

National Grammar School



STAFF HANDBOOK 2018 - 2019

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PRINCIPAL'S MESSAGE

As a faculty member of NGS, you are part of a strong academic team, determined to make NGS one of the best institutions in the country. I expect you to be thoroughly conversant with all the policies and procedures at this institution and follow the same in letter and spirit.

Please keep in mind the NGS core values all the time and understand our responsibility towards our students. It is incumbent upon us to put our students before us and do our best to ensure that we have well-educated and well-groomed boys and girls graduating from this school who, above all, are good human beings.

Reputable universities look for students with good grades in 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 internal and external examinations.

Every activity in this institution has certain objectives. I would like all staff members to understand the objectives of activities at school before taking part in them. Regular staff meetings are held where the Principal shares the school's vision and the long term objectives. Please ensure that you attend all such meetings.

I would like to wish you and your family, good health and prosperity during this year and beyond.

Dua & Salaam,

Principal

NGS LIBERTY CAMPUS LAHORE STAFF & TEACHER HANDBOOK

NGS expressly reserves the right to change policies and procedures. The faculty members shall be bound by changes as they become effective. The Principal's Office will maintain the official copy of the *Teacher's Handbook*. It will also be available with the Academic Coordinators. The individual faculty member is responsible for staying informed of the provisions currently in effect. Faculty members should also familiarize themselves with the *Student's 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)
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Ms. Humaira Mahmud
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(Middle School Coordinator)
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(Bursar)
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Mr. Behram Shah
(Sports Director)
behram@ngs.edu.pk

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

TEACHING FACULTY

A list of NGS teachers with their emails is available at the front 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 submit their tests/examination papers via email.

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 governed by our core values which are:

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)
- Enable students to appreciate and accept the cultural diversity of our country

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 at any time and faculty members shall be bound by the changes as they become effective.

The Teacher’s Handbook and Student’s Handbook are available on the NGS website www.ngs.edu.pk (DOWNLOD SECTION). Teachers are encouraged to review these handbooks periodically, preferably at the start of each semester. Suggestions for improvement will be welcome.

STANDARDS FOR 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 to accomplish 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 /coerce others to do so.
6. A teacher shall not reveal confidential health or personal 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 or colleagues.
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 teacher 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 Head of HR must be copied to ensure immediate action.

COMMITTEE FOR INVESTIGATING CASES OF SEXUAL HARASSMENT

In accordance with the law, a committee consisting of the following persons will investigate all complaints of harassment (sexual / other):

Principal	principal@ngs.edu.pk
Senior Coordinator	sadiamehmood@ngs.edu.pk
Head of QA	pervaiz@ngs.edu.pk
Head of HR	humaira@ngs.edu.pk

The staff is advised to email details of any incident to the above addresses within three working days of such an incident.

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 upon 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 Plans will not be accepted.

- Lesson planning begins with putting down the entire syllabus on the prescribed Form 01/10 down to the 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 conducted during the year. It may not be possible to follow the teaching plan strictly 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 except for Urdu lessons. 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. The teachers shall keep in mind the English comprehension and vocabulary limitations of the class as a group while conducting the lesson.
- Multimedia helps the students to better understand the subject more effectively and efficiently. Therefore we require our teachers to make use of multimedia to enhance student learning and to complete the course syllabus as quickly as possible without lowering the learning outcomes.
- Teachers should encourage students to develop the habit of checking the notice boards in classrooms 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 teaching more effective. Hence 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 email for this purpose.
- Teachers are required to prepare various reports using the prescribed forms given in the Appendices. Each forms also indicates when it has to be submitted. Teachers are also required to type their own tests/ examination papers, notes/ hand-outs and other material intended for students.

Our service standards/ 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 form 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 of the teachers, in implementing this process of quality assurance, is expected.

ACADEMIC CALENDAR

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

TIME TABLE

The time for each lesson at NGS is 60 minutes. Teachers are expected to teach a minimum of 10 and a maximum of 15 lessons per week. The free lessons during the day are meant for checking and preparation. Staff members are sometimes required for substitutions. Staff members have to ensure that they arrive in the classrooms within 2 minutes of the bell, failing which the HR department may issue a memo, a copy of which becomes a part of the staff's personal file.

Each teacher will be provided with her/his individual time table. The overall consolidated time table for the school will be put on the student 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 announced at the start of each semester.

TEACHER ATTENDANCE

All teachers are expected to take their scheduled classes according to the time table. Punctuality and regularity are good virtues. We expect teachers to be in the class within 2 minutes of the start of the lesson. Students will be allowed inside 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. Preferred dress for teaching faculty is:

GENTLEMEN: **Shirt, trouser, neck tie (summers) and shirt, trouser, neck tie and jacket or suit (winters). Covered shoes with socks are required.**

LADIES: **Kameez/shirt with shalwar/trouser along with a scarf or a dupatta. Jeans and trousers may be worn with either blazers or shirts (long enough to cover hips). Short tops and sleeveless dresses are discouraged. Covered formal shoes are required.**

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 ambience 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 lesson, 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 in-charge 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 2018-2019

Lessons per Week (Break – up)

Note: Mondays to Fridays, the duration of one lesson is 60 minutes.

SUBJECT	Class 6	Class 7	Class 8	O1	O2	O3
English	5	5	5	3	3	5
Urdu	4	4	4	2	2	
Pak. Std	2	2	2	3	3	
Islamiyat	2	2	2	3	3	
Mathematics	4	4	4	3	3	5
General Science	3	3	3			
Computer	1	1	1			
Art	1	1	1			
Chem / Eco				2	2	3
Phy / Acc				2	2	3
A. Math/Business				2	2	3
Bio / Comp				2	2	3
Global Pers.	1	1	1	3	3	3
Reading Log	1	1	1			
Club/Societies	1	1	1			
P.E	2	2	2	2	2	2
Total	27	27	27	27	27	27

SUBJECT	A1	A2
Physics / Business	3	3
Biology / Economics	3	3
Chemistry / Psychology	3	3
Mathematics / Sociology	3	3
Computer Science / LAW	3	3
Accounting / Media Studies	3	3
Urdu /English	3	3
Global Perspective	3	3

Class 6 to O1 TEACHING WEEKS IN 2018 - 2019

SEMESTER 1 (Aug. to Dec.)

Months	Weeks	Days
Aug – September	6 weeks	30 teaching days
October	3.4 weeks	19 teaching days
Mid-Semester Exam	1 week	5 exam days
November	4.2 weeks	22 teaching days
December	1 week	5 teaching days
December Exam	2 weeks	10 exams days
Total # of Days		91 days

SEMESTER 2 (Jan. to May)

Months	Weeks	Days
January	4.2 weeks	22 teaching days
February	4 weeks	20 teaching days
March	2.1 weeks	11 teaching days
March Exam	1 week	5 exams days
April	4.2 weeks	22 teaching days
May	2.2 weeks	12 teaching days
Final Exam	2 weeks	12 exams days
Total # of Days		104 days

O-2 TEACHING WEEKS 2018 - 2019

SEMESTER 1 (July. to Dec.)

Months	Weeks	Days
July-August	5.3 week	20 teaching days
September	3.3 weeks	18 teaching days
October	3.4 weeks	19 teaching days
Mid-Semester Exam	1 week	5 exams days
November	4.2 weeks	22 teaching days
December	1 week	5 teaching days
December Exam	2 weeks	10 exams days
Total Days		99 days

SEMESTER 2 (Jan. to May)

Months	Weeks	Days
January	4.2 weeks	22 teaching days
February (Prep Test I)	3 weeks	4 exams days
February (Prep. Test II)		4 exams days
February (Prep. Test III)		4 exams days
February (Prep. Test IV)		4 exams days
Mock Exam	3 weeks	15 exams days
April	4 weeks	20 teaching days
Total Days		77 days

A-1 TEACHING WEEKS 2018-2019

SEMESTER 1 (Sep. to Dec.)

Months	Weeks	Days
September	3.3 weeks	18 teaching days
October	3.4 weeks	19 teaching days
Mid-Semester Exam	1 week	5 exams days
November	4.2 weeks	22 teaching days
December	1 week	5 teaching days
December Exam	2 weeks	10 exams days
Total Days		99 days

SEMESTER 2 (Jan. to May)

Months	Weeks	Days
January	4.2 weeks	22 teaching days
February	4 weeks	20 teaching days
March	2.1 weeks	11 teaching days
March Exam	1 week	5 exams days
April	4.2 weeks	22 teaching days
May	2.2 weeks	12 teaching days
Final Exam	2 weeks	12 exams days
Total Days		104 days

O-3 & A-2 TEACHING WEEKS 2018-2019

SEMESTER 1 (Jul. to Dec.)

Months	Weeks	Days
July-August	5.3 week	20 teaching days
September	3.3 weeks	18 teaching days
October	3.4 weeks	19 teaching days
Mid-Semester Exam	1 week	5 exams days
November	4.2 weeks	22 teaching days
December	1 week	5 teaching days
December Exam	2 weeks	10 exams days
Total Days		99 days

SEMESTER 2 (Jan. to Apr.)

Months	Weeks	Days
January	4.2 weeks	22 teaching days
February (Prep Test I)	3 weeks	4 exams days
February (Prep. Test II)		4 exams days
February (Prep. Test III)		4 exams days
February (Prep. Test IV)		4 exams days
Mock Exam	3 weeks	15 exams days
April	4 weeks	20 teaching days
Total Days		77 days

STUDENT NOTEBOOKS

Classes 6 & 7

SUBJECT	CODE	Quantity
English	SL3	2
Urdu	BL3	2
Maths	SL3	3
	GR3	1
Islamiyat	SL3	1
History	SL3	1
Geography	IL3	1
Computer Studies	SL3	1
General Science	IL3	2

Class 8

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

Classes 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 SCHOOL 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 classmates. 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 **Homework Collection Days**. Teachers must ensure that the homework / assignments given are written in the Teacher's Diary.

Homework for MIDDLE SECTION is collected on the following days:

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

Homework for O-level Classes is collected on the following days:

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.

Homework 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 the due date, for whatever reason, may be required to complete them 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 / Absence 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 late arrivals**.

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 / Absence without Leave will not convert into PINK or RED cards.

Substitution Classes

The Principal's Office will issue Substitution Duty Schedule in the first lesson 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.

*Each subject teacher will be required to submit 5 worksheets per semester, for each course they are teaching, to be used during substitution.

Public Speaking

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

The teacher must have the following before start of the semester

1. Copy of teacher's hand book
2. Course files (current year & last year)
3. List of students
4. Best student work of last year
5. Text books
6. Time table
7. School Calendar
8. Internal calendar with clearly mentioned DEAD LINES
9. Course Diary
10. Revision Planner
11. Lesson plans
12. Attendance Register
13. Class observation form

Course file contents

A SEPARATE COURSE FILE IS MAINTAINED FOR EACH SUBJECT

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

- Course outline / planner
- Class List
- Revision planner
- Copies of all class tests complete with date / topic
- Copies of all worksheets / assignments given.
- Copies of all notes/handouts given to the class
- Student presentations including copy of best presentation
- Best student work (Mid & End semester examinations)
- List of Text Books for the academic year
- Reference books used
- Report on any other thing that was done to enhance learning

Course Diary

Course diary is a comprehensive tool for communication and record keeping. Course diary is updated each week and submitted to the academic coordinator after a fortnight. Course diaries are checked by the QA department once a month.

Revision Planner (Form No. 04/12)

The teacher shall prepare the Revision Planner and give it to each student at the beginning of the first semester. The Revision Planner shall include the topics and the sub-topics taught during the year *written in the order of study*. The Program Coordinator shall ensure that each student has a copy of the revision planner with the topics that are to be tested in the respective exam.

The teacher shall take Student Feedback frequently, 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 respective Academic Coordinator.

Attendance Register

It is the responsibility of the Class Teachers (class VI – O3) to take ***class attendance*** during the first 10 minutes of the school day. The register shall be submitted to the Program Coordinator every day, after recording attendance.

Subject attendance should also be marked by the subject teachers for O-Level & A-Level. In the first two minutes, the teacher will take 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 Program Coordinator.

Class Lists / Subject Lists

The Principal’s secretariat will give the teacher a new class/subject list, 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 to them. **Teachers MUST NOT allow students in their class unless they are on the subject list (For O/A level Students).**

Teaching Quality Assurance System

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

- Subject Teacher’s Weekly Report:
Each subject teacher shall be required fill out the weekly report F02/17 in the course diary.
- Fortnightly review of work done, to be checked by the Academic Coordinator.
Teachers will fill out Form 04/17 in the course diary and submit it to the respective Academic Coordinator along with student note books, lesson planner and course file. Academic Coordination Meetings will be a combination of filling out feedback forms and discussions with the coordinator.
- Fortnightly meeting of student/s with the Coordinators.
Coordinators will get feedback from student/s on Form 05/17A
This form is countersigned by the teacher after student feedback.
- Weekly Friday Meetings with the 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 are required to use these manuals from the very onset of the course. At the end of each topic, relevant questions from the past papers will be given to the students for assignments. The Question Numbers, Paper Numbers along with the Exam Year must be clearly mentioned in Subject Feedback Form 02/17 in the course 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 as well as performance reviews.

Resources for Teachers

- **Khan Academy** (www.khanacademy.org)
This is a free website. Teachers and students are required to 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 the 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 extensively use this resource, preferably 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 available on this site for Lesson Planning, FAQ's, Past Papers etc. The Principal's Secretariat will give out a printed copy of the subject content to each teacher. Please contact the coordinators to get your copy. Passwords for this site are strictly confidential. You may get your password from the Principal's Secretariat.

Promotion Policy

A student is required to pass the compulsory subjects for promotion to the next class.

Compulsory subjects

O-level:	Mathematics, English, Urdu, Pakistan Studies and Islamiyat
Middle Section:	Mathematics, English and Urdu
Class 6 :	All subjects will be taught according to time table in both semesters. Promotion to VII will be based on end semester II exam.
Class 7 :	All subjects will be taught according to time table in both semesters. Promotion to VIII will be based on end semester II exam.
Class 8 :	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 the 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 END SEMESTER I exam. In the second half of semester II, 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
A1 :	AS syllabus will be followed for most subjects so that students are ready to sit the AS Cambridge examination.

ASSESSMENTS, TESTS AND EXAMINATIONS

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 Course 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.

Revision Tests

These tests are conducted for classes 6 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. Its purpose is to revise the syllabus and highlight 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 their test themselves, for home work.

PREPARATION FOR CIE EXAMS

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

Prep Test 1

This type covers 25% 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 and is marked by the teacher.

Prep Test 2

This type covers 50% (25% + 25%) 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 and is marked by the teacher.

Prep Test 3

This type covers 75% (25% + 25% + 25%) 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 and 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 and is marked by the teacher.

MOCK EXAMS

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

SOP FOR EXAMINATIONS

Examination Entry Card

Students must have the **Exam Entry Card** to enter the examination hall. They have to apply for this card at the Operations Office two weeks before the first exam.

EXAMINATION POLICIES

There are 4 formal exams in the academic year conducted for classes 6, 7, 8, O1 & A1. The outgoing classes (O-3 and A-2) are excluded from this schedule.

Mid Semester 1 exams

End Semester 1 exams

Mid Semester 2 exams

End Semester 2 exams (also called Promotion Exams)

Policy for Mid Semester Exams (for classes 6 to A2).

Mid semester 1 exam are conducted for classes 6 to A2.

Mid Semester 2 exam are conducted for classes 6, 7, 8, O1 & A1

How to calculate the Mid-Semester Grade for O2, O3, A1 &A2.

Mid- Semester examination is a stand-alone exam for these classes.

How to calculate the Mid-Semester Grade for 6, 7, 8 & O1.

The grade is calculated as follows:

a. Exam	40%
b. Class tests/Quizzes	30%
c. Project/Presentations	20%
d. Homework assignments	10%

Teaching and testing policies for Islamiyat:

a. Exam	40%
b. Class tests/Quizzes	30%
c. Oral recitation	20%
d. Homework assignments	10%

Mid-semester 1 exams start around mid October, after about 6 - 7 teaching weeks.

Mid-semester 2 exams start around mid March, after about 9 teaching weeks.

Procedure for Mid-Semester Exams

- The first exam of the day will start in the 2nd lesson children will revise in the 1st lesson.
- Two subjects will be tested each day
- The second exam will start in the 4th lesson. Children will revise in the 3rd lesson.
- There is no exam for art
- The exam duration may range from minimum of 90 minutes to maximum of 120 minutes.
- There is no change in the school timing during mid-semester exams.
- Exam papers, along with marking schemes, must reach the Exam Office according to deadlines.
- Copy of each paper, along with the answer key and marking scheme must be filed in the Course File.

Procedure for End-semester examinations

End semester 1 exam is conducted for classes 6 to A1 (pre- mocks for O3 & A2*).

Examination will be conducted from the syllabus given by the teacher in the “revision planner”.

*For A2, only AL components shall be assessed as per CAIE format

End Semester 2 exam is conducted for classes 6, 7, 8, O1 & A1**

Examination will contain selective syllabus of semester I and the entire syllabus of semester II.

The teacher will specify the course content in the revision planner.

**For A1, all AS components shall be assessed as per CAIE format

The end semester 1 examination usually starts around second week of December.

The end semester 2 examination usually starts around mid of May.

The end semester exams for the out-going classes are held in accordance with the CAIE pattern which includes the following:

- a. No. of papers / components
- b. Marks as per CAIE specifications.
- c. Font style & size as per CAIE specifications.
- d. Front page as per CAIE pattern but with NGS logo
- e. The exam papers, along with marking scheme, must reach the exam office as per given deadlines.

For the middle school, the exam duration may range from a minimum of 120 minutes to a maximum of 180 minutes.

Supplementary Exam Policy

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

How to calculate the end-semester 1 grade for O2, O3, A1 & A2.

End-Semester examinations for above classes are stand-alone exams.

How to calculate the end-semester 1 grade for classes 6, 7, 8 & O1.

- | | |
|--------------------------|-----|
| a. Exam | 40% |
| b. Class tests/Quizzes | 30% |
| c. Project/Presentations | 20% |
| d. Homework assignment | 10% |

Teaching and testing policies for Islamiyat:

- | | |
|-------------------------|-----|
| a. Exam | 40% |
| b. Class tests/Quizzes | 30% |
| c. Oral recitation | 20% |
| d. Homework assignments | 10% |

Notes:

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 of the questions should be of the level of above average students, 1/3 for the average and 1/3 for the below average students.

The question paper along with the answer key and marks break-up should be handed over to the Academic Coordinators as per given deadline.

Academic Coordinators may make changes in the questions papers.

Teachers who have their own children studying in the classes they are teaching will not set the exam paper.

48 hours will be given for the checking of the answer scripts.

SOP for Invigilation

- Teachers on invigilation duties will not sit or leave the room for the duration of their duty.
- Examination Reports will be filled out carefully and the invigilator will be responsible to report any unusual incident in the exam room.
- The teacher on duty, after collecting/counting the scripts and filling out the Examination Report, will hand over the answer scripts along with the question papers to the Academic Coordinator.
- The subject teachers will collect the answer scripts, for checking/grading, from the respective Academic Coordinator.
- Teachers on invigilation duty will make an announcement at half time and 5 minutes prior to the ending time.
- No extra time will be given to the students.
- Students will be discouraged to use the bathroom during the exam.
- Students without “EXAM ENTRY CARD” will not be allowed inside the exam hall.

Principal’s Awards

These awards are given four times a year:

- In the beginning of the year (Aug/ September) based upon the second semester end exam results in the previous class.
- After each mid-semester and end-semester exam.

Academic Award:

A student has to attain A/A* in a subject to receive this award.

Academic Excellence Award:

Criteria for the Academic Excellence Award is 3 or more A/A*s.

Student of the Month (Best Student Award):

This award is given to **students** who attain 7 or more A/A*s. A certificate is issued to the student along with the badge.

Dependability Award: (Based on previous academic year)

The pupil should have demonstrated:

- Responsibility and diligence in assigned tasks.
- Voluntary assistance to teachers and fellow students.
- Good citizen behavior on campus.
- Three or more leadership awards in a year will translate to a Dependability Award

Progress Award:

This award is given to motivate students. It may be awarded whenever a student demonstrates noticeable effort / progress in studies.

Leadership Award

Three progress awards in a fortnight will translate to a LEADERSHIP AWARD

Exemplary Conduct Award: (Based on previous academic year)

The pupil should have shown:

- Appropriate interaction and communication with fellow students.
- Respect and excellent conduct towards teachers and staff.

Academic Achievement Certificate:

These are presented to students who have secured one or more A/A*s in the final exam of the second semester of the previous academic year.

Full School Academic Blazer/ Gold Medal for classes 1-8

The recipient/s of this award must have achieved A/A*s in all subjects with the exception of Art, in all 4 examinations: mid-semester 1 and 2, end-semester 1 and 2, during an academic year.

Full School Academic Blazer/ Gold Medal for O Levels

The recipient/s of this award must have achieved A/A*s in ALL subjects in the two end-semester exams during an academic year.

Full School Academic Blazer/ Gold Medal for A-1

The recipient/s of this award must have achieved at least 8 A/A*s in the CAIE O-level examination .

Full School Academic Blazer/ Gold Medal A- 2

The recipient/s of this award must have achieved A/A*s in all subjects in the end semester 1 & 2 exams

Full School Sports Blazer/ Gold Medal:

This is awarded to students with outstanding sports achievements according to the criteria set by the Sports Committee at NGS.

School Co-curricular Blazer/Gold Medal:

This is awarded to students who win first positions in inter-school competitions in dramatics / debates and other co-curricular activities.