

Don Bosco Mat. Hr. Sec. School – PRIMARY SECTION , Egmore

Academic Year (2020-21)

Guidelines - Online Classes & Subject Materials posted in Google Classroom – Std. I to V

1. Download google meet app from playstore and keep it ready (for mobile users).
2. No need to install google meet app (for PC / Laptop computer users).
3. Check whether you received the google class room link in your class Whatsapp group.
4. Kindly create a gmail account for your ward and send it in the link given by the class teacher.
5. Videos of classes for all subjects will be posted according to the schedule posted by the Class teacher on the WhatsApp group. [A copy of the Schedule is posted in the Primary Section Website]
6. The duration of the videos would be 30 to 40 minutes.
7. The videos will be available in the Google classroom for the full term. (From the day of posting till the end of September)
8. Assignments will be posted in the google classroom, kindly make sure your wards complete it and send it before due date.
9. Parents, you are exhorted to help your wards in the technical aspects in completing the assignments. Kindly refrain from doing the assignments for them.
10. Text Books – English and Maths material will be posted by the teacher as and when the class is taken.
11. Kindly download the Samacheer Text Books (Std. III to V) for Science, Social studies and Tamil. Tamil and EVS for Std. I and II.
12. Clarification of immediate doubts regarding subject matter can be done through whatsapp of your respective class. Time for the same would be 10.00 am to 11.30 am on all working days.
13. Notifications of any change in the class schedule will be via class whatsapp group administered by the class teacher.
14. WhatsApp group should not be misused by the students. It will be used for uploading information by teachers only.
15. Online interactive classes will be conducted as per the timing given. The subject will be intimated by the class teacher.
16. Online session for clarifications of doubts regarding subjects posted will be done as per the schedule given.
17. Notes given in the posted videos can be taken down by the students in note books available with them.

During Online Sessions:

1. Students are asked to be neatly dressed in their School Uniform. Parents who guide them should follow a proper decorum in keeping with the rules of the school.
2. Kindly be precise in your clarifications communicated to the class teacher pertaining to the subject of the day.
3. Mute or unmute the microphone as per the instruction of the teacher.
4. The web camera should be turned on always.
5. Logout from the meet once the session comes to an end.

PRINCIPAL