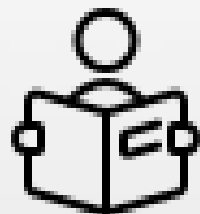


# FIRST ROYAL INTERNATIONAL SCHOOLS

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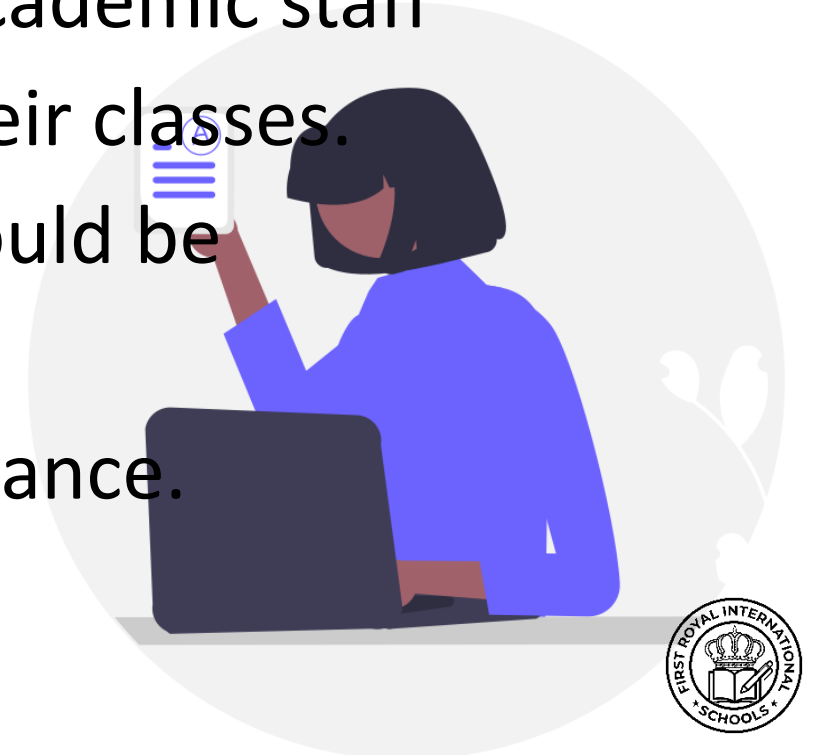
CODE OF CONDUCTS FOR TEACHERS

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It's beyond Classroom, It's lifelong knowledge and skills

1. You are to dress neatly, responsibly and corporate to school, shirt properly tucked in with tie for men, School T-Shirt should be worn only on Thursdays.
2. You should be very punctual to work. Work schedule is from 8:00am to 3:00pm (Monday - Wednesday) 2:00pm (Thursday) and 12:00pm on Friday. You are expected to be in school by 7:15am to receive your students/pupils and for necessary preparation before the day's work.
3. Lateness to school is prohibited while constant lateness is prohibited. You must have interest in the work and contribute to the upliftment of the school.
4. You are expected to be at the assembly ground on Monday and Friday. All academic staff are expected to be at the assembly ground, the class teacher standing by their classes. The coordinator should be on the assembly before the time. All the staff should be responsible for the students/pupils to be on the assembly.
5. Permission for absenteeism must be obtained from the Administrator in advance. Unnecessary permission from work will not be entertained.



6. In case of emergency, the affected staff must send somebody to notify the school or call the Administrator same day, as that will help in considering the impromptu excuse.
7. You can be assigned to any duty in the school or posted to any class to teach.
8. You are not allowed to entertain personal visitors during the school hours. In case of any urgent issue the visitors should be received in the secretary office.
9. You should maintain good relationship with each other.
10. Fighting other staff is prohibited in the school premises; such could attract suspension from the school authority.
11. Teachers are on probation for 3 months. During this period your appointment could be terminated with a short notice. In case of gross misconduct or dissatisfaction with your work you could be terminated. You can also terminate your appointment with a short notice.
12. You should participate in all school activities including those that may take place on weekends and after closing.



13. You are not to collect school fee or any money for the school.
14. You should not administer corporal punishment on the students/pupils. Only the Administrator can administer corporal punishment.
15. You should not be involved in any trading in the school.
16. Teachers are not allowed to meet any teacher for discussion in the class; you are to stay in your class or staff room.
17. Mobile phones should be on vibration; you could only answer calls outside your class room.
18. Teachers on duty are responsible for the students/pupils during break time and closing time.
19. You should not speak Pidgin English or vernacular in the school premises.
20. In case you want to leave the school finally, you are to handover all the school materials under your custody.



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