



Interoffice Memo

Date :

To :

CC : The Manager, Hilal Public School

CC : The Principal, Hilal Public School

CC : HR Department- (PRO, Accountant, Administration Department)

Ref : Appointment for

Ref.No. HPS/A/0312/05-2023

Please refer to the application for the post of

Department :

Name :

Qualification :

Experience :

Date of Joining :

Nature of Appointment: For Academic Year 2023-2024

➤ **Resume and Certificate:** Detailed resume and copies of original certificates should be submitted to the management, if any false information in the resume will seriously lead to the termination of employment without any further notice. And the employee must produce an original certificate on demand to the school official authorities. Every year before commencing the academic period, employees must produce resumes and copies of original certificates to the management. **Year plan** with supporting syllabus must be produced by CBSE, Preprimary Montessori and Primary Montessori team on or before beginning the academic calendar.

➤ **Being Punctual:** Attendance and promptness to school and all classes are compulsory. Teachers who show up ready and on time demonstrate that they take themselves and their responsibilities seriously. You are expected to report to work regularly and on time. Normal schedule school



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Working hours for teachers 09:30 am to 04:00 pm. In those instances when cannot avoid being late for work or are unable to work as scheduled, you must notify it to your HOD/Principal/departmental administrator/higher officials before the reporting time, justifying circumstances which make such notification impossible or extremely difficult. Poor attendance or excessive unpunctuality may lead to disciplinary action. Late coming without prior permission will be considered as absent (LOP). Teachers truly are the backbone of our school. They are role models to children, offer guidance and dedication and give young people the power of education.

➤ **Leave:** If you slack off in showing up on time, you'll have dissatisfied students, will get minimal pay raises, and won't get any consideration for a promotion. So Hilal Public School timely and regular attendance is an expectation of performance for all Employees. **Those who are coming late for more than 3 days in a month will be considered as a half day leave, same for more than 3 early goings, if it is being repeated each will be considered as one day leave.** Proper written Medical certificate from the Medical officer must be produced with his/her Gazette signature to avail medical leave. During the continuous holidays, none of our employees should take leave either on the opening day or on the closing day. In a year staff is allowed to take 10 casual leaves, each per month and 5 sick leaves without loss of payment. In these 5 sick leaves half day is allotted to each month. **Minimum 20 working days is mandatory for the approval of LOP.** Teachers can take leave for their PSC / any other exams only during the working days. No permission / leave will be granted for any staff during the staff training, tours and camp to attend those exams.

➤ **Notice Period:** Academic year 2023-2024 completion is a must for all the employees. If neglected, compensation amount will be collected from the employee, which will be equal to their 2 months' salary. Government Job appointments will be considered with proper communication of two months prior notice period. Yearly salary increments will be based on the performance of the employee in the current academic year. If the performance of his / her is not found satisfactory, the management deserves the right to terminate the employee at any time from the service with 2 months prior notice.

➤ **Dress Code:** Wearing the management decided uniform decorum is mandatory for everybody who works with our organization. No employee of the institution is allowed to visit other schools/Institutions wearing our school staff uniform. No staff is allowed to come in civil dress during



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The school hours except birthdays. If anyone fails to wear our uniforms during the school days, they will get an excuse for the first time, but the repetition will lead to fine. Grooming policies of the organization to be followed well by all our employees.

➤ **Usage of mobile phone:** During the office hours mobile phones are strictly prohibited; in case of emergency all the staff can use the office phone for communication. Radios, iPod, tape recorders, CD players, cameras and other electronic devices should not be brought to school, if any emergency take permission in advance from the authorities. All the electric devices in the classroom should be switched off after the class hour ends. Ensure that students / children of staff remaining in the campus after school hours will not cause any damage to school property or disturb the school in any way.

➤ **Discipline:** All staff are expected to show courteous behavior toward each other, management, superiors, faculty and staff, and visitors. The Teachers must reach the class on time for teaching. Unwanted talks, usage of disrespectful words, rumors, personal harassment are strictly prohibited in the school premises. And also school name, titles, seal and logos, including letterhead, stationery, may be used only for the official business authorized by the institution. Sharing the confidential / official information with the outsiders is strictly not allowed by staff of our school. If it happens, the staff can expect any kind of action from the management side. After school hours, all the teachers and staff will have to ensure the complete discipline/safety of your own children. Teachers should not trespass at other schools. Gang and gang-like activity will not be tolerated. **Don't accept any gift and presentation from the parents, if any unavoidable situation grants permission from principal/ authorities.** Cordial relationships with students are highly appreciated, so you should avoid any type of punishment instead of trying to convince them to obey the duties and responsibilities.

➤ **Intervals Time:** Hall traffic should move freely during passing time, and there should be no loitering in halls, bathrooms and offices. In order to promote safety, students should go only to those sections of the building where they have been scheduled. **The Teachers should take care of the discipline of students during the intervals in between class time.** During the time monitor the communication and discipline along with guide them to drink water and use washroom facilities at most hygiene. During the lunch time class teachers must monitor the class neatness and table manners.



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➤ **English Speaking Campus:** English is the campus language of the school. All are expected to communicate only in English among the staff and students.

➤ **Reporting System:** The Teachers must maintain the Teacher's Diary regularly with the lesson plan. All the teaching staff must produce a **weekly teaching report** including the status of lessons plan submitted by previous week, remarks of parents and students, status of activities, status of unit test and evaluation of students.

➤ **Progress Report:** The teachers must evaluate the students from time to time as per the prescribed given format and maintain assessment sheet.

➤ **Preparation for Class:** Prepare well each and every aspect of the lesson before the delivery of the lesson. In the class teachers should motivate the students before the actual delivery of the lesson and link the topic with the previous knowledge of the students. Develop and use the relevant teaching aid and use a combination of different methods and techniques of teaching. Interact with the students to induce curiosity, motivate and provoke thinking, imagination and application of the concept taught.

➤ **Remedial Class:** Identify the gifted, slow learners, problem children, under-achievers etc., In order to help them achieve according to their needs and abilities. Special attention must be provided for the slow learners section of students and report the progress of the reading, writing, listening and speaking, also help check absence and long absenteeism among students.

➤ **Class Teachers:** Create a learning environment for the students by decorating the board with noble work of great personalities to inspire the students. Display clearly the time table of the class. Hold class talks and assembly talks on various topics relevant to the level of students. Collect and compile information related to syllabus and education from sources like newspapers, magazines etc., and display it through charts, posters, and bulletin boards. Assign responsibilities and appoints monitors for different duties. Mark the attendance of the students in the class register with the help of the class monitor, also help check absence and long absenteeism among students.



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➤ **Class Logo:** Prescribed Class logos will be issued to the Class leaders by the office. So teachers, especially class teachers monitor the collection and timely submission of the same.

➤ **Subject Teachers:** Class teachers and Subject teachers must have regular meetings with parents to keep them informed and guide them about the progress of their ward/wards. Subject teachers must discuss among themselves prepare a schedule and distribute the home work as per the schedule to avoid over burdening of the students.

➤ **Class Substitution:** Each and every staff voluntarily shows their responsibility to attend the free hours in the respective classrooms or the assignment given by the HOD/Principal/Authorized members.

➤ **Unit Test and Examination:** The Lesson plan based on unit test paper is mandatory for all sections, and submission of grade list of the students must be submitted without any delay. Before the examination, one or two days of revisions or study days should be offered to the students. For quarterly and half yearly examinations will be announced and guided by the instruction from the Principal and HOD's.

➤ **Lab and Library:** Teachers should motivate and guide the students for the utilization of the Library and reading room as per the allotted time. Computer lab, Language Lab, AI Lab, Maths Lab and Composite science lab should take care at most efficiency and follow the instructions given by the Lab assistant. Any kind of misusing and misbehavior must be punishable. So representative teachers are alert about rules and regulations. In order to avoid disorderly or dangerous situations, students should follow directions from teachers in the lab or other school personnel.

➤ **Meetings:** The teachers who are also Faculty-in-Charge (HOD) will conduct regular meetings and discuss the methods to improve the performance of students in the subject. Monthly meetings with all staff members and the Head of Department will conduct once in a month, so all the members will get an opportunity to introduce themselves in the meeting with feedback from the class room.

➤ **Fee Collection:** One of the important responsibilities of the **Class teachers** or representatives to collect on time and provide assistance to the accounts department, because all the overhead payment depends upon the collection of receivable.

➤ **School Assembly:** The Teachers must attend the morning assembly (normally **Monday & Thursday**) on time and address the students on



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Moral principles, social and environmental issues as per the turn assigned by the School Principal. The teachers should not leave the assembly or the class unattended at any cost. Standing in a group and gossip during the assembly will lead to disciplinary action. Also use only the “telling” method, without any discussion or interaction.

➤ **Activities:** In the class, the teachers should give activity/application-based work/assignment beyond the book, with guidance to use various and keep a record of the given work and mention in the weekly report. **‘Monday Star’** programs must be conducted every week and motivate the talent of the young generation. Attending camp, tour and the cultural activity are essential for the empowerment of each employee, it is compulsory for all our employees. No employee of the institutions shall pay special attention to the relatives/children studying in the institution. No staff will be allowed to bring their children during the Tours, Camps and staff training program. Everyone must try to achieve the target set for him/her in their respective field. Promotion of admission is the sole responsibility of each and every staff member of Hilal Public School.

➤ **Vacation Salary:** Selected employees by the management who are ready for the vacation service in the institution will be eligible for summer vacation salary.

➤ **Staff Movement Register:** Without recording in the staff movement register, no staff will be allowed to move out from the school premises. If they went without informing the time and details in the register, disciplinary action will be taken.

➤ **Training and Development:** Timely training and development programs arranged by the management team must be attended by all the teachers and avoid redundant excuses.

➤ **Physical Education:** The teachers who are representing physical education are responsible for maintaining discipline at campus and coordinate among the teachers for standard discipline in assembly most professional and proud of school. The teachers who are responsible for the section should take care to update details of health cards as per the CBSE norms and provide training to the students in indoor and outdoor games. Provide opportunities to the students to participate in sports events. For Yoga classes and other martial arts training like Taekwondo classes any one of the ladies teachers must accompany the trainer.



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- **Extra-Curricular Activities:** Each and every teacher should motivate the students to participate in extra-curricular activities and provide proper training for the same. Active participation in CBSE District and State Kalolstav is an added advantage for the students. So teachers must take care to provide proper training and guidelines.
- **School Vehicle:** Those who are given consent as an attender to travel with students must take care of the safety and security of students. Also expecting professional behavior and debates because your action and voice influence the younger generation. School vehicles are strictly restricted to the Teachers, 50% of the vehicle fee will levy to the Teachers those who are not be a part of vehicle assistant.
- **Handwriting:** Use and promote cursive English Hand writing among students. Copy writing and monitoring for all sections couldn't be avoided.
- **Preprimary Section:** Promote motor skill oriented teaching plan and provide opportunities to present the same. Try to hear the students and support them by speaking and listening. Cleanness and care is the paramount importance. Use phonics sound for English Language. Year plan must be produced by the preprimary team on or before beginning the academic calendar.
- **Primary Section:** Repeat the section day by day and introduce new topics using the Montessori Method of teaching. We are providing a complete Montessori system up to Grade VI. Teacher's communication with parents must be professional.
- **Circle Time:** This is the key to success in all sections especially Montessori mode of teaching. So promote the circle time activities at most adherent.
- **Health Issues:** Injuries or any health issues connected to the students should be report to the First Aider assigned by each section or responsible staff without any postponement.



Online Platform: All the teachers should update recent changes in technology germane fields and connected to NCERT/CBSE curriculum for the advancement of teaching aids and support. Virtual classrooms teaching techniques including creation of videos, pptx and other digital content suitable for online classes are the prime responsibility of a teacher along with monitoring students with the support of parents. As on demand all the teachers should take care of online class assigned by the authorities.

➤ **Step 1:**

- Forward copy of text book in pdf format to the students. Also prepare synopsis notes in pdf format and handed over to the student's one-to-one days.

➤ **Step 2:**

- Prepare an audio file, with examples and meaning of words and sentences, to understand meaning and ability to pronounce new terms and terminologies.

➤ **Step 3:**

- Collect respective videos/pictures related to the topics to understand the concepts, and forward the same to the students.

➤ **Step 4:**

- Connect all students to virtual teaching platform like Zoom or Cisco WebEx to explain the concept more vividly for clarification and smooth running the online classroom system. For the same, online learning App will be provided to each and every class, Grade 01 to Grade 10.

➤ **Step 5:**

- To evaluate performance of the students by online examination and test papers is the final step.



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- **Visitors and Guests:** All the visitors should report at the office counter for registration of the purpose of visit, list of visitors including parents and well-wishers. Late comes and early leaving school students must report at the office counter and mention the reason for the same by the guardian. Parents are not allowed to visit the classroom or studying area, if any exceptional case prior approval from the Principal is mandatory, and teachers don't stimulate, direct access to the classroom.

I have read and understood all the statements given in the policies of the institution and I agree to abide by the same.

Hilal Public School will work as one unit on all common days of celebrations / programs not as different sections.

Name of the Employee :

Designation :

Signature with date :