



Date: April 6, 2020

**ACTION PLAN FOR E-LEARNING & VIRTUAL CLASSES
(GRADE-III-V BS & GS)**

In coordination with the VPs and HMs of III-V BS & GS, the following action plans have been prepared for the implementation of e-learning/remote classes etc.:

1. All students have been allotted the corresponding sections of the next higher grade, i.e. 3-B1 is changed to 4-B1; 3-B2 is changed to 4-B2 and so on. This will continue till regular school starts.
2. The Class Teachers will remain with the Group Leaders and will act as Class Teachers till regular school starts. They have already been informed and assigned the duty.
3. Any such student who has been detained, will be allotted the new section of the same class and will be included in that WhatsApp group. Concerned Class Teachers have been informed.
4. All Coordinators of both BS & GS have been assigned the duties of Preparing E-Lessons by distributing and dividing the work equally among the GS & BS Regular Staff for the months of April-June 2020.
5. The final copy of the Break-Up of Syllabus has already been submitted to the COE for rectification or updation if any.
6. The Subject Coordinators will continue with their duties till the regular school starts.
7. Except for Arabic, in all other Subjects Only Regular staff is being assigned the duty of preparing the E-Resources. Since there is only one Regular Arabic Teacher in the block, we sought the help of one more Ad hoc Teacher of BS to prepare E- Resource, sharing the workload equally with the other teacher of the block.
8. The E-Resource is being prepared under the guidance of the concerned Subject Coordinators, HMs and the VPs.
9. The Presentations are to be shared on WhatsApp and can be viewed by the Children through Whatsapp Web on their Laptops at any given time of the day.
10. The Worksheets for Term 1 have already been prepared and submitted in the form of a soft copy to the VP, BS. The students can practice for Term 1 through those worksheets at regular intervals. Concerned Subject teachers will guide the children in their respective sections.

11. All teachers have been asked to maintain a Zoom ID for Virtual Meetings or for any interaction with the officials or the students. It is desired that a weekly or a fortnightly live session can be conducted on Zoom by all teachers.
12. The First session that starts on 7 April, will be a Zoom Session for all the sections of the Classes. It will be conducted by the Class Teachers to introduce the new session and update them about the process for smoothly implementing the E-Learning.

IMPLEMENTATION

1. An introductory Zoom session will be conducted by Each Section's Class Teacher with his/her respective class students. The teacher will apprise the students of the E-Learning Process and what all is expected of the students during this phase of E-Learning.
2. E-Resource will be shared by the Subject Teachers in each Class and Section as per the given Time Table and this sharing of prepared material will begin from 8 April, 2020, between 9.30 am to 12.30 pm.
3. Since all presentations are self-explanatory, students can view them at any time of the day through Whatsapp Web, on their laptops/smart mobile phone.
4. Introductory class will be conducted by the class teachers along with the Co- class teachers for all three grades to brief the students.
5. Recorded lessons of two Subjects per day will be uploaded by the Class/Subject teachers in their assigned Whatsapp class groups. Students will be allowed to take 2 days to understand the concepts and ask doubts which will be clarified by the concerned subject teacher, during the window period of 3 hours per day, between 9.30 am to 12.30 pm.
6. Synopsis and notes will be provided and the notes are to be maintained by each student for revision and for assessment which would be later counted for marks against Notebook Maintenance.
7. On the weekend, worksheets will be posted for the students to solve and practice. They will be asked to check their answers with the solved worksheets which will also be posted in the group, from time to time.
8. Students will be informed that the internal assessment marks will be based on the activities/assignments they complete during their stay at home. These will have to be submitted by them when the school reopens.

9. Class teachers must conduct a weekly/fortnightly Zoom session for the feedback. She must also maintain a record of all such interactive sessions.
10. Teachers will have to have a proper follow-up of the work done by the students and have a check on whether all the students in the group are accessing the material and responding to the requirements. The HM will have a proper follow-up with each teacher to see that the students are well involved by him/her in the distance learning by checking the weekly planner of the teacher.
11. Class Teachers must ensure that all students of his / her class are actively participating in the remote class activities. They must report any such matter where a child on a regular basis is missing or not responding to the Class Activities.
12. Proper records of all the lessons/ interactions/ activities shared among students must be maintained by the concerned subject/ class teachers, based on which their performance will be assessed.
13. Meetings will be convened with the staff/subject coordinators on zoom as and when required.
14. Every teacher is required to keep the record as to how many students of his /her subjects are participating in the e-learning activity and how many of them are not and the reasons for their non-participation so as to have a provision of reach-out initiative for such non-attenders.



(Principal & HOI)

Copy to:

- VP-BS & GS
- HM-III-V-BS & GS

Copy for information to:

- The SMC
- The School Observer

