

Dear Principals

As you are aware, we are shifting our online learning platform to google meet and google classroom. Please note the following points.

1. For KG we shift from 7<sup>th</sup> September. From Class 1 onwards we shift from 23<sup>rd</sup> September.
2. Circular regarding the online platform change has been sent to you on 28<sup>th</sup> August, the same must be shared to parents with immediate effect.
3. Further detailed circular regarding login and usage of google classroom will be sent to you on 2<sup>nd</sup> September, the same must be shared to parents with immediate effect.
4. Each student must receive unique id and password through Parent alarm app. To do this work you may approach parent alarm or assign your staff to send individual message to students with login credentials. Discuss with parent alarm for the format, we have also attached the sample format for your reference. Deadline to complete this task – kg – 4<sup>th</sup> September and Class 1 onwards – 10<sup>th</sup> September.
5. The youtube links, daily/weekly schedule, classwork and homework will be sent through Parentalarm app.
6. The classwork, homework, worksheets, exam link will be posted in google classroom.
7. Homework schedule

**KG - For Nursery only on Fridays, Jr KG Wednesdays and Fridays, Sr KG Mondays reading HW, Wednesday and Friday - Math or Theme or English**

### Class: 1 and 2

Day	Subject	Detail
Monday	Maths English EVS	For Math – sums can be given as HW Book Pages Read Activity Book Read book/Complete cw notes and do colouring for given pages
Friday	Maths English Language2	For Math – sums can be given as HW Class work notes and worksheet Classwork and worksheet completion Learn/Read/ Write Comprehension if any

### Class : 3 to 5

Day	Subject	Detail
Monday	Maths EVS English	For Math – sums can be given as HW Respective tr on completion Reading, Class work completion and Learn from book or note
Wednesday	Maths SST	For Math – sums can be given as HW Respective tr on completion Reading, Class work completion and Learn from book or note
Friday	Maths Language L2, L3 and English Comprehension	For Math – sums can be given as HW Respective tr on completion Reading, Class work completion and Learn from book or note Comprehension

**Class 6 to 10** – Mon to Thursday three subjects, Friday all subjects including L3 and CSC. All days for Math sums should be given as homework.

**Note:** Art and craft can be given any day. Any backlog note completion reminder note can be sent on other days with prior permission.

8. Ensure that all teachers are oriented about google meet and google classroom. The home work, worksheet, any activity submitted by the students must be corrected and sent back to the students on the same day. The teacher has to maintain a namelist with dates and keep ticking as she completes the correction. **The first five minutes must be utilize to discuss assigned task at home and call out the names of students who have not submitted the home task on time. This is compulsory.** We understand it is difficult for the students but it has to be followed.
9. **Do not include the names of student who have not paid Term 1 fee in the google classroom. Do not share their unique id or any login credentials to parents.**

Like always we hope you will mentor your team and make effective usage of this platform.

All the best