

Important Information and Guidelines

Dated: 10-04-2020

Dear Parent,
AssalamuAlaikum!

I thank you for extending your cooperation in supporting our efforts to connect with your ward. Thank you for using the Campus Care App towards the academic needs of your child. To make this more communicative and productive it is important that you know the following:

Communication of important details:

We wish to inform you that the school will henceforth communicate through the **Circular Section of the Campus Care App** more frequently. Please visit the circular section of the Campus Care App to get all academic and non-academic messages, details and updates on daily basis.

Assignment submission:

Daily activities are planned by our teachers for the respective classes keeping in mind the syllabus for the new academic year. **The students are expected to sincerely complete the activities and upload all assignments for the day by 05:00 p.m.**

Attendance for the day:

Depending on the upload of the assignment and the time at which it is done, your child will be marked present for the class. The class teacher will give you a confirmation message at the end of the day for the submission if it is complete and the same is to be understood as attendance for the child. **Students who have uploaded their assignments in parts or complete till Day-5 will be marked present for the classes.** Monday 13th April onwards students will be given attendance based on the assignment submission as per content and time.

Teacher's response and correction:

Class teachers will respond selectively to the queries as all of them cannot be responded to. Teachers cannot be expected to respond to all queries and at all time. Please understand that we are balancing home and work and trying our best towards the interest of your ward. **As for corrections, we will upload the solution of daily assignment every day in the evening after 6:30 p.m. in the Circular Section of the application.** Please help your child to do the necessary corrections accordingly. Key/Solution to all the worksheets for Day-1 to Day-5 will be uploaded on coming Saturday. **From Monday 13th April they would be uploaded on a daily basis.** Students are expected to make the necessary corrections with the help of answer-keys/solutions and document them so that they can be presented to the class teacher/subject teacher after the school reopens.

Academic calendar:

Please be informed that we are working as per academic calendar for 2020-21, hence, all holidays and non-working days will be observed. Assignments will be uploaded only on working days. In this regard, it is to be noted that **Friday 10th April being Shab-e- Baraat and Good Friday** there will be no assignment uploaded.

Dates for book distribution:

The book seller is ready with books and the school will issue dates for distribution as soon as there is relaxation in the lockdown. Till then we will continue with classes through the application. To help us distribute the books as soon as the relaxation norms are applied, we request you to use the Campus Care App to avail the online mode for paying session enrolment and school fees for your ward. Please visit the Fees Section in the app and make the payment using your debit/credit cards or internet banking. **Students whose fees are cleared will get the first preference to collect the books when there is relaxation on the lockdown.**

Calling for queries:

You may call us in the office hours, mail us at your convenience for requests, applications and queries and we will ensure solution in whatever way it is possible, rest will be kept on hold till the school resumes. However, **you are requested to note your login credentials (User ID and Password)** separately so that you don't have to call us for further requests for login credentials. **In case you face any problem while uploading the assignments, please try log out and log in again.** If the problem still persists, you may call us for help.

Having said all, we understand these difficult times and we ensure you that we are with you and working to serve you better. It is difficult to handle digital modes at times but we request you to cooperate with us. Teachers too are working from home and we are all learning the finer elements of the digital world. We are working on live class for selected classes as well and we are hopeful of coming up with the schedule very soon InShaAllah.

Please take care and stay safe. May the Almighty bless us all and give us the strength to see through these testing times.

Thank you.

Regards,

A. Basit Ismail

Abdul Basit Ismail

Principal

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