

Jai Guru Dev

Dear Parent,

Sub: Online class program

We are pleased to inform that we will commence online class program as per the schedule given below:

Classes VI to XII: 11 June 2020
Classes III to V: 15 June 2020
Classes LKG to II: 17 June 2020

The online classes will be held as per the time table which will be intimated through the new student E Mail ID from time to time by the concerned teacher. You are advised to carefully note the following points

Role of parents:

- a) Please create a G Mail Account for your ward, which should also include the class of study. For example, ram8@gmail.com, wherein the numerical 8 indicates the class of study. Similar nomenclature can be given after the name for LKG & UKG, e.g., ramlkg@gmail.com.
- b) **Send a mail from the newly created mail ID of your ward to the concerned teacher through mail from whom you receive this mail, completing the following information. You will be receiving separate mails for each class from the respective teacher, and hence parents with siblings may kindly respond accordingly. Please send the details by 1 June 2020.**

NAME OF THE STUDENT:
ADMISSION NO:
CLASS
SECTION*:
II LANGUAGE (CLASS UKG-X):
SUBJECTS OPTED (CLASS XI & XII):
MOBILE NUMBER:
NEWLY CREATED STUDENT'S MAIL ID:

*existing students can fill in the section of class studied. For new students it will be filled in at our end after the section is allotted.

- c) We will be using Google Class Google Meet and Google Calendar app for online class and the link for these apps will be shared by the concerned teachers. These apps can also be downloaded on the mobile device.

Role of teachers:

- a) Will send invitation to students to log in to Google Classroom as per the scheduled time table.
- b) Post all relevant materials on Google Class room so as to enable the students to access it.
- c) Conduct live video class over Google Meet, as per the scheduled time table.

General points:

- a) For the convenience of students, who are unable to participate in the Google Classroom Program/Google meet video class, for some reason or the other, the class work and the video of the live class room will be shared via link through the student's e mail ID. This will enable them to have access to all study materials offline as and when they want to view it.
- b) Class works will be assigned to the students and the same may be completed and posted on the Google Class Room by the students. Any doubts/queries on the lessons may also be posted on Google Class room by the students, and the same will be responded by the teachers.
- c) **For Classes LKG to IV, the program will be done offline. The link, which will have the video recording of live class and study material, will be shared through the Mail IDs.**
- d) Kindly note the students' newly created E Mail IDs, can be used only for the purpose of sending/receiving communication on online class program. For all other general queries, other than online class program, parents can communicate through school ID – mvmhyd@gmail.com, through their own mail IDs.
- e) Any queries/clarifications which you might require from time to time on online class program may be obtained from the concerned teachers by writing to their respective E Mail IDs through the students E Mail IDs.

Regards & Best Wishes

Team MVM Hyderabad