



# Athenia High School

## **STAFF HANDBOOK** 2025 - 2026

Web Site:  
<https://www.athenia.in/>

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# Athenia High School

*Athenia High is synonymous with quality education and is a pioneer in mootung all-round development. It fosters an education system which aims at the flowering of the child's physical, emotional, mental and spiritual personality. Our endeavour is to impart education which looks beyond the frontiers of formal education. It is, in fact, a preparation for lifelong learning. The school follows theory of Vasudhaiva Kutumbakam. Our passionate and skilled team members are here to help students make impact on the world.*

## Vision & Mission

*Athenia High School vision is to foster a learning environment where students explore, reach their potential, and make an impact on the world, while its mission is to impart education that aims at the nurturing of the child's physical, emotional, mental, and spiritual personality.*

## Quality Education at Athenia High school

**Students** are ready to learn and continue to learn throughout their time at school.

**School environment** is safe, supportive and sensitive to student needs.

**Teachers** are qualified and open to developing their teaching and interpersonal skills.

**School Management is** educated, responsive, open and accountable.

**Learning** is relevant, responsive and inclusive of students' needs.

**Communication is** regular, open, receptive and visible.

**School Focus is** developing life-long learners and contributing global citizens.



# Our Core Values

*Commitment to **holistic academic growth and development.***

At **Athenia High School**, we are committed to nurturing excellence in every sphere of a student's life. Our values serve as guiding principles for teaching, learning, and personal growth, ensuring that every learner is prepared to thrive in a rapidly evolving world.

## **Global Outlook**

- We foster a **global perspective**, encouraging students and staff to think beyond boundaries.
- We embrace and celebrate the **diversity of cultures** represented within our community, creating an environment of inclusivity and respect.

## **Academic Success**

At Athenia, academic success is defined by more than just grades—it is the development of skills, knowledge, and application:

- Mastery of strong **academic skills**.
- A curriculum that integrates **practical, technological, and innovative approaches** to learning.
- Languages taught as a **tool for skill development and global communication**.
- Training that empowers students to **apply knowledge to real-life situations**.
- Support from **qualified and dedicated staff**, ensuring quality education at every stage.
- Learning outcomes and results that are **benchmarked against global standards**.

*Upholding **justice, fairness, and integrity** in all interactions*

*Equipping learners with cognitive and behavioral skills to face challenges with confidence.*

*Learning to **think globally and act locally**, creating positive change in their communities*

## **Social Success**

Athenia nurtures socially responsible individuals who value relationships and community:

- Building a **strong sense of identity and self-worth**, with the ability to connect and communicate effectively.
- Fostering **cultural sensitivity and acceptance**.
- Encouraging a spirit of **unconditional service to others**.
- Maintaining a high level of **decorum and respect** in social living.

## **Personal Success**

We believe that true success lies in lifelong growth and inner strength:

- Inspiring students to be **lifelong learners**, guided by curiosity and inquiry.
- Cultivating a **value-based, ethical outlook** towards life.

## **Globally-Minded Citizens**

Our learners are prepared to contribute meaningfully to the world:

- **Valuing the human spirit** beyond cultural, geographical, or social boundaries.
- Developing **awareness and sensitivity to global issues** across all aspects of life.
- Recognizing the **impact of individual actions and choices** on the wider world.

## Academic Personnel

Director Academic	:	Ms. Leena Dua
Principal	:	Mr. Ashok Kumar
Vice Principal	:	Ms. Deepshikha Maan

### Senior Leadership Team (SLT)

Year 1- 4	:	Ms. Adeeba Rao
Year 5-8	:	Ms. Amtul Subhan

# General Information

## 1. Academic Year for all staff:

April of the current year to March of the following year.

## 2. School Timings:

- All staff are required to clock in and clock out at the Biometric machine. Staff must NOT clock in / out for anyone else.
- Clock in Time for all Teaching & Admin Staff 7:20 am
- Home Time
  - Year 1 - Year 13 & Specialist Teachers 1:45 pm
  - Administration Staff 4:00 pm
- Working hours:
  - Coming in after 7:25 am will be considered as **Late**.
  - 1<sup>st</sup> half 7:25- 11:25 am
  - 2<sup>nd</sup> half - 10:00-1:45 pm will be considered as ½ day leave.
- 3 **lates / early leaves** will be considered as 1 leave day.

### 3. Planning and Submissions

To ensure smooth teaching and learning, all mentors are expected to adhere to the following timelines and submission requirements:

- **Lesson Plans**
  - Lesson plans must be submitted **one week in advance**.
  - All plans for the upcoming week should be shared by **Monday**.
- **Teaching–Learning Material (TLM)**
  - All TLMs and resources for the upcoming week must be prepared and ready by **Saturday**.
- **Weekly Plan & Parent Communication**
  - A **weekly update** should be shared with parents every **Saturday**, including:
    - The week's plan.
    - Work PDFs / learning resources.
- **Homework and Assessments**
  - Homework and assessments should be prepared and shared strictly in line with the **Homework Policy**.
  - Timely communication with students and parents is expected to ensure clarity.

### 4. Attendance:

**Staff is entitled to school and public holidays unless required to perform school duties as per school requirements.**

- 7 leaves are allotted by the school in a year.
- All teaching and admin staff are expected to follow the school calendar.
- Teachers have to report to school, unless it is mentioned in the school work group.
- An absence on either the first day or the last day of the term and any other long break will be marked absent. (2 days)
- Urgent Personal Affairs (UPA) leave is at the discretion of the Principal and will only be granted under special circumstances. Staff should be aware that this places additional pressure on the staff that have to cover for them.
- Requests for leave must be made in advance on the teacher's Diary which must be submitted to Ms. Deepshika Maan for their authorisation and a WhatsApp message to Ms. Leena Dua.

- **Approval and Planning:** Upon approval of the leave request, employees are required to provide a comprehensive plan outlining the work to be covered during their absence. This plan should be submitted to the Year Coordinator.

This protocol ensures smooth operations and continuity in teaching activities during an employee's absence, with a clear framework for accountability and student welfare in place.

- **In the event of an emergency absence** it is imperative to inform either Ms. Deepshika **between 6:00 am and 6:30am** to facilitate the necessary cover arrangements. Furthermore, Ms. Deepshika should inform **respective Coordinators** to ensure awareness and support during the absence.
- Professional development leaves and exams leaves is granted at the discretion of the principal for school related qualifications and must be applied in writing and proof of study and examinations must be attached.

#### 5. **Experience Certificate**

Experience certificate is provided to Mentors who works for at least 1 year with us.

#### 6. **Resignations:**

An employee has to give 1-month notice of resigning. **There is no leave entitlement during the notice period. Any leave taken will be marked as unpaid leave.** Any Mentor who leaves without notice period will not get an experience certificate.

#### 7. **Salaries:**

- Salary is due between 10-15<sup>th</sup> of each month.

# Staff code of conduct

## 1. Objective, Scope and Principles

This Code of Conduct is designed to give clear guidance on the standards of behavior all school employees are expected to observe. School employees are role models and are in a unique position of influence, and must adhere to behavior that sets a good example to all the pupils within the school. As a member of a school community, each employee has an individual responsibility to maintain their reputation and the reputation of the school, whether inside or outside working hours.

This Code helps all staff to understand what behavior is / is not acceptable, regard should also be given to the disciplinary rules set out in the school. Staff should be aware that a failure to comply with the school's Code of Conduct could result in disciplinary action.

## 2. Setting an Example: Positive Language and Affirmation

Mentors are role models for students, and the language used in classrooms directly impacts student confidence and learning outcomes. All staff must:

- **Use Positive Language**
  - Discipline must always be maintained through respectful and positive language – mentors are expected to guide students with firmness and encouragement, while remembering that **corporal punishment in any form is strictly prohibited.**
  - Address mistakes as opportunities to learn.
  - Avoid using inappropriate or offensive language at all times
- **Provide Affirmations**
  - Encourage students consistently with phrases that highlight effort, improvement, and strengths.
  - Recognize even small achievements to build confidence.



- **Maintain an Encouraging Attitude**

- Show patience and empathy in every interaction.
- Model enthusiasm and positivity to create a safe, motivating classroom environment.

- **Use Positive Adjectives for Students**

- Examples: *hardworking, thoughtful, creative, resilient, responsible, kind, curious, determined.*
- Ensure that praise feels genuine and specific.

**Note:** Every word spoken by a mentor shapes a student's self-belief. Positive reinforcement must be the standard at all times.

### **3.Tutoring Policy**

- Mentors are **not permitted** to provide private tuitions to students of **Athenia High School** under any circumstances.
- Mentors may take tuitions for students from other schools, provided it does not interfere with their responsibilities at Athenia High School.
- This policy ensures fairness, avoids conflicts of interest, and maintains the integrity of classroom teaching and learning.

### **4. Safeguarding Pupils**

Staff have a duty to safeguard pupils from physical abuse, sexual abuse, emotional abuse and neglect and Keep Them Safe in Education throughout their employment.

The duty to safeguard pupils includes the duty to report concerns about a pupil or colleague to the school authorities.

Staff should treat pupils with respect and dignity and must not seriously demean or undermine pupils, their parents and their colleagues.

Staff should not demonstrate behaviors that may be perceived as sarcasm, making jokes at the expense of pupils, embarrassing or humiliating pupils, discriminating against or favoring pupils.

Relationships with pupils must be professional at all times. Physical relationships with pupils are not permitted and may lead to a criminal conviction.

Staff must refer to each other appropriately, by their professional or chosen names, where appropriate. Nicknames, surnames or mis-pronunciation might cause offence and should be avoided.

## 6. Honesty and Integrity

Staff must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of school property and facilities. Staff must not act on behalf of the school unless they have the authority to do so.

## 8. E-Safety and Internet Use

Photographs or video footage of pupils should only be taken using school equipment, for purposes authorized by the school. Any such use should always be transparent and only occur where parental consent has been given. The resultant files from such recording or taking of photographs must be stored in accordance with the school's procedures on school equipment.

## 9. Confidentiality

All mentors are expected to maintain the **highest standards of confidentiality** regarding students, parents, and staff. Personal information, academic records, or any sensitive matters must not be discussed outside the professional context or shared with unauthorized individuals. Respecting confidentiality builds **trust, integrity, and professionalism**, ensuring a safe and respectful environment for the entire school community.

## 10. Dress and Appearance

All staff must dress in a manner that is appropriate to their role and promote a professional image. Dress in a manner that is not offensive, revealing or sexually provocative.

- Suitable, smart and appropriate clothing (shirts, long tops) must be worn.
- Denim jeans, denim jeggings and leggings must NOT be worn
- Tracksuit bottoms and trainers are not to be worn, unless for P.E
- Men are expected to wear a formal shirt and pants.
- No aspect of an employee's dress or appearance should be politically motivated, sexually provocative, discriminatory, insensitive or offensive
- If visible, tattoos must not cause offence to others; if tattoos are likely to cause offence, they must be covered up whilst at work
- There may be special occasions or events when the dress code does not have to be adopted (e.g non - uniform days)
- ID Badges must be worn at all times

. Guidelines for staff not based in the classroom or office

- Appropriate clothing should be worn suitable for the role and responsibility
- Cleaning staff to wear the uniform provided by the school

Please ask if you are unsure of what is appropriate.

## 12. Use of Phones (School and Mobiles)

Staff members are **not permitted to use personal mobile phones during school hours**– unless previously agreed with SLT. All phones must be submitted to the office staff at the start of the school day and may be collected at dispersal time. Any violation of this policy will lead to the **confiscation of the phone** and further disciplinary action if necessary. This policy ensures that mentors remain fully focused on teaching and student well-being.

No calls will be passed through to staff unless it is an emergency during teaching/lesson time.

If a member of staff contacts parents about a child, they should inform the office and raise their awareness so that office staff know who has made the call if they ring back.

## PHOTOCOPYING

- The request for photocopies must be made at least a day before the due date. The request must be approved by the SLT.
- Teachers must:
  - check the sheet for presentation, format and grammar.
  - use both sides of the sheet (avoids wastage).
  - submit the sheet in the teacher's photocopy file stating the number of copies required to the relevant SLT for approval.

## **LIBRARY BOOKS**

- Books taken from the Library or Teachers resources issued from the must be returned to the Library.
- In the event that a borrowed item is lost, it is the responsibility of the borrower:
  - To replace the lost book with an identical copy
  - If a replacement copy is unavailable or not possible, to pay the market price to enable the school to acquire another cop

## **LOCAL / OVERSEAS PURCHASES**

- No item may be purchased by any member of staff unless authorized by the Principal of the school.
- Any purchase which has been approved must be accompanied by an official receipt for reimbursement.
- If you need to purchase small, locally available items, a request must be made to the Principal a week in advance.

### **Appendix 1**

#### **Confirmation of compliance**

- I hereby confirm that I have read, understood and agree to comply with the school's code of conduct.

Name: .....

Position/Post Held: .....

Signed: .....

Date: .....

