

**Standard Operating Procedures of THAAJUDDEEN SCHOOL****1. DAILY OPERATIONS**

6:30am	School office is opened by the assigned office staff
	Support staff sign in and do daily cleaning of grounds
6:40am	Traffic monitors start controlling traffic outside the school area under the guidance of the in-charge teacher.
6:45am	Morning session Teachers and academic staff sign in
	Staff and prefects on morning session floor supervision duty goes to their assigned areas after sign in
6:50am	Morning session bell for students entry.
	Leading teachers on duty go to their respective locations.
	Class teachers are expected to be in their classes before students arrive.
	Students use gate no 1 and gate no 3 to enter the school
	Special assembly for the morning session is held every Sunday day for selected grades.
	Students recite Quran until general assembly begins
	Leading teacher in charge of supervision will make supervision for absent teachers.
7:00am	All gates except the office gate near the main entrance are locked. Students who arrive late use the office gate to enter the school.
	General assembly begins with recitation of Quran and translation followed by school song. Every Sunday, a special dua is recited. Every Thursday, the national anthem is played instead of the school song.
	General announcements made by assembly in charge LT after the school song
7:05am	Prefects on duty note down the students who come late
	Class teachers mark daily registers
	The morning session's first period begins

	Teachers move according to their respective timetable every day.																											
8:00am	Budget staff sign in																											
9:30am	Every morning, except on Tuesdays, the session interval break starts at 9:30 and ends at 9:45am. On Tuesdays, the interval break is from 9:10am to 9:25am																											
	Students in grades 7 to 10 use the student canteen every day. Grade 6 students are allowed to use the student canteen only on Mondays; they bring their interval snacks from home on other days.																											
	Separate locations are set as student canteen for both girls and boys																											
	Staff on duty during the interval break go to their respective locations																											
9:45am	Recitation of Quran, Interval break ends, and teaching continues.																											
11:30am, 12:05am	The class teachers or the teacher who took the last period line up the students and bring them down to the ground to send them home at the end of the last bell.																											
	Leading teachers on duty at the session ending time go to their respective locations.																											
	<p>Morning session schedule</p> <table border="1"> <thead> <tr> <th>Day</th> <th>Grade(s)</th> <th>Session Time</th> </tr> </thead> <tbody> <tr> <td>Sunday</td> <td>6,7,8,9,10</td> <td>06:50 – 12:15</td> </tr> <tr> <td>Monday</td> <td>6,7,8,9,10</td> <td>06:50 – 12:15</td> </tr> <tr> <td>Tuesday (students not enrolled in club)</td> <td>6,7,8,9,10</td> <td>06:50 – 11:40</td> </tr> <tr> <td>Tuesday (students enrolled in club)</td> <td>7,8,9,10</td> <td>06:50 – 13:15</td> </tr> <tr> <td>Wednesday</td> <td>6</td> <td>06:50 – 11:40</td> </tr> <tr> <td>Wednesday</td> <td>7,8,9,10</td> <td>06:50 – 12:15</td> </tr> <tr> <td>Thursday</td> <td>6,7,8</td> <td>06:50 – 11:40</td> </tr> <tr> <td>Thursday</td> <td>9,10</td> <td>06:50 – 12:15</td> </tr> </tbody> </table>	Day	Grade(s)	Session Time	Sunday	6,7,8,9,10	06:50 – 12:15	Monday	6,7,8,9,10	06:50 – 12:15	Tuesday (students not enrolled in club)	6,7,8,9,10	06:50 – 11:40	Tuesday (students enrolled in club)	7,8,9,10	06:50 – 13:15	Wednesday	6	06:50 – 11:40	Wednesday	7,8,9,10	06:50 – 12:15	Thursday	6,7,8	06:50 – 11:40	Thursday	9,10	06:50 – 12:15
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	Parents enter the school premises to fetch their students using gate no. 3 after showing their parent verification cards. Students and parents use gate no.1 for exit.																											
	Students who are not fetched by their parents within 10 minutes of the session ending time are brought to the waiting area (Lobby Area for boys and Classroom 4 for girls). Teachers on after-school duty supervise the children.																											

12:40pm	Afternoon session teachers and academic staff sign in						
	Leading teachers on duty go to their respective locations.						
12:45pm	Afternoon session bell for students entry. Students use gate no.1 & 2 to enter						
1:00pm	Special assembly for the afternoon session is held every Sunday day for selected grades.						
	Students recite Quran until general assembly begins						
	All gates except the office gate near the main entrance are locked. Students who arrive late use the office gate to enter the school.						
	General assembly begins with recitation of Quran and translation followed by school song. Every Sunday, a special dua is recited. Every Thursday, the national anthem is played instead of the school song.						
	General announcements made by assembly in charge LT after the school song						
	All gates except the office gate near the main entrance are locked. Students who arrive late use the office gate to enter the school.						
	Leading teacher in charge of supervision will make supervision for absent teachers.						
1:05pm	Class teachers mark daily registers						
	The afternoon session's first period begins						
3:30pm	Afternoon session interval break starts at 3:30pm and ends at 3:45pm.						
5:05pm	Class teachers line up the students and bring them down to the ground to send them home at the end of the last bell every day except on Thursdays. On Thursdays, parents go to the classroom for a general meeting.						
	Afternoon session schedule						
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	Leading teachers on duty at the session ending time go to their respective locations.						
5:15pm	Parents enter the school premises to fetch their students using gate no. 3 after showing their parent verification cards. Students and parents use gate no.1 for exit.						

5:25pm	Students who are not fetched by their parents within 10 minutes of the session ending time are brought to the waiting area. The students are seated in the waiting area under the supervision of a staff member as scheduled.
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2. COMMUNICATION

- Internal communication is carried in form of internal memos, bulk SMS, text messages, meetings and within Viber groups

- Staff meetings are held for the staff on Thursdays, every week or every two weeks.

- Coordination meetings for weekly grade/subject planning are held on Mondays for afternoon session teachers and on Wednesdays for morning session teachers. Also, a general coordination meeting for the entire session is held once a month.

- Weekly/Monthly meetings are held for office and support staff

- SMT meetings are held on every Monday from 1:30pm – 2:30pm

- DPs meeting with LTs are conducted weekly on every Sunday as per schedule.

- Top management meeting carried every week

- PTA meetings are held every month

- General parent meetings for all parents are held termly

- One to one parent's meetings are held twice during each term.

- The Budget and Maintenance Department meeting with principal is held every Tuesday.

3. REPORTING OF INCIDENTS

- In case of any incident teacher/staff must report to respective leading teacher immediately
- The leading teacher must report to the Deputy Principal according to the urgency of the matter.
- The deputy principal must report to the principal based on the urgency of the matter.
- The incident must be attended (first aid/ counseling) and needed communication must be carried with relevant stakeholders
- Incident report must be filed and sent to Ministry of Education

4. OTHER GENERAL PROCEDURES

- Staff members are not permitted to leave the building without authorization from their supervisor.
- Smoking on school grounds is prohibited by law.
- In the event of a fire drill, teachers must follow the Emergency Evacuation Procedure.
- All instructional interventions must be documented and maintained in teachers' professional records.
- The use of mobile phones is not allowed in the classroom by teachers.
- Staff members are responsible for informing parents of any changes to schedules or if a staff member is keeping a student in school for extra support or any other activity.

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- Staff members must take note of the medical status of students who require medication during the school day, ensuring that they receive proper care and supervision while taking medication at school
 - All staff members are required to attend weekly meetings.
 - Only authorized school employees are allowed in the food service areas.
 - All guest speakers or facilitators who attends to deliver presentations or engage with students must receive prior approval from the principal.
 - All visitors must use the office gate (small gate near gate no.1)
 - If any parent wants to hand over their student's belongings to the class, they are allowed to do so with an authorized card issued by the school reception.