

This circular is given as response to number of phone calls and messages received these days.

- Timetable is given here again with better clarity.

| Class |         | Monday                    | Tuesday                   | Wednesday                 | Thursday                  | Friday                    |
|-------|---------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| I-A   | Subject | Vijaya Nirmala<br>English | Little Therese<br>Hindi   | Deepa Rani<br>Malayalam   | Vijaya Nirmala<br>English | Smitha Soodh<br>Maths     |
| I-B   | Subject | Deepa Rani<br>Malayalam   | Vijaya Nirmala<br>English | Little Therese<br>Hindi   | Smitha Soodh<br>Maths     | Vijaya Nirmala<br>English |
| I-C   | Subject | Angleen<br>English        | Sajana K V<br>Hindi       | Minnu Jose<br>Malayalam   | Ambily<br>Maths           | Angleen<br>English        |
| I-D   | Subject | Sajana K V<br>Hindi       | Angleen<br>English        | Ambily<br>Maths           | Angleen<br>English        | Minnu Jose<br>Malayalam   |
| I-E   | Subject | Ramya Antony<br>English   | Sharika Harish<br>Hindi   | Teena Bivera<br>Malayalam | Reena<br>Maths            | Ramya Antony<br>English   |
| I-F   | Subject | Teena Bivera<br>Malayalam | Ramya Antony<br>English   | Sharika Harish<br>Hindi   | Ramya Antony<br>English   | Reena<br>Maths            |

- Portions of the subject of the next day will be given to you through the messaging system of olash by 5 pm of the previous day. For Std 01-03, there will be only one subject per day such a way that the total duration of the videos does not go more than one hour. For example, suppose English is the subject for Wednesday. Then, you will receive the portions for Wednesday by previous day 5 pm, that is, Tuesday 5 pm.
- In general, a worked out worksheet and a blank worksheet also will be attached with relevant topic. Those who have a printer at home, can take the printouts of the blank worksheets for the students to practice. For those who have no printer at home can collect the worksheets from school. You will receive the link of a google form for the worksheets from the school. Link of the google form will be available till 05-July-2020, Sunday 8 pm. All those who want the worksheet from school must fill and submit it before the given date and time. Time and date to collect the worksheet will be informed to you by Monday. We shall try to distribute the worksheets by Tuesday itself. If you are not submitting the google form in time, it will be assumed that you don't require worksheets from school.
- There will be google meet in the beginning of each chapter and teacher will summarize what the parents and students have to do. For the working parents, subject teacher will come online on Sunday at a time convenient to teachers. You will receive the date and time of google meet before 5 pm of the previous day. It is not necessary to have google meet on everyday for Std 01-03. If there is a meeting on a weekday, then there will be meeting on immediate Sunday for the working parents. Many chapters are similar in type and style. Therefore, it is not necessary to have google everyday. However, teachers will call for google meet at least once in a month.
- All worksheets must be filed properly and teachers may ask you to upload the worked out worksheets in olash. A video of how to upload a worksheet will be given to you later.
- We have planned testpapers and term examinations for Std 04 to 10. Similarly, we may conduct test papers for Std 01 to 03. However, it shall be discussed later.

- Since many students were not able to watch the videos, portions will be started fresh from Monday (06-July-2020) for Std 01-09.
- There could be minor changes in the timetable. If there is any change you will be informed.

### **Clarification on some more points**

**Can the videos be downloaded?** – Downloading the video increases the load on server heavily. Therefore, as of now, there will not be downloading of the videos. Now, we are using a video player which is having unlimited bandwidth. Therefore, dragging of the video will not be there. Naturally, it will take sometime to start the video depending upon the internet connection you have.

**Can we have WhatsApp groups for communication and video sharing?** – As an institution, we cannot promote WhatsApp groups due to privacy issues. Sharing of video link of different classes, subjects and number of videos is not easy.

**Will the videos will be available for later reference?** – Videos of the covered portions will be available till 31-03-2021. If the competent authority extends the academic year, availability of the videos will also be extended.

**Can we have live classes using apps like zoom, teams, meet, ... instead of recorded classes?** – Residential locations of some of the teachers and many of the students are having poor internet connectivity. Poor internet connectivity will result in user (teacher/student) going out of the class during the session. You will experience the same when you come in live session. If we adapt live classes, then chances are high that many students may find themselves difficult to be in live classes without breaking the connectivity. We experienced this problem when we had a trial in the month of March with the students of Std 12.

### **You are requested to pay special attention to the following during Google Meet**

- Students must be in decent dress. There is no rules like student should be in uniform.
- Other members of the house please be aware that the camera is on in the device your ward is using. Therefore, please avoid any other activities in the room as far as possible. Parents please pay special attention not to happen the following and the like - changing dress in the same room, using washroom, attending the google meet with eatable items ...
- If students should be have respective subject textbook, notes and any other material that the subject teacher ask for with them when they come for google meet.

### **Google Meet Login Email ID**

- Students of Std 01-09 will be given official mail id with .....@shpublicschool.com. Students must use the official mail id to automatically join the meet. Otherwise, there are chances for the teacher not to see your request to join the meet.
- Initially, there were some problem with the official mail id to use in mobile devices when students of Std XII and X used. It is now resolved. Please use your official mail id only.
- If you are using Google Meet App, then please add official mail id also. At the time of login, you may have to select the official mail id.
- If you are using a desktop or laptop, then go to any browser, then you will have to add the official mail.