

Dear Parents, Guardians and Students,

The last few days have been so uncertain with the threat of COVID-19 looming above our heads. As parents, you are worried about your child's safety as well as their education. We too have this top most in our minds. With the new regulation and travel ban that was implemented last night by the PM, we have to go back again to the drawing board and plan the next course of action. Thank you for being patient and allowing us at least a few hours to contemplate and formulate our next steps.

As the govt has now closed all schools to flatten the curve for COVID - 19 from 18 - 31 March, we have no choice but to comply and hope that in April the effect of the virus is mitigated. Till then this is what we have decided:

1) Google meet - All classes for **Year 4 to 10** will continue till Friday (20 March); otherwise work will be sent through Teamie by the teachers from home. I understand that there are some issues with Google Meet, teachers may try WebEx if they feel the necessity. Revision is going on for most classes so any of the above methods may be implemented. Information will be posted on Teamie.

For students from **Year 1 to 3** only Teamie will be used till this Friday to post worksheets. Attendance will be marked for all students based on their online presence.

2) Term II exams are deferred till further notice. Should we decide not have our TERM II Exams, transcripts will be issued based on classwork.

3) Should the govt declare that all is clear by 31 March then,

- All may return to school on 1 April for 3 Days. We will plan some end of term activities for students to keep them busy.
- Term III now effectively begins on 13 April, a week early. We will let you know if we will have our term exams then.
- Oral exams for IGCSE to proceed as planned before. The schedule has been sent to registered students.
- The students sitting for IGCSEs in May this year, we are still in the midst of checking how we can schedule your second trials. We will keep you updated on this matter.

These are difficult and trying times. We need to stay calm and safe. I will be sending you regular updates as and when needed.

Regards

Barnali Guha