



Sanatan School Bharatpur

SOP for Staff

- Teachers should report to their classes immediately after marking their attendance in the morning. No teacher should be seen standing in groups.
- All teachers to use staff room during their free time. They should not be found in someone else's classroom.
- The early years teachers can never leave their classes unattended or in the care of ayah Didi. They will also accompany their students in all the specialists' lessons.
- Foster English conversation amongst the school community. Everyone in the school should indulge in speaking in English
- LEP and Khan Academy are integral part of the school curriculum so should be encouraged strongly.
- PE staff to monitor discipline at all times of the day at school.
- All staff to eat in their respective classrooms and rooms assigned to them. Teachers eating together is not advised.
- Refrain yourself from groupism. Treat everyone cordially and respectfully.
- Lesson plans to be made weekly and should be submitted to the coordinators on Saturdays.
- Teachers should be careful of their sitting style while teaching in the class. They should keep moving so that all children feel connected with of the teacher. Chair should only be used when tired or unwell.
- All teachers should read the leave policy carefully.
- The calculation in the class attendance register should be followed uniformly throughout the school. The meeting to considered double while calculating. The calculation will be done in blue black and red ink.
- Teachers should refrain from using mobiles during the lessons. They are only to be used in the staffroom that also in dire situations.

- The teachers should inculcate a belongingness towards school and should work unitedly in growth of school. Approach the Principal for any kind of problems.
- All teachers should help in maintaining discipline. They should be mindful that they are the role model for the students.
- All the deadlines of submission are made only after a consent from the team members, so kindly take care of meeting them.
- Home Tutions should be discouraged. No teacher should promote them.
- All the HRTs should be vigilant about the unhappy parents and should report to the principal about them.
- Build a cordial relationship with parents but refrain from overindulgence or being too close to them. Maintain a respectable distance with them.
- Always be gentle and respectful while dealing with children. No teacher should talk to them in humiliating and harsh tone.