



# โรงเรียนสารสาสน์เอกตรา

## SARASAS EKTRA SCHOOL

SES 02/2021

Sarasas Ektra School

5<sup>th</sup> May 2021

Subject The 7<sup>th</sup> announcement on the emergency school closure due to the respreading of COVID-19

Dear Parents

According to the announcement of the Ministry of Education which orders all education institutions to postpone the beginning of school to 1<sup>st</sup> June 2021, the information in this letter concerns additional updates of the school.

### 1. Schedule Changes

Details	Former Schedule	New Schedule
1. Student uniforms are available at each department's stationery shop. (08.30 – 15.00)  NC – Y.6: Sathupradit 20 Alley  Y.7 – Y.12: Sathupradit 26 Alley	Kindergarten:  3 <sup>rd</sup> – 7 <sup>th</sup> May 2021  Primary & Secondary:  10 <sup>th</sup> -14 <sup>th</sup> May 2021	New students in all years: 24 <sup>th</sup> May 2021 KG.1 – KG.3: 25 <sup>th</sup> May 2021 Y.1-3: 27 <sup>th</sup> May 2021 Y.4-6: 28 <sup>th</sup> May 2021 Y.7 – Y.12: 25 <sup>th</sup> , 27 <sup>th</sup> -28 <sup>th</sup> May 2021
2. Google Classroom System Test	-	5 <sup>th</sup> – 12 <sup>th</sup> May 2021  Since the IT Department has changed all the passwords, please study the information given in the 2 <sup>nd</sup> item.
3. Log into the Classroom to enter different classrooms.	-	Kindergarten: 13 <sup>th</sup> – 15 <sup>th</sup> May 2021  Primary & Secondary: 15 <sup>th</sup> – 17 <sup>th</sup> May 2021  Please study the information of the 3 <sup>rd</sup> item.
4. Student list announcement	17 <sup>th</sup> May 2021	14 <sup>th</sup> May 2021
5. Class schedules available for downloading	17 <sup>th</sup> May 2021	14 <sup>th</sup> May 2021 (online class schedules)
6. Meet Thai teachers via Google Meet	-	Kindergarten: 15 <sup>th</sup> May 2021 Primary & Secondary: 17 <sup>th</sup> May 2021
7. Beginning of the semester 1/2021	19 <sup>th</sup> – 20 <sup>th</sup> May 2021	Online lessons are to be scheduled until 31 <sup>st</sup> May. Nevertheless, in case the pandemic situation does not get better, online classes are to be continuously scheduled until on-site classes are allowed.
8. Collection of textbooks	19 <sup>th</sup> – 20 <sup>th</sup> May 2021	In case lessons can be scheduled on-site on 1 <sup>st</sup> June 2021, textbooks will be collected on the first day of school. The first day of school of each year will be announced later.



Tel : 0-2212-9930-1, 0-2213-0117  
Fax : 0-2674-0499, 0-2212-0152



admin@ektra.ac.th



www.ektra.ac.th



# โรงเรียนสารสาสน์เอกตรา

## SARASAS EKTRA SCHOOL

### 2. Changes of Google Classroom's passwords

In the past year, we discovered that number of parents and students forgot passwords re-set on their own or by family members. This year, the school has provided every student with new passwords. **The passwords given out are locked and cannot be changed.** The password consists of **the student's identification number + the first 3 letters of the student's birth month (only first letter capitalized) + an asterisk (\*)**. For instance, the password of a student with the identification number 20123 is 20123Jan\*.

Listed below are recommendations for students to get ready for using the Google Classroom.

2.1 Parents and students **can try to log in to Classroom from 5<sup>th</sup>-12<sup>th</sup> May 2021 using the new password given by the school.**

2.2 Instructions on how to log in,

For the PDF file, please scan.



For the VDO, please scan.



2.3 If any problems encountered while logging in, please contact [it.support@ektra.ac.th](mailto:it.support@ektra.ac.th) by 12<sup>th</sup> May 2021.

*Remark: For new students of the academic year 2021, no further actions are needed since your password has already been set by the IT Department.*

### 3. Join Important Messages and how to check the list of subjects of the academic year 2021.

Current students passing through new year will not be able to log in to Classroom joined last year. Therefore, please follow the instructions below.

3.1 **Hit the icon "Join" to join current classes of the new academic year including Important Messages.**

By joining, students will stay updated with all the school's updates. For students in **NC-KG.3, please join from 13<sup>th</sup>-15<sup>th</sup> May 2021. For students in Year 1-12, please join during 15<sup>th</sup>-17<sup>th</sup> May 2021.**

3.2 Please scan the QR code provided for the manual PDF file of Classroom and

Meet



3.3 If any problems encountered while joining, please contact [it.support@ektra.ac.th](mailto:it.support@ektra.ac.th) by 17<sup>th</sup> May 2021

*Remark: The Guideline files are already in the Important Messages room for all students.*



Tel : 0-2212-9930-1, 0-2213-0117  
Fax : 0-2674-0499, 0-2212-0152



[admin@ektra.ac.th](mailto:admin@ektra.ac.th)



[www.ektra.ac.th](http://www.ektra.ac.th)



# โรงเรียนสารสาสน์เอกตรา

## SARASAS EKTRA SCHOOL

#### 4. Home Learning Activity Packs

NC-Y.3 students were provided with the Home Learning Activity Packs before the end of semester 2/2020 for self-studies to do during their spare time during the break. For students who have not received the Home Learning Activity Packs, they can be tried or played at the Facebook page: Ektra Activities. Besides, students who have used the activity packs, they can share pictures on the Facebook page too.

#### 5. How to log in to Checker for secondary students

Once the school can manage on-site classes, Checker System will be used in the secondary department. Secondary students will be signing in and out with their student identification cards. Through this system, parents will be kept posted about students' signing in and out time through Line Application. Furthermore, parents will be directly kept posted about different updates from the school.

**For the former Year 6 students who are moving onto Year 7 this academic year including new secondary students, the QR code for their Checker accounts and their manuals will be e-mailed to each student's email ([StudentID@ektra.ac.th](mailto:StudentID@ektra.ac.th)). Please log in to the e-mail account using the password provided by the school (explained in item number 2) **within 14<sup>th</sup> May 2021****

#### 6. Tuition fee payment and administration office contact

6.1 Installment plans are available for parents who have not arranged payment for the tuition fees of the semester 1/2021. Please follow the steps below.

- Download the installment request form from the website [www.ektra.ac.th](http://www.ektra.ac.th). The form is downloadable at the menu "Procedures" or scan the QR code.
- Arrange payment for the first installment period.
- The proof of payment can be submitted via 2 channels.

1. Scan the QR code using the student e-mail account with the password provided by the school (from item number 2).
2. E-mail the proof of payment to [tuitionfee@ektra.ac.th](mailto:tuitionfee@ektra.ac.th)

Please provide the student's name, surname, and the year together with the installment request form. The proof of payment can be submitted to the school either on-site at the administration office or online.

6.2 For more information on how to submit the proof of payment, please scan the QR code.



Tel : 0-2212-9930-1, 0-2213-0117  
Fax : 0-2674-0499, 0-2212-0152



[admin@ektra.ac.th](mailto:admin@ektra.ac.th)



[www.ektra.ac.th](http://www.ektra.ac.th)



# โรงเรียนสารสาสน์เอกตรา

## SARASAS EKTRA SCHOOL

6.3 Parents are encouraged to submit all requests online or through the school website. This is to save travel time and to reduce physical contact.

Item	QR Code	Instructions
<ul style="list-style-type: none"><li>Request transcripts, student certificate, any other certificates for visa application, and copies of grade report</li></ul>		Proceeding requests can be done online through <a href="http://www.ektra.ac.th">www.ektra.ac.th</a> . It takes 3 working days to collect the document or contact the administration office to check the collection date
<ul style="list-style-type: none"><li>Notifying change of name(s) (student's and parents' name - surname)</li><li></li></ul>		Proceeding requests can be done online through <a href="http://www.ektra.ac.th">www.ektra.ac.th</a>
<ul style="list-style-type: none"><li>Other requests</li></ul>		Download the request form. Next, fill the form and submit the file through <a href="mailto:admin@ektra.ac.th">admin@ektra.ac.th</a> .

**Remarks: Office hours: Monday – Saturday at 08.30 – 16.00 (EXCEPT Sunday and public holidays). Please be advised that office hours are subject to change on Saturdays during the pandemic situation. Please make a telephone call to check with administration offices prior to the visit.**

If there are any further announcements or orders from the Ministry of Public Health or the Ministry of Education, changes will be announced on the school's website [www.ektra.ac.th](http://www.ektra.ac.th), Facebook fan page: Ektra Activities, Google Classroom's Important Message, and via LINE Checker.

**Sarasas Ektra School**



Tel : 0-2212-9930-1, 0-2213-0117  
Fax : 0-2674-0499, 0-2212-0152



[admin@ektra.ac.th](mailto:admin@ektra.ac.th)



[www.ektra.ac.th](http://www.ektra.ac.th)