



Open Sky School
Circular No: OS/09/2026-27
Date:24.05.26

Circular for Online Classes

Dear Students and Parents,
Greetings of the day!!!

This is to inform you that from tomorrow onwards, online classes will be conducted from 8:00 a.m. to 12:40 pm. Students are requested to attend all classes regularly and join the meeting on time.

Kindly follow the instructions given below during online classes:

1. Students must join the class 5 minutes before the scheduled time.
2. Camera should remain on throughout the class for proper attendance and participation.
3. Students must wear school dress and sit in a quiet place during the class.
4. Keep the microphone on mute unless instructed by the teacher.
5. Maintain discipline and use respectful language during the session.
6. Keep notebooks, textbooks, and stationery ready before the class begins.
7. Ensure a proper internet connection and charged device to avoid disturbance.
8. Students should not leave the meeting without the teacher's permission.
9. Attendance will be marked based on active participation and camera presence.
10. Parents are requested to ensure that students attend the classes sincerely and follow all instructions.

Your cooperation is highly appreciated for the smooth conduct of online classes.

Regards
Class Teacher