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DAV NUPPL PUBLIC SCHOOL

A Co-Educational English Medium Public School

(Managed by DAV College Managing Committee, New Delhi – 110055)

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Dear staff members

There have been certain observations in the past few days which need attention, implementation and rectification for the smooth functioning of the school and better learning of the students. Hence, it is requested to please go through the points mentioned below carefully:

- These days are very crucial. Syllabus completion must be the top priority as it must be completed within the month of December. Hence, make the best use of the time available.
- Test Series for classes I to VII and Pre-Board Examination for class VIII are being scheduled in the month of January 2022. Inform the students about the same please. Start preparing too.
- Kindly conduct oral and written class tests of the students and ensure that their notebooks are complete and checked.
- Keep the parents informed about their child's performance. Be in regular touch with them.
- Keep yourself abreast with the latest observations related to your subject and consider it your moral duty to impart a lot and the best to your students.
- It becomes a matter of great concern when students of any class are showing indiscipline. It's all the more worrisome when they do the same in the presence of a teacher. Hence, ensure that there is perfect discipline at school and in the respective classrooms.
- It has been noticed that some teachers sit / stand idle during their arrangement periods which is not acceptable. Whatever time we get with the students, it must be utilized in the most fruitful way. Also, the message must not get spread that 'nothing happened in the class today'. Therefore, it's everyone's duty to ensure that no arrangement period goes unused. The teacher taking the arrangement period must do something productive that aids in students' learning of anything relevant to them. Hold worthy discussions if there is nothing else to do.
- It has also been observed that several teachers are not reporting to their classes in time though they are present in school. Also, teachers allotted arrangement periods are not reporting in time. Please note that this is something unbearable as our students who are totally our responsibility at school are at stake. Children have the tendency to be more active in the absence of the teacher and they may hurt each other or themselves if let free. If any such case is reported, the teacher who has been allotted the class there will be held accountable and action will be taken against the instance noticed.

- Kindly check the timetable well as it has been noticed that several teachers do not remember their classes' schedule that results in wastage of time and gives the chance to the students to roam here and there.
- Sitting while teaching is strictly prohibited. Repetition of this may lead to the removal of chairs from all the classrooms.
- Some staff members are arriving school late on regular basis. This habit must be changed immediately to avoid any strong measure being taken by the school authorities.
- Taking leave is not a matter of right. It is to facilitate school's cooperation to its staff in case of emergencies. Taking too many leaves hampers the normal functioning of the school that affects the students adversely. Keeping students' interest in mind, the staff must try to be absent from the school as less as possible.

Also, prior sanction of any leave is mandatory for any number of days. Too many days leave must also be avoided. Emergencies are unavoidable and are understood, but in other cases, any leave to be taken must be approved by the school authorities at least one week before.

Also, it is the duty of the staff taking leave to inform the Timetable In charge well in time so that the necessary arrangements can be made one day before.

- It has come to the notice of the school management that some teachers are taking private tuitions. Please note that DAV Staff is not allowed to take private tuitions, hence, refrain from it. If any child needs extra classes, the school will schedule remedial classes for them after the school hours. Kindly inform the parents about the process that the school will follow to assist the students in need in their weak areas. Please note that strict action will be taken against the staff member not following the protocol.

All the above readings have been considered and shared from the point of view of maintaining discipline at school and facilitating attainment of maximum level of positive learning for the students. Hence, everyone's cooperation is indispensable. Each and every staff member is a pillar of the school. The school is in its infancy and hence negligence on any part will result in fall. Hence, it is urged to give the best to the school and its students so that the mission can be accomplished.

Also, kindly feel free to discuss your genuine concerns in the office, if any.

All the best!
Keep rising and keep shining!



(Priyanka Gaur)
Head