Sanatan School Bharatpur

SOP For Student Record

- Each class teacher to document data and information in the logs provided.

- Each child will be assigned a separate interaction log.

- The logs to be numbered according to the SR numbers.

- The details of the child to be entered in it at the beginning.

- Key points about every parent to be filled and should include the following:

  > a. Personal information of parents. (Name, Contact number)
  > b. Occupation of parents
  > c. Day/s of the week when free.
  > d. Time of the day when relatively free.
  > e. Level of the participation in school activities
  > f. Attitude towards school. (Aggressive/ complainer/ cooperative)
  > g. Degree of comfort with English (Nil/low/medium/excellent)
  > h. Financial Condition of the family
  > i. Whether parents understand our pedagogy.

- Every interaction with parents (on phone or face to face) has to be entered and documented by the teachers.

- The same interaction log to be maintained till the student passes out from the school. The logs will be passed onto next class when the student is promoted.

- The logs will be kept in the principal's room.

- Before PTM the class teachers will collect the logs of their class.

- After the PTM they will complete records and submit to coordinators.

- Coordinators will go through significant events documented in the logs and resolve them. If required inform the principal otherwise place them back to principal room

- Before any other interaction between parent and school (by appointment) the school staff concerned will study the interaction logs.