

SOME GUIDELINES FOR STAFF
(JUST A FEW POINTS WHICH COULD ALSO BE KEPT IN MIND)

1. Please plan all your work, prepare lesson plans, monitor and adhere to them.
2. Cell phones can be used **only** in the staff rooms. Cell phones cannot be carried to classrooms.
3. Cell phones cannot be used in the corridors/departments.
4. Contact with students directly over cell phones in any manner is not permitted.
5. We must set an example in elegant and appropriate dress code.
6. We must be before time to school so that we are ready to take up the tasks on time.
7. We must ensure enough written work is completed by students.
8. The written work needs to be checked and feedback given to students.
9. Consumption of tobacco in any form, or alcohol, on campus is strictly prohibited.
10. We must be continuously improving as a teacher for the joy of it.
11. Please work along the overall vision and aims of the school.
12. We are an English medium school. Please speak in English at all times and everywhere.
13. There should not be direct or indirect pressure on students for any extraneous activities.
14. If a student is good in sports and not good in academic work, we must take the parent into confidence and check what their priority is and go by that.
15. We should be impartial and unbiased in choice of students for events to represent our school.
16. The school does not permit teachers to take private tuitions of any kind. Violation of the rule would attract strict disciplinary action.
17. Favoritism or use of unfair means, directly or indirectly, for his or her ward, by a staff member is not permitted. Violation of this would attract appropriate disciplinary steps.
18. Spreading canards, rumors, or mischievous data or information about the school or any of its staff members directly or indirectly, in any form, whatsoever, or colluding with parents or any outsiders to work against the school or gossiping within or outside the school, to the detriment of the school will be dealt with by strict disciplinary action, including dismissal.

General Guidelines for Growth and “Success”

1. As a teacher we need to appreciate that content development is important.
2. We must be continuously improving in the subjects we teach.
3. We must be improving our pedagogical approach to teach better. We must understand the learning styles of students to be able to do this.
4. We need to learn how to use computers to present some topics better.
5. We could learn to use statistical techniques to analyze marks secured by our students.
6. We need to learn to “discipline” children through interesting methods.
7. We need to learn to relate to students and to fellow teachers in enriching ways.
8. Learn to have the right relationship with parents for obtaining useful feedback.
9. Identify the weak/average/bright children and develop strategies for them.
10. Improve your communication skills in English.
11. Aim to complete work error-free, and do it well on time.