE UNNECESSARY MESSAGES IN THE SCHOOL GROUP, IT IS ONLY FOR SHARING THE INFORMATION ABOUT ONLINE CLASSES.**
6. You should sit in a room where there is NO disturbance.
7. Kindly **MUTE YOURSELF** during the session. Incase of any query or doubt you can un-mute yourself.**IN CASE YOU WILL NOT MUTE YOUR SELF, THEN TEACHER CAN MUTE YOU.**
8. Your **VIDEO SHOULD BE *ON***.
9. You need to understand that the importance of these classes and need to be focus on whatever is being taught, as once done will not be repeated in detail.
10. **KINDLY DO NOT WRITE ANY THING ON THE SCREEN, DO NOT SHARE YOUR SCREEN AND DO NOT CHAT DURING THE CLASS. STRICT ACTION WILL BE TAKEN IF YOU WILL BE FOUND DOING THIS.**
11. Kindly note down the **Google id of each subject teacher of your class** will be the same for every lesson as per the timetable.
KINDLY DO NOT DROP MESSAGES FOR THE ID IN THE CLASS GROUP.

Related to Notebooks and Text Books

Q.10. How can my child study without text books and notebooks during the lockdown period?

Answer:The teachers are sharing the PDF of the chapter taught in the online class and also through the What'sapp group. Also, the NCERT e-books can be downloaded from the CBSE website, in your PC/Laptop/Mobile phone.

Q.11. From where can I purchase the syllabus if any particular shop is available?

Answer.This is to inform you that the SDM of Kashipur has given permission to Mehrotra Book Depot to open his shop. Parents can contact the vendor for details. (Phone Number: 9837435707)

*The School also, wishes to inform you that, you can even purchase the books and notebooks after the lockdown is over OR you can even download e-books from the CBSE website, for your ward.

Kindly do, as it is most convenient to you, under the given circumstances.

Q.12. The 'Gurukul Notebooks' are available in different colours. Kindly tell me about the colour code of every subject notebook?

Answer:English: Yellow (Grade 4 to 8); **Hindi:** Red (Grade 4 to 8); **Math:** Orange (Grade 4 to 8);
Science: Green (one-side ruled) (Grade 4 and 5), **Science:** Orange (one side ruled) (Grade 6 to 8);
S.ST.: Green (one-side ruled) (Grade 4 and 5),
S.ST.: Blue (both side ruled for History and Civics, one side ruled for Geography) (Grade 6 to 8)
Geometry: Orange (one side ruled) (Grade 6 to 8);
Math Activity File: Blue (one side ruled) (Grade 6 to 8)

Q.13. I have not purchased the 'Gurukul notebooks', but have been using the simple notebooks available at a local store. Do I have to copy the work again in the 'Gurukul notebooks'?

Answer.The student can continue doing the work in the same notebooks till then it is filled. Make sure that the notebook is covered with the brown paper and the work is neatly done as per the instructions given by the teacher.

Once, it is filled, the student has to use the Gurukul notebooks so that uniformity is maintained in the class.

Related to the Work Instructions

Q.14. Kindly guide me, as to how can I help my child in doing the work as per your expectations?

Answer:Kindly go through the work instructions given below:

Work Instructions for English and Hindi Notebook

1. Begin your work with the date and day in the left-hand corner of the margin and C.W/F.W in the right hand corner.
2. Write the heading on the first line and underlined with a pencil using a scale.
3. Draw a finishing line with the help of a scale at the end of your work.
4. Fill the index page properly.

5. Do your work in a neat and good handwriting.

Work Instructions for Math Notebook

1. Begin your work with the date and day in the lefthand corner of the margin and C.W/F.W in the right hand corner.
2. Write the heading on the first line and underlined with a pencil using a scale.
3. Draw a finishing line with the help of a scale at the end of your work.
4. Fill the index page properly.
5. Do your work in a neat and good handwriting
6. Draw a line on the right side with scale for rough work column. To solve any question.
7. Use a sharpened pencil for neat handwriting.

Work Instructions for EVS/Science/SST Notebook

1. Begin your work with the date in the left-hand corner of the margin and C.W/F.W. in the right-hand corner.
2. Write the heading on the first line and underlined with a pencil using a scale.
3. Draw a finishing line with the help of a scale at the end of your work.
4. Fill the index page properly.
5. Do your work in a neat and good handwriting.
6. Do all pictorial work,web-chart,mind map on left side page (Blank page)

Related to Fun-Work (Home-work)

Q.15. I am not receiving any fun-work on my mobile phone. How can I get it?

Answer.Kindly drop a What'sapp message stating your concern on the school's official phone number **8193030303 (school broadcast number)**. **Please mention your child's full name and class with section in the message. Your concern will be resolved within 24 hours.**

Kindly remember that there is a possibility that due to internet connectivity you may not be getting the work or having problems connecting to the online class. Hence, please, check your internet connections, as well.

Q.16. If the subject teacher is asking to send the fun-work, can I post in the group?

Answer. No, kindly avoid sending the pictures of the notebook in the group. Please send them on personal What'sapp number of the teacher with your name. It will be more helpful if you will send the work in PDF format as the pictures occupy a lot of space in teacher's phone.

Q.17. How can I convert the pictures of the notebook in PDF?

Answer. You can use either Cam-Scanner app or any other available app suitable to your phone.

Related to Phone calls to the teachers

Q.18. May I call the class teacher/subject teacher of my ward?

Answer:A) Kindly **do not make any phone call to the teacher** as our teachers are very busy with the extended work of online teaching and planning for the classes etc...

You can drop a message in the online class group so that teachers can help you out. Your concern will be resolved within 24 hours.

B) Kindly drop a What'sapp message stating your concern to the school's official phone number **8193030303 (school broadcast number)**. Please mention the concern with your child's full name and class with section in the message. Your concern will be resolved within 24 hours.

CYBER SAFETY

Q19. What can I do to protect myself?

Answer: There are many practices and tools that will help you protect your computer and data.

- a. Use a firewall.
- b. Install antivirus software.
- c. Install antispyware.
- d. Use a spam filter.
- e. Perform timely updates.
- f. Create strong passwords.
- g. Secure your wireless network.

Q 20. What should I check while using the Internet?

Answer: Make sure you are using secure network. On your URL check it should be always **“https” in place of “http”**. Avoid clicking on any suspicious links.

Q 21. How do online marketers get my information?

Answer: Anytime you fill out a form, enter an online contest, or otherwise submit information electronically there is the potential it will be used for marketing purposes—by the company whose site you are visiting, or by a third party that buys the information. Personal information is the currency we provide to access free Web services, join social networks, play online games and visit virtual worlds.

Q 22. What is a privacy policy, and where do I find it?

Answer: Legitimate companies will have a privacy policy that clearly states when and how the company might use your information. Leave the site if you are not satisfied that your privacy will be protected. There should be a link to the privacy policy somewhere on the site's homepage, or you may be able to reach it through a general information page such as “About Us.” If the site allows searching, enter “privacy policy” in the search box. Look for “trust mark” logos on the site.

Q 23. What are cookies, and what do they do?

Answer: A cookie is a piece of information stored on an Internet user’s computer by a Web browser. It allows the site being visited to record such things as the visitor’s shopping cart contents and user preferences. Cookies also are used to target a company’s marketing efforts. “Behavioral targeting” involves monitoring computer users’ online habits and directing ads to them based on that information.

Pop-up ads and banners sponsored by third parties often use cookies as well. If you want to limit the marketing messages you receive, think twice before clicking these. **To get rid of a pop-up ad, click the X in the upper-right corner of the window or press ALT+F4 on your keyboard.**

Most modern browsers give users the option to accept or reject cookies. Rejecting cookies may seem like a good way to further protect your privacy, but some websites won’t work if cookies are disabled. You can also set your browser preferences so that cookies are deleted whenever you exit the browser. This means the site will not retain any of your information or recognize you as a returning visitor.

Q 24. Should I be worried about my children using the Internet?

Answer: You shouldn’t be worried, but you should be cautious. Here are some tips:

- a. **Discuss** the various risks of Internet use.
- b. **Set** clear rules about what your kids can do and which websites they can visit. Consider writing out the rules and posting them near the computer.
- c. **Manage** and monitor their online activities—there are tools to help you with this.
- d. **Read** your child’s favorite blogs (short for weblog), and become a “friend” on your child’s social networking sites.
- e. **Discuss** what information is appropriate to share and what should be kept private.
- f. **Let them know** it’s not okay to share their passwords for social networking and other sites with friends. Accounts can be compromised and personal information stolen.
- g. **Keep** the lines of communication open. Encourage children to share their questions and online experiences with you. Make sure they understand that you will not punish them or take away Internet access if they let you know about any threatening or inappropriate communication, including bullying.
- h. **Explain** why it’s wrong to bully others.

Related to Zoom App

Q.25. How can my ward join online classes through Zoom cloud meeting app?

Answer.Kindly Download **Zoom cloud meeting app** (you can download it on your laptop or on mobile phone from play store).

Q.26. How can I help my child join the online classes if I have downloaded the app?

Answer:Kindly note down the steps of joining the online meeting on Zoom App:

1. Teacher will share his/her *Meeting ID or URL*.

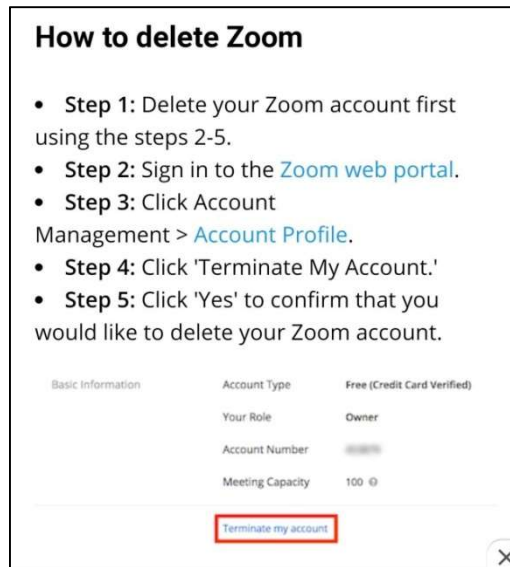
2. You can copy the Meeting ID and paste it in Zoom *Join Meeting Option of your app*. In case of URL just click on it and it will redirect you to the app.
3. Select Connect using Device Audio option.

Q.27. Is the Zoom Cloud Meeting App safe to use?

Answer: As shared by the ministry of Cyber Coordination department (Govt of India) Zoom and a few such apps are not a safe platform for online teaching. Hence, as the safety and security of our students is of utmost importance, the school is working on moving to a different platform (Google Meet and Google Classroom) for online classes within the next few days.

Q.28. How can I terminate my Zoom account?

Answer. Kindly follow the steps to delete your account details, and also the way forward how to join Zoom again without sharing the personal details is also mentioned. For mobile users, kindly open zoom using google chrome and follow the steps. (The method to terminate the account will be shared as a document if you need)



Others

Q.29. Whom can I connect if I have to ask about the fee structure, new admission, T.C. etc?

Answer. If you have any query, kindly call on **8193030303** during school hours. Your problem will be addressed and in case the person concerned is busy; you will get the revert within a few hours.

The Gurukul Foundation School has always been blessed with parents who are very supportive and understanding. Thank you, dear parents!