

Ref: ISB/CIR/03/2022

Date: 30<sup>th</sup> March, 2022

**Welcome to the Academic Year 2022-2023**

**CLASS - I**

Dear Parent,

Greetings! It is our pleasure to welcome you and your child to the academic year 2022-2023. The welcome class online with the Class Teacher will commence on **Monday, 4<sup>th</sup> April 2022** from **9:00 a.m. to 10:00 a.m.** Keeping the safety and security of students in mind, please make note of the phased opening of the school.

1. **Week 1 (Monday 04.04.2022 to Thursday 07.04.2022)** : The first week of ice-breaker classes will be online. The details of the time table will be shared by the Class Teacher on MS Teams. An online survey will be conducted for the academic year 2022-23 shortly and parents are requested to opt for either in-school classes or online classes.
2. **Week 2 & 3 (Sunday 10.04.2022 to Thursday 21.04.2022)** : The classes will be online (MS Teams) and in-school as per the parents' choice. The in-school class will be held every Tuesday for Class I from 8:00 a.m. to 11:15 a.m.
3. **Week 4** : From **Sunday 24.04.2022** onwards.  
The number of in-school classes per week will be stepped up and the same will be communicated to you. The online classes will continue as usual.

The necessary study and practice material is uploaded in the Parent Portal (under study materials), mobile app and in **TEAMS** (under Files – Class Materials) on a regular basis.

**Parents are requested to clear all the fee dues of their wards till March 2022 in order to attend the online/in-school classes for 2022-2023.**

We look forward to a rewarding year of learning 2022-2023.

Warm Regards,

*Pamela Xavier*  
30.03.22

Pamela Xavier  
Principal- Riffa Campus



## **ACCESS TO THE ONLINE CLASSES:**

We request you to make note of the following:

- **Students who have been attending TEAMS Virtual Classes in the previous academic year, can log in to their TEAMS account from the Desktop App or Mobile App as usual.  
( Please ignore the Login steps mentioned below).**

## **LOGIN STEPS FOR USERS SIGNING IN FOR THE FIRST TIME (NEW ADMISSIONS)**

Kindly follow the following steps to sign in to your ward's **Microsoft Licensed ID:-**

1. Open the internet browser (Chrome) and type '**Office 365 Login**'
2. Click **Office 365 Login**
3. Click Sign in
4. The student User ID is **GR No@indianschool.bh**
  - a. For eg. If the GR No. is 37896, the ID will be **37896@indianschool.bh**
5. The password will be **Virtual123**
6. Once the student signs in with the Email ID and password, the system will prompt to change the password.
7. Change the password (remember the ID and password).
  - \* Password must be eight or more characters long.
  - \* Password must contain characters from two of the following four categories:-
    - a. Uppercase characters A-Z (Latin Alphabet)
    - b. Lowercase characters a-z (Latin Alphabet)
    - c. Digits 0-9
    - d. Special characters (!, \$, # etc)
8. If prompted for mobile verification, please enter your mobile number, after clearing the details in the text box and follow the instructions.
9. If on a Laptop/PC, your ward will see many Icons including Outlook and Teams on the page.

Your ward will be ready to join Microsoft Teams online classes upon invitation by the teachers. All scheduled meeting notifications will appear in Teams Calendar as well as Outlook.
10. If on mobile, kindly download Teams App and use the same ID and password to log in.

Your ward will be ready to join Microsoft Teams online classes upon invitation by the teachers.
11. Once all students set their accounts the school will update the schedule and procedures for the online classes.
12. Please note that each child will have to log in separately using their GR. No.

Download and install Teams and Outlook on your Laptop/PC for quick access to these apps. You can login to these apps directly from your desktop using the same login id and password.

## **IMPORTANT:**

**The online lessons, learning videos and other study material are the intellectual property of ISB created for the school's remote learning programme. Recording, recreating and sharing these resources on social media and other platforms is strictly prohibited. Stringent action will be initiated against such acts of misconduct.**