

DUTIES OF CLASS TEACHERS

Discipline

- It is the duty of class teacher to ensure proper discipline of students of their respective sections. Students instigating or creating indiscipline should be identified and counselled by the class teachers.

Assembly

- No teacher should remain absent from assembly without prior permission of the Departmental head.
- Teacher should ensure that the class moves in a single line right from the class room to the assembly area and that at no point of time students break or spoil the line.
- During Assembly the Teacher should take frequent rounds to
 - :A. Maintain discipline throughout the program.
 - B. Ensure that the students are attentive and watching the program.

Uniform Checking

- The class teacher should regularly check that the students wear proper and complete school uniform .Use of nail polish and henna is strictly prohibited .Haircuts must be checked regularly. Regular defaulters should be notified to the parents and a record of communication should be maintained. Students not responding even after notification to the parents should be brought to the notice of **VP/HM** for necessary action.

Entries in the attendance register:

- The class teacher should ensure that entries (student's name, mother's name,father's name and date of birth) in the class register are recorded strictly as per the "Admission and withdrawal Register" of the School.
- No change in Student's name, Date of birth, Father's name and Mother's name should be made without authorization from the Principal in writing.
- While marking the attendance in the class register a uniform pattern should be adopted.
For Students present 'P' should be written.
For Students absent without leave 'A' should be written.
For Students on leave 'L' should be written.
- All Class teachers should complete the monthly attendance record in the attendance register on the last day of every month and the same should be countersigned by their respective checkers.

The following data should be submitted to the class coordinator on the last day of every month.

- ▶ No. of students on roll (Boys –Girls-Total)
- ▶ Average attendance of the month (%)
- ▶ No. & name of withdrawals, if any & reason.
- ▶ Admission No. & names of the students suspended if any & reason.
- ▶ Calculate the total no. of attendance for the month by adding the attendance of each student for the month and mark it as 'A'.

$$\text{Daily average attendance (B)} = \frac{A}{\text{No. of meeting}}$$

$$\text{Average attendance in percentage (C)} = \frac{B}{\text{No. of students}} \times 100$$

- All the class teachers are supposed to send the list of students having less than 75% attendance to the Departmental Head at the end of every month.
- In case of absence of any student from school without leave for three consecutive days the class teacher shall intimate such absence to the Headmistress and shall also intimate the parents of the student telephonically.

Students' Diary

- Class teacher should ensure that the "Personal Data" information should be duly filled in the students' diary.
- School diary should be effectively utilised for :
 - ▶ Communicating relevant information to the parents.
 - ▶ Maintaining Record of Circular issued by the School and Acknowledgement by the Parents.
 - ▶ To be used as a medium of feedback for the parents and teachers.
 - ▶ Maintaining Fee Record
 - ▶ Maintaining Leave Record

Health, Hygiene and Cleanliness:

- Ensure the cleanliness and tidiness of the classroom, furniture and other objects.
- Check that the students finish their food in the recess period.

During Parent Teacher Meeting

- The teacher must keep all requisite records of each and every student of her class with her so that she may apprise the parents about the students' performance.
- A teacher must also maintain the record of the parents she meets during these sessions and get their signature.

Maintenance of furniture and fixture record: All**Class Teachers should**

- Keep a record of furniture and fixture of their respective classrooms in the maintenance notebook as per the instructions given.
- Instil positive values amongst the children and encourage them to keep the furniture in an orderly manner. Breakage if any should be brought to the notice of the H.M./V.P. immediately.

Payment of fees:

- The class teacher should ensure that the students pay their School fees and other dues by the stipulated date. Defaulters should be notified to the Departmental Head.