**GOOD FOUNDATION PREPARATORY SCHOOL, NAMUGONGO**

**TERM TWO 2023 TEACHERS’ WAYS OF WORK**

1. **ARRIVAL AND DEPARTURE**

* Teachers must sign in the teachers’ attendance register at both intervals
* All teachers are expected at school between 6:00a.m and 6:30a.m.Any teacher who will continuously come late or depart before time shall face disciplinary action.
* In case of absence, the teacher shall fill the absence form in the Head teacher’s office.

1. **DRESS CODE**

* Only Closed shoes should be worn at school except on weekends
* Very big earrings should not be worn at school
* Coloured hair and fancy hair styles will not allowed in school
* Skirts must be at least below the knees ,not transparent and not so tight
* Shirts should be tucked in
* Trousers should be fit for the school setting
* Finger nails should be short
* Ear phones at school are not allowed
* Sleeveless clothes are not allowed in school

**NB: A staff member shall be sent back home in case of indecency and will be required to change the attire and come back at school**

1. **ACADEMICS**

* The teacher must lesson plan daily and then submit the lesson plan to the HOD for approval. **Teaching without a lesson plan is punishable as the disciplinary committee shall decide**
* Teach practically (use the environment for things like plants, soil, counters etc. Submit requisitions in time if items ought to be bought e.g. fish, birds, shopping items etc.
* Ensure neat books and tidy work in the children’s books
* Ensure that you give reasonable assessments in books***( minimum is 10 numbers for Lower Primary and 15 numbers for Upper Primary)***
* Pupils’ books should be marked daily. Give feedbacks and do corrections with the learners and mark them (corrections) too.
* Write sample letters every day for learners to copy
* English is the only means of communication during lessons and at school
* Complete the syllabus in time and exhaustively
* Plan and submit Saturday and preps work to the DOS
* Ensure that you meet the set academic targets (80% of your learners in division one)
* Fortnight book inspection by HOD and then write a report and submit it to the DOS
* There will be micro teaching every Monday at 5:00p.m to 6:00p.m.All teachers must attend.
* There will be **ON SPOT EXAMS** derived from previous work taught, daily homework and holiday package. These exams will be given any time and day of the term as the DOS and Head teacher may decide.
* For Nursery teachers, the **timetable should strictly be followed**

1. **SCHOOL ASSEMBLIES**

* Assemblies will be held every Monday (8:00a.m to 9:00a.m )
* A particular class will be on duty as shown on the rota
* The class teacher of the class on duty should train pupils to handle all activites on/of the assembly

**Activities that**

* News reading (school, country, sports etc.)
* Previous weekly awards (cleanest class, smartest child per class, most punctual pupil and teacher best hand writer per class etc. **NB: The worst shall also be announced**
* At least one edutaining presentation e.g. a skit, poem, song
* At least one educative presentation e.g. a spelling activity, science experiment, a sound taught
* Proper singing of the anthems(school –Good Foundation, Uganda National Anthem, East Africa Anthem, Schools’ Anthem( We, young women and men of Uganda.. )
* Reciting of the Schools’ prayer(Look at me Oh God )
* Aerobics
* Bible / Quran verse teaching
* Weekly theme as shown on the Duty Rota

**NB: Teachers on duty or the class on duty shall repeat duty if all the above are not done to the required degree**

1. **HANDWRITING**

* Ensure that every child has a handwriting book
* Follow the handwriting time table
* Emphasize letter formation daily
* Sample letters and words daily in every lesson
* Handwriting books shall be checked any time
* Head of handwriting will write a report (fortnightly) about handwriting in school

**NB: A teacher whose children do not write as per the school policy shall be held accountable for bad handwriting of children and two written cautions/warnings shall be given and an ultimatum of two days for change.**

1. **HOMEWORK**

* Two subjects shall be taken every day
* Ensure that all children have taken home work
* Guide children on key words and question approach before children take it
* Home work should be marked and corrections made strictly on the following day
* HOD shall check Homework books/files and write a report fortnightly

1. **WEEKLY DUTY**

* Two teachers shall be on duty
* Duty shall be from Monday to Sunday (6:00a.m to 9:00p.m -after preps)
* Ensure all activities are done in time (assemblies, clubs, meals, polite language, minimize noise)
* The weekly duty report shall be submitted to the Deputy Head teacher on Monday before 8:00a.m
* One teacher must be at the gate every morning and at departure time
* The teachers on duty shall accompany children to Church on Sunday

1. **EVENING CLASS ASSEMBLIES**

* Release children at the time shown on the time table
* Ensure that all children have homework and all their property
* Ensure that all children are smart and clean (shoes, bags and uniforms before releasing them)
* Brief children about discipline (English usage, noise making, running)

1. **MEALS**

* Class teachers must accompany their children to the kitchen for meals
* Children will not be given food in absence of the class teacher
* Head of welfare should ensure that meals served are well cooked and enough for both teachers and pupils

1. **HOLIDAY PACKAGE**

* Should be marked in the first two weeks of the term and corrections done in the third week
* All holiday package books will be collected in the fourth week and submitted to the DOS for checking and stamping

1. **READING**

* Make good use of Library time
* Ensure that the DEAR day is respected
* There will always be a Reading checkup for all classes (any time)
* All subject teachers should ensure that children should be comprehensively taught the vocabulary in their respective classes and subjects
* Follow the time for teaching Reading as stipulated on the time table
* The Head of Reading shall write a report after every two weeks which will be submitted to the DOS

1. **COMMUNICATION**

* Always first engage your immediate supervisor (communicate through the right channels)
* Follow protocol in execution of your duties
* No communication should be made to the parents without the approval of the Head teacher.
* Communication ( teacher to teacher and teacher to pupil) should strictly be in English. **Speaking Luganda at school is unacceptable and punishable.**

1. **PUPILS’ DISCIPLINE**

* Enforce life skills/values on the teachers’ weekly duty rota
* Hold class meetings
* There will be character development sessions spearheaded by the senior man and woman as shown on the action plan of the term
* Embrace positive discipline e.g. writing letters of apology, giving additional work, giving short recess time, writing many pages in a very good handwriting, set timers for those that don’t finish work in time, let kids write simple punishments on paper so each time you need to punish, ask them to take out a chit and do what is written on it, isolation in class, tidying the classroom, seating rearrangement, sign caution/warning letters

**NB: Beating, slapping, knocking, abusing of children is unacceptable**

**Sending a child out of class is also unlawful**

* Make referrals in case of major indiscipline cases
* Train children to stand with their left hand in the chest whenever they meet a teacher or visitor on the compound
* Teach children to respect school property e.g. desks,books,water tanks,chalk,school walls etc

1. **LOVE AFFAIRS**

* Love affairs between staff members should not affect work in any way. If it does so, immediate dismissal of one or both victims shall be effected.
* Love between a teacher and a parent will call for disciplinary action or immediate dismissal of the teacher if proven true ( as the Disciplinary Committee may decide )
* Love between a teacher and a pupil will call for police notification for arrest

1. **ALCOHOLISM AND SMOKING**

* Strictly forbidden
* In case of any alcohol or smoke odour (smell) sensed, the victim will be sent back home till the next day.

**NB: 20,000/= (Twenty thousand shillings) shall be deducted from the victim’s monthly salary and given to the person that will have executed the day’s duties.**

1. **HEADS OF DEPARTMENT**

* Ensure that departments are functional( follow the meeting schedule –

Tue –

Wed –

Thur ---

Fri ---

* Follow the work plans
* Heads of department shall submit their supervision books to the DOS every Friday evening
* Compile a report fortnightly about what will have transpired in the department

**NB: A small monthly token as allowance shall be given to only those departments that will have performed as per the school policy following supervision of the DOS with the DEPUTY and approved by the Head teacher.`**

1. **SCHOOL IMAGE**

Every staff member is expected to portray a good image of the school while outside SCHOOL.

Any form of tarnishing the name of the school shall not be tolerated.

1. **SOCIAL WELFARE**

* Have constitutional contributions for staff members in times of joy and sorrow.

e.g. Wedding, Introduction, Graduation of staff member

* death of biological father, mother, sister, brother, son, daughter
* a staff member who has born a baby from the official partner
* End of year party for staff where best performers shall be given prizes and also exchange of gifts with secret friends
* End of year party for children ( buffet, bouncing castles, face painting, Father Christmas, Cutting cake,

1. **POLITE LANGUAGE**

* Ensure that the children you teach can ably express themselves following the guidelines given in the polite language template.
* Check up on this shall be carried out any time

1. **HEALTH AND SANITATION**

* Health parade after every two weeks for body checkups (fingernails, hair, ears,the neck,bad smell)
* Sensitize children on toilet manners
* Sensitize children on rubbish LAP( Look And Pick ) at break intervals
* Head of Health Club should ensure that drinkable water is is available all the time
* Class teachers should have health records of each child in their class. This information should also be submitted in the office of the Head teacher
* The head of sanitation shall fortnightly write a report about sanitation and submit it to the Deputy Head teacher
* The Deputy Headteacher shall ( together with the nurse) check on the children’s health status regularly and make referrals

REMEMBER: **YOU REAP WHAT YOU SOW**

**I wish you a blessed term and year of service.**

**BECAUSE WE ARE, THE NATION IS.**

SSEMANDA SSEMUGENYI STEVEN

HEADTEACHER