



# BISHOP DEVADASS AMBROSE VIDYALAYA

## ONLINE CLASS SCHEDULES

28 July 2020

Dear teachers,

1. Attached are different schedules of online classes, video recording, video and materials posting, w.e.f. Aug 1.
2. In general, Grades 1-5 will have both video & online classes. Grades 6-7 will have only online classes, where the KGs will have only video classes.
3. Most grades have been divided into two groups A & B, consisting of two sections each, (Grade II is divided into three groups A, B, C ) in order to facilitate the participation of a maximum number of children in the online classes.
4. The First Periodic exams are pushed back by about a couple of weeks in order to give ourselves and the students a little time to regroup after the long break.
5. The exams schedule will be intimated later.
6. The online classes are slated to begin from Aug 10.
7. **Teachers who work from home:** Pay attention to the schedule for posting videos and materials. Mr Dinesh will see to the supply of the video link. It is the duty of the class coordinators to ensure that all teachers, whether working from home or school, prepare the necessary study materials and worksheets. There should be no dearth for content at any time.
8. **The following instructions are specifically for the teachers who will be working from school:**
  - a. Please go through the schedules of online classes and video recordings carefully.



# BISHOP DEVADASS AMBROSE VIDYALAYA

- b. Based on these many schedules, prepare your own consolidated individual schedule and forward it to me.
- c. This individual schedule will serve two purposes: 1) You will get a clear idea about the days and the timings when you are expected to be here at school. 2) Such a personal schedule will also help us identify any conflict in timings so we can rectify it.
- d. You will spend the first one week (Aug 3-7) of return to work, familiarizing yourselves with the online classes app and the methodology of conducting the live classes. You will also, during this week, get involved in recording videos & preparing materials for the following week.
- e. During this week, you and the teachers working from home would call the parents and instruct them with regard to the use of the online classes module.

9. **The following instructions are specifically for the class coordinators**

- a. Please do know that we have divided the classes in to different groups only for our convenience and technical necessity.
- b. Let us not confuse the children with these group classifications.
- c. Based on the many schedules given in the attachment, **you shall prepare an individual schedule of Video and Online classes for each section in your Grade.**
- d. You shall forward this individual section-wise schedule to Mr Dinesh and get it approved.
- e. When we say, you will share this schedule with the parents and children.
- f. If you have any queries with regard to the preparation of this individual section wise schedule, you may call Mr Dinesh or me.

10. It is going to a couple of rocky weeks ahead as you and parents and children try to navigate through the new module and the new system. But, like it happened with the video classes, it will soon stabilize and we will eventually settle down to a nice rhythm.

*Sh. Inigo*  
- **Sr Principal**

Principal,  
**Bishop Devadass Ambrose Vidyalaya**  
Bishop Sundaram Campus  
Pudukottai Road, Thanjavur-613 007.