



Somerville School

GREATER NOIDA

CBSE Affiliation No. 2130546

☎ 120-4253666 (Reception)

✉ somervillegn@gmail.com

🌐 www.somervillegreaternoida.in

Circular No.: SSGN/403/1/St.Cir/21/03

Date: 8th July 2021

Dear Parent,

With the ongoing pandemic that has enforced the continuity of online classes, we wish to streamline the process as much as possible for the smooth conduct of online classes.

It has been noticed that:

As parents you have been receiving learning materials, important e-mails, weekly-schedules, etc. from the school on your personal/work e-mail ID that often gets mixed/unchecked between all the work e-mails.

This leads to several problems with schedules and important notices going unnoticed.

Further, it has also been noticed oftentimes that the mailbox being full/ domain names not being compatible, we get a 'bounce-back' notification, which does not help us to communicate smoothly.

To resolve these issues and more, we request your co-operation and help with creating an **exclusive e-mail address (in gmail only) for your ward, latest by 9:00 p.m. on 10th July, 2021.**

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.	: SSGN/2021/005342
Email ID created	: ajay.sharma.5342@gmail.com

Alternately, you may also try:

[ajay.sharma.SSGN5342@gmail.com](#)



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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.

This newly created ID will also be the ID to access teams in the coming weeks.

Do not log out/sign out from your current ID unless told to do so by the school/teachers.

Dr. Mary Thomas
Principal
Somerville School, Greater NOIDA