



The Orchid School  
Baner, Pune

**Date:** 30<sup>th</sup> March'20

**Circular No** – TOS/FRO/CIR/FS/19-20/34

**Circular for Classes II to X & XII (2020-21)**

**Subject:** All you want to know about: Online Teaching-Learning, Self-Assessment, Fee and Continuation Form and beginning of New Academic Session.

Dear Parents,

The current scenario of pandemic is a tough time for all of us. Hope you all are staying home, catching up with family-time, practising social distancing and taking care of other hygiene measures. Remember tough time doesn't last forever, but tough people do.

This pandemic has created a pause button for most of us to reflect on life's priorities – health, relationship and responsibility for self so we take care of the collective goodness.

**Teaching Learning Resources -**

The un-planned school closure indeed posed many challenges in front of us, but Team TOS quickly got hold of the situation and responded in best possible ways.

Our teachers have been working throughout this lockdown time, went ahead with digital teaching and provided relevant content to students to engage them meaningfully. For most of us, this situation has given us an opportunity to charter this unknown path and I must say team TOS has done a good job. Teachers, leaders, administrators, security and wellness team deserve a pat on their back. We are also simultaneously acquiring skills, competence for effective methods and means of teaching using suitable technology in distant learning mode. Our teachers are at the centre connecting with students via virtual world.

All the distant learning content / videos etc. that our teachers have shared so far are uploaded on class websites and an overview of it is available on school website. You can access them from respective class website in case your child has missed a learning aspect or for reviewing if she / he requires more practice.

For parents this is another golden opportunity to instil discipline of child taking ownership of what she / he has to do and do it well. I am sure many of you are watching your child in close quarters and understand various dimensions related to his / her learning styles, autonomy for school related tasks, attitude towards learning and above all the attitude of doing it without anyone reminding them.

**Learning Resources & Assessment-**

**Class I, II and III-**

- Students will continue to get worksheets / learning material till 6<sup>th</sup> April'20.

### **Class IV to VII-**

- Students will receive a model assessment paper / practice paper, which you may administer to your ward.
- This is more like an exercise of doing it on their own without indulging in any malpractice.
- This will also give an insight about student's strength areas and where they need to improve.
- These scores will not be used for any form of assessment purpose.
- How the student approaches this practice paper ,depends on how much the student is keen about self – assessment and reflection.
- The answer key will be shared in the following week.
- Let your ward, if old enough, do a self-evaluation and if required, you may assist them.
- These practices in ethics, attitude etc. are life – skills which are very useful at all stages of our life.

### **New Academic Session**

#### **Classes IX, X & XII -**

With a lot of uncertainty around the academic cycle and about when the school will restart (after 21 days lockdown, we don't know what awaits us), we believe we must do what we can, and what is in our control.

- TOS teachers will start with distant learning classes (virtual form) for Class IX, X & XII from 11<sup>th</sup> April'20.
- 11<sup>th</sup> April will be introductory session (sort of virtual ice-breaker session) where students will meet the class teachers, domain leaders and also get timetable and some framework of learning.
- Virtual classes will be conducted from Monday to Friday approximately for 2 hours.
- The timing for these classes would be as mentioned below-
- Classes IX and X - 11.00 am to 1.00 pm with a short break for 15 minutes
- Class XII - 9am to 11am with a short break of 15min.
- There will be one or two subjects per day preferably with block periods.
- Let the students get used to alternate methods of learning and build a discipline and attitude that learning never stops.
- Do encourage this discipline of taking part in this learning and not miss the sessions.
- Let them not appear for the video sessions in their pyjamas and night dress. These etiquettes are crucial life skills.
- This teaching learning will continue till 30<sup>th</sup> April or till the time we get some kind of directives from Educational Body / Government authorities. If we had regular working days, we would have gone till end April.
- The digital content will be provided till the time textbooks and notebooks are distributed.
- Teachers will emphasise on key concepts through Foundation Module and recap of subjects based on our result analysis.

#### **Class XI-**

New session for Class XI will begin once the Board Exams for grade X get over. As you are aware that the Board had to postpone the exams for few subjects.

### **Class I to VIII-**

The clarity on beginning of new academic session will emerge after the directives from the authorities. We, as educational fraternity, are prepared for working in May / Diwali / Christmas vacations if required so. There will be no compromise on the learning as far as possible. Parents too need to keep this uncertain time frame for planning their annual calendar.

### **Student Continuation Form-**

- Student Continuation Form is very important as it provides the school with updated personal information of the student, which is used for all records and ID cards.
- Most of the parents have filled the Continuation Form, but some are still pending. Request you to fill the form as soon as possible so the updated information can be used for all records.
- Use the given link to fill the Continuation Form, if still not submitted.  
<http://continuation.theorchidschool.org/>

### **Fee related-**

- The e-challan for 1<sup>st</sup> instalment of fee is available on fee portal. You can use your registered cell phone number (with school) to login to the fee portal through the link [www.fees.theorchidschool.org](http://www.fees.theorchidschool.org)
- The due date to pay the fee for all class levels has been extended to 24<sup>th</sup> April'20.
- If you want to withdraw your child's admission, you will have to hold on until we open the school as it requires few documentation and formalities for issuing the Transfer Certificate.
  
- If all goes well, the books will be distributed in the last week of April.
- For any further queries and support write to [contactus@theorchidschool.org](mailto:contactus@theorchidschool.org)

Please continue to take care of yourselves and your loved ones.

Sincerely,  
Lakshmi Di