



Standard Operating Procedures of Ghaazee School

DAILY OPERATIONS

1. School is opened by the assigned office staff at 0630hrs
2. Support staff sign and do daily cleaning of grounds
3. Teachers and academic staff of morning session sign before 0640hrs
4. Budget and HR staff sign before 0800hrs
5. Class teachers are expected to be in their classes before 0645hrs after signing
6. Leading Teachers on supervision duty goes to their assigned areas after signing
7. Bell for Morning Session students to get into the school rings at 0650hrs
8. All the Students use gate no 1 to enter the school
9. 15 minutes of Reading Time for all the grades starts at 0700hrs
10. First period of morning session starts at 0715hrs
11. Each grade participates their grade assembly from 0715-0750hrs once a week

Day	Grade
Sunday	10
Monday	9
Tuesday	8
Wednesday	7
Thursday	6

12. Leading teacher in charge of timetables makes relief distribution if any teacher absents. This distribution will be done before 0700hrs.
13. Ground Assembly Starts at 0715hrs.
14. Foundation _UKG Students and GEMs Morning session arrive at 0715hrs

15. The main gate will be closed at 0725hrs
16. Recitation of Quran followed by school song will be done in all assemblies.
17. Grade students' performance, announcements of students' monthly achievements, general announcement and advice will be given during grade assembly time.
18. Class teachers will mark daily registers at the beginning of each session.
19. Morning Interval bell rings at 0930hrs
20. Interval break will be over at 0945hrs
21. Teachers will move according to their respective timetable.
22. Teachers who take the last period will come down with students and stay with students at the sendoff time.
23. Leading teachers on duty at session ending time will go to monitor floors and sendoff area.
24. Btec classes will end at 1030, Grade 6 session will end at 1135, Grade 7,8, 9 & 10 students will finish the session at 1215.
25. Every Tuesdays all the grades session time will be ended at 1140. At 1200 teachers attend to coordination meetings with their leading teachers. (Morning Session)
26. Parents will enter the school premises to fetch the students using gate 1 and 2
27. Students who are not fetched by the parent after 10 minutes of session ending time will be brought to waiting area. Academic office staff on duty will supervise the children.

Afternoon Session

28. Teachers and academic staff of afternoon session sign before 1230hrs
29. Class teachers are expected to be in their classes before 1235hrs after signing
30. Leading Teachers on supervision duty goes to their assigned areas after signing
31. Bell for afternoon Session students to get into the school rings at 1230hrs
32. All the Students use gate no 1 to enter the school.
33. Ground Assembly starts at 1305
34. 15 minutes of Reading Time for all the grades starts at 1245
35. First period of afternoon session starts at 1315
36. Each grade participates their grade assembly from 1425-1500 hrs. every other week

Day	Grade
Sunday	5
Monday	4
Tuesday	3
Wednesday	2
Thursday	1

Foundation and GEMs

37. Morning Gems teachers sign before 0640hrs
38. Afternoon GEMs Teachers sign before 1240hrs
39. Foundation Teachers 1 sign before 0700hrs

Foundation	Time
Session 1	0715-1015
Session 2	1030-1330

40. Leading teachers make relief distribution if any teacher absents. This distribution will be done before 1245hrs.
41. The main gate will be closed at 1340hrs.
42. Recitation of Quran followed by school song will be done in all assemblies.
43. Grade students' performance, announcements of students' monthly achievements, general announcement and advice will be given during grade assembly time.
44. Class teachers will mark daily registers at the beginning of session.
45. Afternoon Interval bell rings at 1500hrs
46. Interval break will be over at 1520hrs
47. After interval first period starts at 1520hrs
48. Teachers will move according to their respective timetable.
49. Class teachers will come down with students and stay with students at the sendoff time.
50. Leading teachers on duty at session ending time will go to monitor floors and sendoff area

51. Afternoon session ends at 1730hrs.
52. Remedial classes will be conducted every Sunday, Monday and Wednesday at 1730-1830hrs.
53. Parents will enter the school premises to fetch the students using gate 1 and 2
54. Students who are not fetched by the parent after 10 minutes of session ending time will be brought to waiting area. Office staff on duty will supervise the children.
55. Items brought by parents will be kept in office during session time.

COMMUNICATION

56. Internal communication is carried in form of internal memos, bulk sms, text messages, meetings, school website and within Viber groups
57. SMT meeting will be held every Sunday at 1130hrs
58. Budget and HR staff meeting will be held every other week Sunday at 0900hrs.
59. Weekly Coordination/sharing meetings are carried out Every Tuesday
60. Academic related admin staff meeting will be held every other week Tuesday at 1130hrs
61. Minor staff meeting will be held every other week Wednesday at 1300hrs.
62. Leading teachers' review meetings with principal are held session wise on every Monday. (Morning session at 0900hrs, Afternoon session at 1400hrs)
63. Weekly session meetings are held every Thursday. (Morning session 1245hrs, Afternoon session 1730hrs). These meetings are chaired by session deputy principal.
64. General Staff meetings are held every month.
65. PTA meetings are held once in a month. If there is an urgent need, PTA meets frequently.
66. Leading Teacher with grade teachers meeting is held every week.
67. General parent meetings for all parents are held termly.
68. PTS meetings are held after each semester.
69. Class teacher meeting with parents is held every other week (Monday and Tuesday) at 1730hrs (Grade 1-5)
70. Class teacher meetings (Grade 6-10) with parents is held in the middle of each Semester. (Date and time will be informed)

Procedure to handle Guests/Visitors:

1. Security guard will direct the guest to Academic office (Reception).
2. Reception Staff should clarify the details of the guests' visit. – Name of the guest, Reason for visit and the Staff to meet.
3. Reception staff should then inform the staff about the visitor/guest and get instructions.
4. If the visitor/guest is to be taken to another room, reception staff should accompany the visitor/guest.
5. If the visitor is a parent and came to submit any material, reception staff should make sure that the visitor/guest does not carry any plastic bags. The items brought by the parent must be kept in the academic office. Morning 0800-0900hrs. Afternoon (1300-1400hrs)
6. During session hours' parents are not allowed to visit classrooms.

Procedure of Requesting Security Camera Footage

1. In General, Security Camera footages are highly confidential.
2. If there is any need for security camera footage, a written document must be produced via E-mail or any other mode.
3. A permission to see a Security Camera footage will be given by the head of school.
4. CCTV camera footage can only be permitted to watch from IT room.
5. Sending CCTV Camera Footage through any mode of communication is highly prohibited.