

National Grammar School



Staff Handbook

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PRINCIPAL'S MESSAGE

As a faculty member of NGS, you are a part of a strong academic team which is determined to make NGS the number 1 institution in this country. I expect you to be thoroughly conversant with all the policies and procedures of this institution and to follow the same in letter and spirit. Please look at the NGS core values again and again and understand that we have a huge responsibility towards our students. It is incumbent upon us to put our students before us and do our best to ensure that we have bright, smart and above all good human beings graduating from this institution.

Reputable universities first look at the grades attained at both O-level and A-level. Our mission is very clear. We shall strive to ensure that our students attain the best possible grades that they are capable of in all external examinations.

I know that most of you all are capable of higher positions in life. The fact that you choose to teach says volumes about the person that you are.

Every activity in this institution has certain objectives. I would like all academic staff members to be aware of both the obvious and the hidden objectives. We will have staff meetings every Friday after school where I would like you to share my vision while I shall share yours.

Let us pray for the health and prosperity of our families, our institution and above all our country.

Aameen! With Dua & Salaams

Nayyar Ali Shah
Principal

NGS LIBERTY CAMPUS LAHORE STAFF & TEACHER HANDBOOK

The School expressly reserves the right to change policies and procedures. The faculty members shall be bound by changes as they become effective. The School Principal will maintain the official version of the *Teacher Handbook*. It will also be available with the Academic Coordinators . The individual faculty member is responsible for keeping himself / herself informed of the provisions currently in effect. Faculty members should also familiarize themselves with the *Student Handbook*, various other publications, and official directives and memoranda issued by the School from time to time.

ADMINISTRATIVE STAFF

Mr. N.A. Shah
(Principal)
principal@ngs.edu.pk

Mr. Pervaiz aziz
(Assistant to Principal for Quality Assurance)
pervaiz@ngs.edu.pk

Mrs. Sadia Mahmood
(A-Level Coordinator)
sdiamahmood@ngs.edu.pk

Ms. Fatima Shahid
(O-Level Coordinator)
fatimashahid@ngs.edu.pk

Syed Sheharyar Shah
(Middle School Coordinator)

Mr. Mirza Raza q
(Bursar)
razaq@ngs.edu.pk

Mr. Behram Shah
(Sports Director)
behran@ngs.edu.pk

Ms. Ayesha Fayaz
(Activities Coordinator)
khadija@ngs.edu.pk

Ms. Sumaira Sadiq
(Examination Coordinator)
sumaira@ngs.edu.pk

TEACHING FACULTY

A list of NGS teachers with their emails is available in the operation office.

E-CULTURE

To improve the speed and efficiency of communications, the preferred mode of communication at NGS is the email. All teaching staff at NGS have an email address. Memos, schedules, events, holidays and other information will be communicated through emails. Teachers will be submitting their tests/examination papers through emails.

NGS VALUES

In our service to students, their families, members of the larger community and each other we will ensure that all of our decisions and actions are directed by our core values:

Excellence Integrity Merit Discipline Unity

OUR MISSION

Our mission is to prepare and encourage our students to become lifelong learners and productive citizens guided by our core values.

To accomplish our mission, our goals are to:

- Encourage the love of learning and acquisition of knowledge.

- Develop a spirit of enquiry and independent research in our students.
- Promote critical thinking and problem solving skills.
- Improve social skills (i.e. self-control, self-esteem, self-respect, self-motivation, conflict resolution, cultural diversity awareness and acceptance).

NGS POLICIES AND PROCEDURES

A copy of “Service Rules and Regulations” is provided to each teacher and other employees at the time of their appointment. The faculty members should familiarise themselves with these Service Rules. The School expressly reserves the right to change policies, benefits, and procedures, and faculty members shall be bound by changes as they become effective.

Copies of Teacher Handbook and Student Handbooks are available in the Coordinators’ office. A copy will also be provided to each teacher. Teachers are encouraged to review these handbooks periodically, preferably at the start of each semester. Suggestions for improvement will be welcome.

STANDARDS FOR TEACHER QUALITY

Teachers’ are expected to:

- Be committed to their students
- Set high expectations and goals.
- Be creative.
- Be positive.
- Be firm, fair, consistent, and loving with students.
- Care about one another.
- Respect colleagues.
- Confer discreetly with students when disciplining.
- Refrain from idle gossip at all times.
- Be punctual and regular.
- Be familiar with the faculty and student handbooks.
- Read memos and check e-mail daily.
- Constantly improve their repertoire.

CODE OF ETHICS AND STANDARD PRACTICES FOR NGS TEACHERS

STATEMENT OF PURPOSE.

- The NGS teacher shall comply with standard practices and ethical conduct towards students, professional colleagues, management, parents, and members of the community and shall safeguard academic freedom.
- The NGS teacher, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty.
- The NGS teacher, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession.
- The NGS teacher, in accepting a position of public trust (being a teacher), shall measure success by the progress of each student towards realization of his or her potential as an effective citizen.

ENFORCEABLE STANDARDS.

1. A teacher shall not knowingly engage in deceptive practices regarding policies of the School.
2. A teacher shall use his or her experience and good judgment in supporting his or her discipline and furthering the School’s mission.
3. A teacher shall not use institutional or professional privileges for personal or partisan advantage.
4. A teacher shall neither accept nor offer gratuities, gifts, or favours that impair professional judgment or to obtain special advantage.
5. A teacher shall not falsify records, or direct or coerce others to do so.
6. A teacher shall not reveal confidential health or personnel information concerning colleagues or students unless required by the institution or the law.
7. A teacher shall not make false statements about a colleague or the school system.

8. A teacher shall not discriminate against or coerce a colleague on the basis of race, colour, religion, national origin, age, sex, disability, or family status.
9. A teacher shall not engage in malicious actions that may harm the School.
10. A teacher shall not treat a student in a manner that adversely affects the student's learning, physical health, mental health, or safety.
11. A teacher shall not misrepresent facts regarding a student.
12. A teacher shall not exclude a student from participation in a program, deny benefits to a student, or grant an advantage to a student on the basis of race, colour, sex, disability, national origin, religion, or family status.
13. A teacher shall not engage in physical mistreatment of a student.
14. Teachers shall not solicit or engage in sexual contact or a romantic relationship with students.
15. Teachers shall not allow any student to consume alcohol, do drugs or smoke in their presence.
16. Teachers and staff members shall not harass, in any way, any other staff member.

Misconduct

A faculty member who engages in conduct incompatible with the responsibilities of faculty membership as provided in this handbook or elsewhere in the written policies and practices of the School may be subject to sanctions, up to and including dismissal. Faculty misconduct can take many forms, including but not limited to the following:

- Academic dishonesty
- Violation of academic or professional ethics
- Corporal punishment to a student
- Incompetence
- Disregard or failure to fulfil academic responsibilities
- Moral turpitude
- Harassment
- Felonious act

Procedure to report misconduct

Any case of misconduct must be reported to the Principal by email immediately. The Vice Principal, The Head of administration and the Discipline Coordinator must be copied to ensure immediate action.

Committee for investigation of cases of harassment:

In accordance with the law, a committee of the following personnel will investigate any reported case of harassment of a staff:

principal@ngs.edu.pk

sadiamehmood@ngs.edu.pk

pervaiz@ngs.edu.pk

viceprincipal@ngs.edu.pk

The staff is advised to email details any case of untoward incident to the above listed personnel.

POLICIES AND PROCEDURES FOR INSTRUCTION AND ASSESSMENT

Lesson Planning: Good lessons begin with good planning. We expect our teachers to prepare their lessons and tutorials to the highest standard of modern teaching practices and teaching aids. The Cambridge syllabus for each subject usually contains a scheme of work. A teacher may use this scheme or adjust it to suit his/her preference as long as the course aims and learning outcomes are achieved effectively within the specified time. All lesson plans must be discussed and mutually agreed to with the concerned Academic Coordinator. Teachers should prepare their lesson plans electronically (MS Word, MS Excel) and email the completed Form 01/10 to the respective Coordinator. Hand written Lesson Planners will not be accepted.

Lesson planning begins with putting down the entire syllabus on the prescribed Form 01/10 and fill Daily Lesson Plan on Form#: 138/10/16 down to the minutest individual heading/concept of each topic, indicating the expected date of delivery of each lesson. The lesson plans must be discussed and mutually agreed between the teacher and the coordinator. The purpose is to have a very clear idea of how the entire course is going to be completed during the year. It may not be possible to follow the teaching plan faithfully at all times, however, it does help in organizing teaching and keeping lesson delivery under control in a systematic way. Planning must ensure that there is enough time for examination practice

within the specified time period. Lesson planning Form should also include the possible dates of class tests; Expected/planned assignments; any group activities like presentations/group discussions/role playing/simulations.

- Teachers must use English at all times during lectures, discussions and presentations. To develop learning and answering skills teachers are required to use terminology relevant to the subject being taught and **insist** that students use the same terminology in their notes, answers, presentations and discussions. Use of easy English to deliver the lesson makes it easy for students to understand the lesson. Keep in mind the English comprehension and vocabulary limitations of the class as a group.
- Multimedia helps better understand the subject and saves teaching time. Therefore we require our teachers to make use of multimedia as much as possible to enhance student learning and to complete the course syllabus as quickly as possible without lowering the learning outcomes.
- Teachers should encourage students to get into the habit of looking up the notice boards within each class which the teachers should use to put up class specific material.
- Communicating changes in lesson plans or other course related matters in advance lessens student-anxiety and gives them time to adjust and therefore makes the job of teaching somewhat less demanding and also saves time. Therefore it is a good practice that teachers indicate such changes in advance, after consultation with the coordinator. Teacher should make use of class notice boards and internet for this purpose.
- Teachers are required to prepare various reports in the prescribed Forms given in the Appendices. Forms also indicate when these have to be submitted. We also expect teachers to type their own tests or examination papers, notes or hand outs and other material intended for students. Our service standards, or core values, of learning, excellence, integrity, merit and discipline must be evident in our grading and reporting policies and practices.

TEACHER OBSERVATION

From time to time, teachers will be observed in the classroom by designated personnel who may be their peers, coordinators or an observer specifically appointed for this purpose. These observations will be the basis of providing a feedback to the teachers identifying areas that need improvement and strengthening. Please keep in mind that these observations are meant to help improve the abilities of the teacher. These will not be used for censure. Complete cooperation on the part of teachers in implementing this process of quality assurance is expected.

ACADEMIC CALENDAR

Faculty members should study and familiarise themselves with important dates and their own schedules according to the academic calendar.

TIME TABLE

Each teacher will be provided with her/his individual time table. The overall consolidated time table for the school will be put on the students notice board.

WORKING HOURS

Working hours usually spread over a period of seven hours on all working days except Fridays when the working day will usually be of 5 hours. Actual timing is to be announced at the start of each semester.

TEACHER ATTENDANCE

All teachers are expected to take their scheduled classes according to the agreed programme and time table. Punctuality and regularity are good virtues. We expect teachers to be in the class within 2 minutes of the start of the unit. Students will be allowed in only after the teacher has entered the class. This will give the teacher time to set up multimedia presentation if required. Teachers can leave after the school has closed for the day.

FACULTY/STAFF MEETINGS

Staff meetings are necessary to monitor progress and ensure quality. Teaching staff is expected to attend all the meetings whenever these meetings are called.

DRESS CODE FOR TEACHERS

Teacher should choose carefully the clothes worn to school. Tee shirts, shorts, jeans, tight fitting clothing and casual foot wear are not appropriate for male teachers. Preferred dress for teaching faculty (males) is shirt, trouser, neck tie in summers and shirt, trouser, neck tie and jacket or suit in winters. Female teachers should dress up; keeping in view the age group and back ground of O & A-level students. Short tops with tight fitting jeans, sleeveless dresses and tight fitting clothing are not appropriate.

RELATIONSHIP WITH STUDENTS

Teachers should respect students' privacy and intellectual pursuits; act as advisers and mentors for their students. Teachers must display model behaviour and ethics appropriate for students to emulate. They should never take unfair advantage of the student/teacher relationship.

RELATIONSHIP WITH COLLEAGUES

Faculty members should treat their colleagues and others with respect and deference, and should fulfil their responsibilities to assess their colleague's performance honestly and without prejudice. They have a duty to shoulder their fair share of the task of serving the academic unit i.e. the School.

ACADEMIC HONESTY

Faculty members shall give their best efforts to their scholarly activities, maintaining absolute honesty and deference to truth and fairness.

RELATIONSHIP WITH THE SCHOOL

Faculty members should abide by the policies and procedures of the School. Teachers should voice any opposition to such policies and procedures in a constructive manner, rather than attempt to subvert, ignore or indiscriminately attack policies with which they disagree. **Their purpose should be to improve the functioning of the institution and to offer positive criticism where they find problems.**

STUDENT ATTENDANCE

Attendance is marked in every class. Completed attendance sheets/registers are handed over to the concerned coordinator. A student is expected to attend at least 85% of the sessions in a semester for each subject. Teachers must therefore alert the student who is running short of the required attendance. Teachers are responsible for reporting attendance accurately.

DISCIPLINE

Discipline in and outside class is essential. Teachers have close contact with the students and have a strong influence on student behaviour. They can exert this influence in the class and outside the class. A proactive role by teachers, particularly outside the class, can help create an ambiance that discourages undesirable/unacceptable behaviour and therefore minimize the need to invoke the penalty codes. Teachers should be observant at all times and must intervene or inform management when they observe trouble. For serious violations teachers can lodge an FIR with the Principal. Once an FIR is lodged action will be initiated. There will be a permanent 'Discipline Committee' that will investigate all cases referred to it by the Principal and suggest appropriate action. Committee decisions can only be reviewed by the Committee.

CLASSROOM CONTROL

Discipline is an essential factor in guiding students to achievement of their full potential. It is the teacher's responsibility to try to help each student develop normally and control such anti-social responses. In cases where the teacher is not able to achieve this goal, the teacher should turn to the administration as the first step in getting help. Teachers should familiarize themselves with the student discipline and conduct codes.

IMPORTANT:

At the start of class, the teacher will have the classroom opened and let the students in. At the end of the unit the teacher will be the last person to leave the classroom. The idea is that entry and exit must be supervised to minimise the chances of damage to school property. A classroom not in use must be locked.

READING PACKS

Teachers have a responsibility to their students for ensuring that they get all the necessary reading material they need to cover the course content. Subject teachers may prepare a reading pack for their classes if they feel it is essential for effective and better understanding of the syllabus.

PREPARING/TYPING TESTS/EXAM PAPERS

Teachers are expected to type all their tests and examination question papers themselves. Typed tests or question papers must be emailed to the respective coordinators for record and approval. Solution paper / marking scheme should also reach the coordinators for approval. Cut-n-paste should be avoided in setting test papers.

PHOTOCOPYING

Please remember there are others who will have photocopying work as well. It would, therefore, be essential that all photocopying material is handed over to the LRC incharge 48 hours (2 days) before the date copies are required.

LABORATORY WORK

Lab work is an essential instrument for developing understanding and concrete concepts. NGS has well equipped science labs as well as computing labs.

Teachers are required to prepare lab experiments in advance and discuss those with the relevant coordinator. They also need to inform Lab Assistant, at least two days before the experiment. The lab assistant needs time to prepare solutions and fix required equipment for the experiment.

ACADEMIC POLICIES 2016-2017

Periods per week (break – up)

From Mondays to Fridays, the duration of one period is 40 minutes.

SUBJECT	VI	VII	VIII	O1	O2	O3
English	7(2+2+2+1)	7(2+2+2+1)	7 (2+2+2+1)	4 (2+1+1)	4(2+1+1)	8(2+2+2+2)
Urdu	7(2+2+2+1)	7(2+2+2+1)	7 (2+2+2+1)	5 (2+2+1)	5 (2+2+1)	
Pak. Std	4 (2+2)	4 (2+2)	4 (2+2)	5 (2+2+1)	5 (2+2+1)	-
Islamiyat	2 (1+1)	2 (1+1)	2 (1+1)	5 (2+2+1)	5 (2+2+1)	-
Mathematics	6 (2+1+1+2)	6 (2+1+1+2)	6 (2+1+1+2)	5 (2+2+1)	5(2+2+1)	8(2+2+2+2)
General Science	6 (2+1+1+2)	6 (2+1+1+2)	6 (2+1+1+2)			
Computer	2 (1+1)	2 (1+1)	2 (1+1)			
Art	2 (1+1)	2 (1+1)	2 (1+1)			
Chem / Eco				3 (2+1)	3 (2+1)	5 (2+2+1)
Phy / Acc				3 (2+1)	3 (2+1)	5 (2+2+1)
A. Math/Business				3 (2+1)	3 (2+1)	5 (2+2+1)
Bio / Comp				3 (2+1)	3 (2+1)	5 (2+2+1)

P.E	2	2	2	2	2	2
Total	38	38	38	38	38	38

SUBJECT	A1	A2
Physics / Business	6 (2+2+2)	6 (2+2+2)
Biology / Economics/ Further Maths	6 (2+2+2)	6 (2+2+2)
Chemistry / Psychology/ World	6 (2+2+2)	6 (2+2+2)
Mathematics / Sociology	6 (2+2+2)	6 (2+2+2)
AICT / LAW/ Media Studies	6 (2+2+2)	6 (2+2+2)
Accounting / Art & Design	6 (2+2+2)	6 (2+2+2)
Urdu / English Lang/Eng Lit	4 (2+1+1)	4 (2+1+1)

VI to O1 CLASS TEACHING WEEKS IN 2016 - 2017

SEMESTER 1

Months	Weeks	Days
Aug 22 – September	5.2 weeks	27 teaching
October	2.3 weeks	13 teaching
Mid-Semester Exam	1 week	5 exams
November	4.2 weeks	22 teaching
December	1 week	5 teaching
December Exam	2 weeks	10 exams
Total # of Days		82 days

SEMESTER II

Months	Weeks	Days
January	4.2 weeks	22 teaching
February	4 weeks	20 teaching
March	1.5 weeks	8 teaching
March Exam	1 week	5 exams
April	4 weeks	20 teaching
May	2 weeks	10 teaching
Final Exam	2 weeks	12 exams
Total # of Days		97 days

O-2 CLASS TEACHING WEEKS 2016 - 2017

SEMESTER 1

Months	Weeks	Days
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August	4.3 week	23 teaching
September	4 weeks	20 teaching
October	2.3 weeks	13 teaching
Mid-Semester Exam	1 week	5 exams
November	4.2 weeks	22 teaching
December	1 week	5 teaching
December Exam	2 weeks	10 exams
Total # of Days		98 days

SEMESTER II

Months	Weeks	Days
January	4.2 weeks	22 teaching
February (Prep Test I)	3 weeks	4 exams
February (Prep. Test II)		4 exams
February (Prep. Test III)		4 exams
February (Prep. Test IV)		4 exams
Promotion/Mid-Semester II Exam	2 week	10 exams
April	4 weeks	20 teaching
Total # of Days		64

A-1 TEACHING WEEKS 2016-2017

SEMESTER 1

Months	Weeks	Days
September	4 weeks	20 teaching
October	2.3 weeks	13 teaching
Mid-Semester Exam	1 week	5 exams
November	4.2 weeks	22 teaching
December	1 week	5 teaching
December Exam	2 weeks	10 exams
Total # of Days		75 days

SEMESTER II

Months	Weeks	Days
January	4.2 weeks	22 teaching
February	4 weeks	20 teaching
March	1.5 weeks	8 teaching
March Exam	1 week	5 exams
April	4 weeks	20 teaching
May	2 weeks	10 teaching
Final Exam	2 weeks	12 exams
Total # of Days		98 days

O-3 & A-2 TEACHING WEEKS 2016-2017

SEMESTER 1

Months	Weeks	Days
August	4.3 week	23 teaching
September	4 weeks	20 teaching
October	2.3 weeks	13 teaching
Mid-Semester Exam	1 week	5 exams
November	4.2 weeks	22 teaching
December	1 week	5 teaching
December Exam	2 weeks	10 exams
Total # of Days		98 days

SEMESTER II

Months	Weeks	Days
January	4.2 weeks	22 teaching
February (Prep Test I)	3 weeks	4 exams
February (Prep. Test II)		4 exams
February (Prep. Test III)		4 exams
February (Prep. Test IV)		4 exams
Mock Exam	2 week	10 exams
April	4 weeks	20 teaching
Total # of Days		64 days

Student Exercise Books

Class VI, VII

SUBJECT	CODE	Quantity
English	SL3	2
Urdu	BL3	2
Maths	SL3, GR3	2, 1
Islamiyat	SL3	1
History	SL3	1
Geography	IL3	1
Computer Studies	SL3	1
General Science	IL3	2
Art	SK Big	1

Class VIII

SUBJECT	CODE	Quantity
English	SL3	2
Urdu	BL3	2
Maths	SL3,GR3	2, 1
Islamiyat	SL3	1
History	SL3	1
Geography	IL3	1
Computer Studies	SL3	1
Phy / Chem / Bio	IL3	3
Art	SK Big	1

Class O1 & O2

SUBJECT	CODE	Quantity	SUBJECT	CODE	Quantity
English	SL3	2	Physics	SL3, IL3	1, 1
Urdu	BL3	2	Chemistry	SL3, IL3	1, 1
Maths	SL3,GR3	2, 1	Biology	SL3, IL3	1, 1
Islamiyat	SL3	1	Accounting	SL3	1
History	SL3	1	Economics	SL3	1
Geography	SL3,IL3	1, 1	Commerce	SL3	1
Computer Studies	SL3	1	Add. Maths	SL3, GR3	2, 1

Class O3

SUBJECT	CODE	Quantity	SUBJECT	CODE	Quantity
English	SL3	2	Physics	SL3, IL3	1 , 1
Urdu	*		Chemistry	SL3, IL3	1 , 1
Maths	SL3,GR3	2, 1	Biology	SL3, IL3	1 , 1
Islamiyat	*		Accounting	SL3	1
History	*		Economics	SL3	1
Geography	*		Commerce	SL3	1
Computer Studies	SL3	1	Add. Maths	SL3, GR3	2, 1

*Subjects not offered in O3

Middle section and O-level students will have exercise books as per above tables.

Where two SL3 notebooks per subject are used, the respective teachers should name them as set A and B notebooks. These sets can be used as class work and homework note books or as paper 1 and paper 2 notebooks.

A-level students can submit their assignments on sheets of paper acceptable to the teacher.

Home work Policies for Middle Section and O-Level

The rules regarding homework are as follows:

Students are expected to keep themselves updated and informed of the homework assigned and the collection days. It is the responsibility of a student to obtain the homework from their subject teacher or class mates. Absence on the day homework is given will not be accepted as an excuse for not doing the homework.

All the assigned homework must be completed and submitted on the due day immediately after assembly to the class teacher.

Students who have to be in the make-up class must make necessary arrangements on their own for their pickup after the class.

The teachers will collect the homework according to the specified **Home work collection days**. Teachers must ensure that the homework / assignments given are written in the teachers' diary.

Homework for MIDDLE SECTION is collected as follows:

Mondays : Mathematics & English
 Tuesdays : Urdu & Computers
 Wednesdays : General Science
 Thursday : Islamiyat & Social Studies
 Friday : Art

Homework for O-level classes is collected as follows:

Mondays : Mathematics & English

Tuesday	:	Urdu & Physics / Accounting
Wednesday	:	Islamiyat & Biology / Computers
Thursday	:	Pakistan Studies & Chemistry / Economics
Friday	:	Ad. Maths / Commerce

Students who are unable to submit the homework on the DUE DAY for whatever reason are made to complete the work during the **“make-up class”** after school. The respective subject teachers are responsible for reporting the students to the discipline coordinator. Chronic cases are dealt strictly through NGS penal code.

Home work Policies for A-Level

A-level students should be given a minimum of five assignments on each subject per semester, which are to be collected on the specified assignment collection days. Students who are unable to submit their assignments on due date, for whatever reason, may be required to complete it in a make-up class after school.

Make-up Class

Students of (VI – O3) who do not submit their home work or submit low quality work will attend a make-up class after school for one hour. There will be a 15 minutes lunch break before the make-up class. The make-up class will be started by the Discipline Coordinator and the respective Teachers. Peer teachers (A-level students) will supervise the make-up class.

Late to School / Absent without leave

Rules for late comers and absent without leave

If a student is late to school (Arrives after the bell), the Discipline Coordinator will record his / her name on the register and issue a **Yellow Card** for every three lates.

If a student is Absent without leave, a **Yellow Card** is issued for each offence unless an application from parent with a valid reason is submitted.

Note: Yellow cards given for late arrivals / Absents will not convert into PINK or RED cards.

Substitution Classes

The Principal’s office will issue substitution duty schedule in the first unit every day. Substitute teachers are required to engage the students in a productive activity for the entire length of the unit. A substitute folder of each level till O1 must be maintained and following regularly.

Public Speaking

Public speaking is mandatory for Middle section, O-Level and A-Level students. It will be scheduled at the last week of every month in English units. The teacher will invite the Coordinators / Principal for Public Speaking Competition to grade the students

Record Keeping

The following instruments are used for record keeping

1. Course files
2. Teacher Diary
3. Course outline form
4. Learning feedback form
5. Revision planner
6. Attendance register

7. Instruction and Observation Register (to be maintained by the Principal's Office)

1. Course file

A SEPARATE COURSE FILE IS MAINTAINED FOR EACH SUBJECT

The contents of the Course File will comprise of but not limited to:

Course outline / planner form No. 01/10

Class List

Revision planner form No.04/12

Copies of all class tests complete with date / topic

Copies of all worksheets / assignments given

Copies of all notes given to class

Student presentations including copy of best presentation

Best student work (Mid & End semester examinations)

List of Text Books for the year

Reference books used

Report on any other thing that was done to enhance learning

2. Teacher Diaries

Teacher diary is written after each class to record the work done in the class, home work given and any other activity done in class. Marks of class tests and assignments are entered in the teachers' diary. Teacher diaries are submitted for coordinators signature every fortnight. All marks noted down and required to be signed by the final authority.

3. Course outline Form/Lesson Planner (No. 01/10)

There are separate forms for each subject of VI, VII, VIII, O1, O2, O3, A1 & A2. These forms give details of weekly syllabus to be covered during the year.

Every teacher must email a copy of the Lesson planner to the Academic coordinator.

4. Learning feedback Form (N0.02/10) & (No.02/10A)

Every two weeks the subject teacher will be asked to fill out the front page of this form (No. 02/10) and bring it to the coordinator in the scheduled academic meeting for information and action.

The coordinator takes feedback from the class reps on the back page (No. 02/10A) and passes the information back to the teacher. The coordinator files this form in the "**Teacher Performance and Feedback File**".

5. Revision planner (Form No. 04/12)

The teacher prepares the revision planner and gives it to each student.

The teacher will write the topics and the sub topics carefully on the computer.

The teacher will take student feedback from time to time especially before a major test / exam.

Based on the feedback, the teacher may decide to repeat any topic.

Every teacher must email a copy of the revision planner to the Academic coordinator.

6. Attendance Register

It is the responsibility of the class teachers (class VII – O3) to take **class attendance** during the first 10 minutes. The register is placed in the Discipline Coordinator's office after recording attendance.

Subject teachers will take attendance in their respective units and submit the attendance register to the Discipline Coordinator's office at the end of the day.

Subject attendance should also be marked by the subject teachers. In the first two minutes, the teacher will make a head count of the students and mark "A" against absent students. It is

mandatory to record attendance in each class and give names of absent students to the Discipline Coordinator.

7. Instruction & Observation Register

The Principal will send written instructions / observations in the I/O register. Staff members are required to read the instructions / observation and sign.

Class Lists / Subject Lists

The Principal's Office will give the teacher a new list which is generated after each admission / deletion. All previous lists must be destroyed. Class Teachers must update the attendance register as soon as the new list is handed over. Teachers **MUST NOT** allow students in their class unless they are on the subject list.

Teaching Quality Assurance System

NGS has a tried and tested QA system which has the following components:

Fortnightly review of work done to be checked by the Academic coordinator. Teachers will fill out form 02/10 and submit it to the coordinator along with student note books, lesson planner, course file and teacher diary. Academic coordinator meetings will be a combination of filling out feedback forms and discussions with the coordinator.

Fortnightly meeting of class reps. with the Coordinators.
Coordinators will get feedback from class reps. on form 02/10A
This form is countersigned by the teacher after student feedback.

Weekly Friday meetings with principal and regular teacher training sessions.

Subject Manuals

NGS has compiled "subject manuals" for each O-level and A-level subject. These manuals contain the relevant year's syllabus, past papers, marking schemes and examiner reports for the last ten examinations.

All subject teachers, as much as possible, will use these manuals from the very onset of the course. At the end each topic, relevant questions from the past papers will be given to the students for assignments. The question Numbers, paper Number along with the year must be clearly mentioned in subject feedback form 02/07 and the teacher diary.

Teaching Methodology

The teachers will ensure that the text book is followed in each subject.
Teachers are encouraged to use multimedia presentations in their courses.

Teacher Observations

Every Teacher / subject will be observed on a regular basis. Teacher observations will provide the basis for training needs.

Khan Academy www.khanacademy.org/

This is a free website. Teachers and students will extensively use this site as a matter of NGS teaching policy. The students must be given the relevant topic title from Khan Academy **before the topic is discussed in class.**

Eurica

NGS has animated teaching software called EURICA. This software is available on NGS server and can be used with multimedia at all times. The subjects covered in Eurica are O & A-level Biology, Chemistry, Physics and Mathematics.

Teachers are required to look at Eurica and preferable start the topic with Eurica and build it up later with the help of Khan Academy and self designed lessons.

Cambridge Teacher Support Site

There is a lot of material on this site in terms of Lesson planning, FAQ's, Past Papers etc. NGS will give out a printed copy of the subject content to each teacher. Please contact the coordinators to get your copy. Pass words for this site are strictly confidential. You may get your password from the Principal.

Promotion Policy

A pass in the compulsory subjects is essential for promotion to the next class.

Compulsory subjects

O-level: Mathematics, English, Urdu, Pakistan Studies and Islamiyat

Middle Section: Mathematics, English and Urdu

VII : All subjects will be taught according to time table in both semesters. Promotion to VIII will be based on end semester II exam.

VIII : All subjects will be taught according to time table in both semesters. Promotion to O1 will be based on end semester II exam.

OI : All subjects will be taught according to time table in both semesters. Promotion to O2 will be based on end semester II exam.

O2 : All subjects will be taught according to time table. After mid semester II, only the subjects of "Pak Studies" , "Islamiyat" and "Urdu" will be taught. Promotion to O3 is based upon a pass in MID SEMESTER II exam. In the second half of semester 2, Preparatory tests in Urdu, Pak-studies and Islamiyat are taken. Studies in subjects other than above will cease. If a student fails, he / she will have to take supplementary exams in August again.

A1 : AS syllabus will be followed for most subjects so that students are ready to sit the AS Cambridge examination.

SOP for End Semester Examinations

Examination entry card

Students must have the "exam entry card" to enter the examination hall. They have to apply for this card from the operation office two weeks before the first exam.

Exam papers

Mid Semester exam paper should be conducted before and after break. No classes will be held during mid-semester exam week.

End semester exam papers must conform to the pattern specified in the Cambridge syllabi with reference to marks, font type / size.

The average student should be able to complete the exam in the given time.

The paper should be designed in such a manner that 1/3 should be for above average students 1/3 for average and 1/3 for below average students.

The question paper along with the solution papers and marks break-up should be handed over to the coordinator two weeks prior to the examination.

Coordinators are entitled to make changes in the questions papers.
Teachers whose children are studying in their classes will not set the paper.
48 hours will be given for the checking of paper.

SOP for Invigilation

Teachers on invigilation duties will not sit down or leave the room.

Examination reports will be filled out carefully and the invigilator will be held responsible for any mishap in the room.

The duty teacher after collecting/counting the scripts and filling out the examination report will hand over the answer scripts along with question paper to the coordinator.

The subject teachers will collect their scripts for checking from the coordinator.

Teachers on invigilation duties will make announcement of half time and 5 minutes prior to the ending time.

No extra time will be given to the students in any case.

Visiting the toilet by the students will be discouraged.

Students without "EXAM ENTRY CARD" will not be allowed inside the exam hall.

Awards

The following awards will be given:

Principals Award (given after every exam)

Progress Award (based on tests and assignments)

Leadership Award (peer teaching / initiative / leadership qualities)

Dependability Award (punctuality / regularity / uniform / completion of tasks on time)

Principal's Awards

These awards are given four times a year as follows;

In the beginning of the year in September based upon the second End semester results in the previous class.

After each Mid semester and end semester exam.

Subject Awards :

A student has to attain A* in a subject i.e. 95% and above. Coordinators have to ensure that a maximum of 10% students in the class get A* in any subject.

Academic Award :

Criteria for the Academic Award is 3 or more A*s. There cannot be more than two or three students eligible for this award in each class.

Student of the Month (Best Student Award) :

This award is given to encourage and further motivate the students. This award is given to only one student per class. It is given to a student who has the maximum A*'s or the maximum total mark. A certificate is issued to the student along with the badge.

EXAMINATION POLICIES

For all classes except the outgoing classes, there are 4 formal exams in the academic year. The following exams are conducted for classes VI, VII, VIII, O1 & A1

Mid Semester 1 exams

End Semester 1 exams

Mid Semester 2 exams

End Semester 2 exams also called (promotion exams)

Policy for Mid Semester (MS) exams (for classes VI to A2).

Mid semester 1 exam is conducted for classes VI to A2.

Mid Semester 2 exam is conducted for classes VI VII VIII O1 & A1

Mid- Semester examination is a stand alone exam. This exam will have 25% marks towards the end semester exam grade.

Mid semester 1 exam starts around October 15 after about 6 - 7 academic teaching weeks.

Mid semester 2 exam starts around March 15 after about nine academic teaching weeks.

Procedure for mid semester exams

All exams will start 30 minutes after the first bell

The maximum duration of papers will be 2 hours.

Two exams are held on each working day with a break in between.

There is no change in the school timing during exams.

Exam papers along with marking scheme must reach the exam office latest by October 7 in case of MS1 exams and March 7 in case of MS2 exams.

Copy of each paper along with solution and marking scheme must be placed in the course file.

End semester examinations

End semester 1 exam is conducted for classes VI to A1 (pre- mocks for O3 & A2).

Examination will be conducted from the semester syllabus only.

End Semester 2 exam is conducted for classes VI VII VIII O1 & A1

Examination will contain syllabus of both semester I and semester II.

The end semester 1 examination usually starts around December 8

The end semester 1 examination usually starts around May 15

The End semester exams are according to the CIE pattern which includes the following;

- a. No. of papers components
- b. Marks as per CIE
- c. Font style & size as per CIE
- d. Front page as per CIE but with NGS logos
- e. The exam papers along with marking scheme must reach the exam office a minimum of 1 week before the starting date.

How to calculate the end Semester examination grade

The end semester grade is influenced by the following:

- | | |
|--|-----|
| a. Fortnightly tests, marked out of 10 each, recorded in the teacher diary | 15% |
| b. Mid semester exam | 25% |
| c. End semester exam | 60% |

The case of Class O2

The promotion of this class will be based upon the MID SEMESTER II examination which will be held for all subjects. Those who fail any subject will have to clear them in supplementary exams held in the first week of August. The grades will be calculated as follows;

- | | |
|---|-----|
| a. Fortnightly tests (in subjects other than the CIE exam subjects), marked out of 10 each, recorded in the teacher diary | 30% |
| b. Promotion / Mid semester II exam | 70% |

Class Tests

Fortnightly tests of about 20 minutes each are required for every subject. These tests can be either FORMATIVE (with no effect on the end semester grade) or SUMMATIVE (with 15% influence on the end semester grade). Formative tests can be marked by the students themselves while summative tests must be marked by the teacher. Students must be informed about the tests beforehand. At least 3 summative tests must be held each semester. Fortnightly tests are taken on "Single lined sheets". These sheets may be sent home for parent's signature. The teacher will maintain a file for each student to be discussed with the parent at PTMs.

The marks of all the tests must be recorded in the teacher's diary. A hard copy of the test complete with date, topic etc. should be kept in the course file.

Quizzes

A teacher is required to quiz the class at the end of each topic. The main function of the quiz is to establish the effectiveness of the teaching. Quizzes could be oral or written. A copy of the quiz must be placed in the course file.

Supplementary Exam Policy

Students who fail the compulsory subjects will have to clear them in the Supplementary Exams. Supplementary exams are held in the first week of August.

Revision Tests

These tests are conducted for classes VI to A1 (except O2, O3 and A2)

Revision test 1 is conducted in the first week of May and covers the Semester 1 Syllabus.

This test is formative and the purpose is to revise the syllabus and know the weak areas.

Revision test 2 is conducted in the second week of May and covers the syllabus of Semester 2.

This is again a formative test and does not influence the grade.

The teacher can encourage the students to mark these test themselves for home work.

PREPARATION FOR CIE EXAMS

Frequent testing is the most effective tool for preparation of examinations. NGS students will sit for the following preparatory tests in the concerned subjects.

Prep Test 1

This type covers **50%** of the subject syllabus and is conducted for **O2, O3 and A2** starting around **February 1**. This test carries **5%** credit towards the Mock grade. This test is marked by the teacher.

Prep Test 2

This type covers **50%** of the subject syllabus and is conducted for **O2, O3 and A2** starting around **February 09**. This test carries **5%** credit towards the Mock grade. This test is marked by the teacher.

Prep Test 3

This type covers **50%** of the subject syllabus and is conducted for **O2, O3 and A2** starting around **February 16**. This test carries **5%** credit towards the Mock grade. This test is marked by the teacher.

Prep Test 4

This type covers **100%** of the subject syllabus and is conducted for **O2, O3 and A2** starting around **February 23**. This test carries **5%** credit towards the Mock grade. This test is marked by the teacher.

MOCK EXAMS

Mock Exams cover **100%** of the subject syllabus and is conducted for **O2, O3 and A2** beginning around **March 7**. This exam carries **80%** credit towards the grade, the remaining **20%** comes from Tests 1, 2, 3 and 4. The Time table for the Mock Exams is according to the CIE time table. The Mock exam grades will also be the Forecast grades for CIE or any other HOPE certificate