

GUIDELINES FOR A TEACHER

Communication Protocol:

The communiqué pathway/guidelines address our organization's various forms of communication.

In General:

1. Teachers need to respond/revert to the concern posted in FIS within 12 hours with a resolution window.
2. Teacher needs to respond to emails and phone calls from parents and colleagues as quickly as possible – in most cases within 2 working days
3. Teacher needs to use only the official email designated for any kind of communication with all stakeholders.
4. He/she will not be allowed to use her personal phone during school hours. Personal Phone needs to be deposited in the specified mobile lockers.
5. Teachers need to practice complete confidentiality in matters about students, families, or other FEI Staff Members.
6. Teachers need to meet the specific timelines for report cards, and progress reports on a timely basis as per FEI's reporting schedule.
7. He/she needs to mandatorily communicate/inform the Principal/Center Head/Head of School of any concerns of a serious nature about the behaviour of the student, academic growth, OR any other information.
8. If any case – there is disciplinary action to be taken – teachers need to keep their Heads in the loop before sending a note/message to the parent.

From Teachers to Parents:

1. Teachers need to communicate to the parents on a need basis – (with an understanding of the greater or lesser need, according to the students and subject matter).
2. He/she needs to send out – Introductory Letter, Class routine, Class Rules, and teacher expectations, by the first week of school, so that the parent is clear about the school's general philosophy.
3. The mode of communication to parents for any kind of message/information to be done through the students' dairy OR through FIS App – the school ERP System
4. All teachers need to keep a record of all correspondence (especially the date and the subject of the conversation) with parents, whether it is by phone, email, FIS, OR meeting. Wherever

the need is – they need to maintain a file for students who they have met frequently/ for prolonged discussions.

From Teachers to Students:

1. Teachers have to treat all students fairly and equitably.
2. As a teacher, he/she must convey students the willingness to support their peer group.
3. He/she needs to encourage students to ask questions & be part of the learning process.
4. Teachers have to encourage creativity and innovation in the students.
5. Strictly NO to Corporal Punishments.
6. Teachers need to motivate students to actively participate in their learning years at school.
7. As an educator you need to foster a sense of ownership and empowerment.
8. Teachers need to work collaboratively and value teamwork.
9. As a teacher ensure learning is positive, engaging & fun.
10. He/she needs to practice having an inclusive learning environment.

You as a TEACHER:

1. Be punctual, and regular and give a full day's work with full productivity.
2. Be prepared for your class – for all your lessons.
3. Keep all students occupied and interested.
4. Mark all work constructively.
5. Monitor students' progress and keep an accurate record of it.
6. The record upkeep which needs to be maintained - Year Planners, Micro Planners, Anecdotal Record, Marks Register, Teaching Diary, Student Attendance Register, Marks Record, Students' marks entry in FIS.
7. Diary Recommendation- Parental Feedback- Classroom Observation- Student Performance Management.
8. Have a track record of each student & work along with him/her in line with the parent to meet the desired outcomes for that particular Grade – Subject.

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