



Somerville School

GREATER NOIDA

CBSE Affiliation No. 2130546

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🌐 www.somervillegreaternoida.in

Circular No.: SPG/403/1/St.Cir/22/01

Date: 6th April 2022

Dear Parent,

We welcome you to the New Academic Session, and we request your co-operation and help with creating an **exclusive e-mail address (in Gmail only) for your ward, latest by 09:00 P.M on 9th April of 2022.**

Step 1: Please create an e-mail address in the following format to maintain uniformity:

FirstName.LastName.last four digits of the student's admission no@gmail.com

Sample: Name of the student : [Ajay Sharma](#)
Admission No. : SPG/2022/005342
Email ID created : ajay.sharma.5342@gmail.com

Alternately, you may also try:

ajay.sharma.SPG5342@gmail.com

Step 2: Each class teacher has created a Google sheet on the respective Class Team where you may paste your newly created ID against your ward's name.

Please note:

This newly created ID will be treated as the official communication ID which will be updated in our records. Therefore, we encourage you to keep checking it yourself daily. Medium of communication with the teacher will be through Microsoft Teams ONLY. The Class Teachers will be uploading the Google Appointment sheets on the Microsoft Teams. Parents are requested to schedule Online Appointment on the Google Appointment sheets on any working days between 02:00 p.m to 04:00 p.m.

Steps to login to Microsoft Teams is uploaded on the school website (www.somervillegreaternoida.in).

Dr. Mary Thomas
Principal

Somerville School,
Greater NOIDA