



CIRCULAR FOR CLASSES K.G-II TO XII

Dear Parents

Greetings from SIS...

We hope that you and all members in the family are safe and in good health.

We are pleased to inform you that the timely instructions from the Government of Qatar are strictly followed at SIS and the Management has strategically developed contingency plans for a variety of possible scenarios in an effort to ensure that the right of education of our wards are not interrupted.

The 2019-20 academic results of your ward is available in the Mograsy's parents' portal sisqatar.org or <https://sisqatar.mograsy.com/ppn/#/login>

We take this opportunity to sincerely appreciate our professional, positive, and supportive teachers and other staff who are working hard to ensure a smooth navigation from the real classrooms to virtual classrooms integrated with interesting strategies and methodologies.

Virtual Classrooms and Remote Learning from 1st April 2020

The new academic year for all classes will begin on 1st April 2020 through **virtual classrooms**. Teachers will work from home and **students will learn from home** using our e-learning portal. Access will be granted to courses as per schedule through Mograsy's, the school information management system. Further details will be shared with you shortly by the class teachers.

We would request you to provide a specific study space to your ward at home and access to desktop or laptop computer systems connected to the Internet and with webcam and headphone.

Parents are requested to contact classroom@sisqatar.info if their ward needs any assistance with the virtual classroom access or course schedule. Parents can also contact teachers through Mograsy's parents' portal and mobile application.

School Office and Payment of Fees

As per the new directives from the authorities, the school has minimized the staff strength during this period. Parents are requested to choose any of the given options for the timely payment of fees.

Parents are requested to pay the first term fees before 11th of April, 2020.

- (1) **Account transfer:-** Transfer the amount using internet/mobile banking as per the details given below. Parents are requested to specify the number of students, admission number while doing online transfer

Account Name:	SHANTINIKETAN EDUCATIONAL COMPANYY
QIB Account No:	0112323960014
IBAN NO:	QA 58QISB000000000112323960014

After successful transfer, update the details to accounts@sisqatar.info.

- (2) **Payment through Cheque:-** Drop current dated cheque between 08:00 am to 01:00 pm and between 04:00 pm to 07:00 pm in a sealed envelope at the School front office. Cheque should be in favor of SHANTINIKETAN EDUCATIONAL COMPANYY. Please mention student's name, Class, Admission number and the amount at the back side of the cheque. Receipt will be sent by mail after realisation.
- (3) **Collection by School representative:-** We shall send our driver to your residence to collect the payment cheque/cash. If you wish to avail this service, please write to accounts@sisqatar.info. Send your location and convenient time through WhatsApp to 66664375.
- (4) **Remittance at School :-** Parents who cannot avail any of the above options are requested to remit the fees at the School accounts office. To maintain the safety by following social distancing, parents are requested to follow the given schedule.

Date	Classes (Time: 8 am to 1 Pm)	Classes (Time : 5 Pm to 7 Pm)
30/03/2020	KG-2 A, KG-2 B, KG-2 C, KG-2 D	KG-2 E, 1A
31/03/2020	1B, 1C, 1D, 1E, 1F	2A, 2B, 2G
01/04/2020	2C, 2D, 2E, 2F, 3A, 3B	3C, 3D
02/04/2020	4A, 4B, 4C, 4D, 4E	3E, 3F, 3G
04/04/2020	4F, 4G , 5A, 5B, 5C	6A, 6B
05/04/2020	5D, 5E, 5F, 5G, 5H	6C, 6D
06/04/2020	6E, 6F, 6G, 7A, 7B	7C , 8A, 8B
07/04/2020	7D, 7E, 7F, 7G, 7H	8C, 8D
08/04/2020	9A, 9B, 9C, 9D, 9E	8E, 8F, 8G
09/04/2020	10A, 10B, 10C,	10D, 10E , 9F
11/04/2020	12A, 12B, 12C, 12D	

The Accounts office will function all days (except Fridays) from 08:00 a.m. to 01:00 p.m. and from 05:00 p.m. to 07:00 p.m. Please contact Mobile # 66664375 for assistance.

Parents involvement and communication

We urge all parents to take special interest and enhance their involvement in schooling process, especially to make the remote learning as a very successful initiative.

With the introduction of Mobile app and Parents' Web Portal, we now have better ways to communicate with the school and with the teachers. You can communicate directly to subject teachers of your ward through Parents' Portal or Mobile App. (Please follow the user guide published in the school website). You are advised to check mail box on a regular basis for mails from noreply@sisqatar.info or sisqatar@sisqatar.info. Please organise your spam folders accordingly. Kindly activate the Mobile app to online mode to receive alerts or access to the parent portal (web).

You can follow our social media links for latest updates:

Facebook (<https://www.facebook.com/SISQATAR>) or Twitter (<https://www.twitter.com/sisqatar>).

Since the school front office is not manned presently, the number 44151524 will not be attended. New contact phone numbers are:

Class KG1 to Class 5	66582454	08:00 am to 01:00 pm
Class 6 to Class 10	50472532	
Class 11 & 12	50552248	

Books and Uniforms:-

The schedule of distribution of books and school uniform will be intimated whenever we are in a position to distribute.

Kindly note that the admissions for the Academic year 2020-2021 has not yet been done as the approval from the Ministry of Education and Higher Education is not obtained.

If you have any queries, please don't hesitate to contact us through sisqatar@sisqatar.info

We will overcome the challenges evolved due to this critical situation through collaboration and active communication.

We would take this opportunity to thank you for your patience, understanding and cooperation.

Stay at home, stay safe.

Warm regards

Administrator



ACKNOWLEDGEMENT



I have received circular No. 1/SIS-Cir./2020-21, dated. 29.03.2020

Name of the student :..... Class & Div :..... Signature & Name of the Parent

(Parents are requested to send back acknowledgement slip duly signed to the class teacher)