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Circular no:-PPS/2021/STAFF/GEN/001

Date:- 02 April,2020.

**Directions for online teaching**

Dear Teachers,

In reference to Circular no:-PPS/2021/PARENT/GEN/001 dated 02/04/2020 please follow given directions

**All teachers to follow –**

1. Follow virtual class timetable – Annex 1
2. Plan virtual lessons and enter in shared google sheet.
3. Learning outcomes should be defined clearly and is to be shared with parents and students.
4. Weekly plans should be discussed, suggestions should be added, take approval from Team before sharing with students.
5. Schedule online lecture before 6 pm and share in School and Parent group. Write proper topic mentioning class, subject and topic to be taught.
6. Keep content/resources to be shared ready.
7. Start meeting sharp on given time or 1 min prior.
8. Set your background such that no unwanted, disturbing things should be there, proper light should be there.
9. Teachers should be smartly dressed.
10. Class schedule - First 5 minutes - welcome all students, wait for max students to join, give all instructions (given above)  
Next 5 mins- introduction of topic/ revision of previous class. Next 15 mins - of slides, video and explanation  
Next 10 mins- mandatory interaction and students views/feedback.  
Last 5 mins- closing session, give hw, or work to do or what to prepare for next class.
11. During class-
  - Chat option - with host or everyone
  - Annotation – names on
  - monitor students posture and attention, chat box
  - Check Students in waiting room.
  - Use highlighter, annotations for ppt, photo shared.
  - In case of math or diagram drawing keep camera still at one place and set the frame such that notebook should be clearly visible.
  - While screen sharing keep your video on.
  - During doubt solving share screen and show textbook page that u are explaining. Use annotations. Communication strictly in English.

English:Hindi Ratio-90:10 in class 6 to 12 and 80:20 in class 4-5, 60-40 in class 1-3, 50:50 in preprimary classes.

- For asking questions during explanation call the name of child, ask question and tell him/her to answer. No mass asking should be done.

12. Assessment should be taken online during virtual class and through google forms. After completion of each chapter. Record of assessment should be kept in proper format.
13. All resources/supplementary material should be pasted on school server for ready use of new admitted students.
14. Weekly orientation cum feedback meeting should be arranged with the parents for updating our teaching techniques.

### **Guide students and parents**

#### **All students should do -**

1. Bath, dress well and with nicely combed hairs Sit in proper place and posture, no eating during class. Be Punctual for the class.
2. Keep ready textbook, notebook, and pencil near you for ready use.
3. Keep a water bottle near to hydrate yourself timely.
4. Student name in Display Name in the zoom. In format- *5Orch.Dev Varlani*. No emojis should be there.
5. All students should keep their video on and mute their mic.
6. Students to unmute only when the teacher asks.

  
  
- Principal

