

CMIS/2021/PS/012

Date: 09/04/2021

Dear Parents,

Greetings!

Hope you and your loved ones are safe and healthy.

Education helps a child open himself/herself to everyday challenges of life. Holistic development through education from the early stage of a child's life has become more important today, in this unprecedented time than ever before.

To bring about all round development of a child, our curriculum includes both core and encore subjects. Core subjects include English, Mathematics, EVS (Science and Social Studies), Computers, Other languages whereas encore subjects include Sports, Life skills, Dance, Art & Craft, GK and Counseling. Each subject has its own objective attached to it and plays significant role in all round development of a child.

I. Kindly note the instructions regarding the Timetable -

1. The number of periods per subject and the Time Table is decided and designed after lot of deliberation and discussions amongst the teachers and experts from the field of academics.
2. Main core subjects will be taken as regular periods (Red periods). Though few periods of main core subjects will be taken as **Audio Sessions** and **Practice Sessions**.
3. **Audio Sessions, Practice Sessions and Encore Subjects Sessions** (Green periods) will be conducted in such a way that the students can join the class and after receiving instructions from the respective subject teachers, they can turn off the screen and follow the instructions given by the teacher staying away from the screen. They have to sit with their textbooks/notebooks and do the assigned work during that period.
4. We have marked the periods **Red** and **Green** in the timetable. Periods shown in **Red** would be the main screened periods and the ones which are marked **Green** would be non – screened periods. Attendance will be marked for **Red** periods only.
5. Teachers would be available throughout the **Green** periods. Students can interact with teachers in case they have any query during the period.

6. Each day student will get certain number of **Red** and **Green** periods. So, check **Teams Calendar** for particular day's timetable.

7. Daily Schedule of Classes will be –

For Empowering I and II (Grade 1 and Grade 2):

Sr. No	Period	Timing
1	Assembly	08:50 am – 09:00 am
2	First Period	09:00 am – 09:40 am
3	Second Period	10:00 am – 10:40 am
4	Third Period	11:00 am – 11:40 am
5	Fourth Period	12:00 pm – 12:40 pm

For Empowering III, IV and Inspiring V (Grade 3, 4 and Grade 5):

Sr. No	Period	Timing
1	Assembly	08:50 am – 09:00 am
2	First Period	09:00 am – 09:40 am
3	Second Period	10:00 am – 10:40 am
4	Third Period	11:00 am – 11:40 am
5	Fourth Period	12:00 pm – 12:40 pm
6	Lunch Break	12:40 pm – 01:20 pm
7	Fifth Period	01:20 pm – 02:00 pm

8. **Instructions for Assembly** – Assembly will be conducted from 08:50 am – 09:00 am. Join the assembly through the link of first period. Assembly duty list will be shared in Whatsapp groups monthly. Student on duty will have to prepare the Thought for the Day which he/she will say in the assembly along with its explanation. Kindly note that every **Friday assembly will be conducted in Hindi**. Student on duty will prepare the thought for the day in Hindi.
9. **Special assemblies and events** will be conducted virtually with certain modifications to make sure that students have the feel of actual school and with the motive of inculcating necessary values in our students.
10. **Instructions for attending classes regularly** – Students to keep their school bags with Textbooks, Workbooks, Notebooks and Stationery near them during the online classes. Students should be relaxed, well slept and well fed before the classes.

11. Instructions for homework –

- a) **Homework instructions to be checked in respective subject channel Post.**
Homework will be posted in the respective subject channels in your class on Microsoft Teams. Kindly check homework after 4 p.m.
- b) All **lesson wise answer keys** will be uploaded in **respective subject channel under Files.**
- c) Kindly make sure that your ward completes the homework's shared on a daily basis as per the instructions given by the subject teachers.
- d) Following is the homework/worksheet schedule.

Sr. No	Subject	Day of the Week
1	English	Monday
2	EVS	Tuesday
3	Hindi	Wednesday
4	Computer	Thursday
5	Math	Friday

We look forward for your continued support and cooperation.

Regards

Team CMIS