

Aitchison College will commence online classes for all subjects from June 1st, 2020 using the following:

1. **Google Classroom.** It will be used to maintain a regular school class. It will contain recorded lectures, PowerPoint slides, helping notes, worksheets, solution, quizzes etc.
2. **Pre-recorded lessons.** Comprehensive lectures for each subject/topic will be recorded and made available online. These lectures will be part of lessons conducted through Google Meet and will be made available in Google Classroom.
3. **Google Meet.** Students will have the opportunity each week to have a live discussion with their subject teachers for one hour per subject.

The general format of the **Google Meet** lessons will be along these lines:

- **5 minutes** to setup/login before the teacher starts the lecture/session.
- **10-15 minutes** for the teacher to respond to the previous week's frequent queries from the students.
- **10-15 minutes** for a recorded lesson for next week (teachers may decide to go online and teach a live session)
- **20 minutes** for the question/answer session (boys will type the questions in the dialogue box/chat and teacher will respond to them so that others can see the answers too)
- **10 minutes** for a quick recap/closing of the session

Rules for participation.

- It is mandatory for students to display their full name as per College records.
- Attendance will be recorded so students must enroll with their complete names. No nicknames or abbreviations are allowed.
- Before the start of the session all students must switch off their cameras until the teacher advises otherwise.
- Students must behave in a manner which is respectful to teachers and their classmates.
- Check your course and messages several times a week. As advised before, following the school timetable is ideal. Don't plan to complete the entire week's work in one sitting.
- If you don't know how to do something, try to figure it out! Review the lessons and your notes, try some problem solving strategies, message your teacher and/or get help from a classmate.
- It is imperative to use respectful and appropriate language while communicating in the class.
- Teachers have taken a great deal of time and effort to develop the online resources in order to ensure they cover the topics as required. Due to the limited time available for each of the online classes, students are strongly advised not to discuss anything which is not related to the notes, worksheets or solutions.
- Students are encouraged to complete all assignments diligently and to try solving past papers as well. Once school resumes to a normal routine these papers can be discussed in detail.
- Any student who behaves in an unacceptable manner will be cautioned. They will be asked to leave the class if the poor behaviour persists.

Be positive, try to learn and make the best of the situation.