SCHOLARS
INDIAN SCHOOL

INDUCTION POLICY

Scholars Indian Private School strives for providing the best education to the students with this in mind each and every new teacher whether experienced or not is greeted with induction programme. The aim of the Induction programme is to help the teachers acclimatize with the modus operandi of the school, thus making them understand more about the school and how they can contribute their best to the students.

Teachers are inducted on the following expanses initially which helps them to kick start an energetic session.

1. Motto, vision and mission of the school.
2. Inception of school and the school leaders (KYS)
3. Curriculum, Plans and policies of the school.
4. School website and school APP
5. The portal for the all the marks entry and to upload the notes.
6. The acceptable use agreement and to acknowledge it
7. Class room etiquettes and dress code
8. Acceptable Use Policy.
9. Unacceptable Use Policy.
10. Online safety guidelines.
11. Online class etiquettes.
12. Provide information on different policies like child protection policy, online safety policy, anti-bullying policy, pass word policy, filtering policy, behavioural policy, reward and sanction policy etc.
13. Personal time table and class time table,
14. Exams and conduct of it.
15. Learning management systems
16. How to teach a concept? (with the previous knowledge to plenary)
17. Behavioural chart
18. Note book correction
19. Documentation of marks and evidences of the methods employed to teach.
20. Documentation of activities and projects
21. Remedial and enrichment classes.
22. They are provided with credentials to access all the school online platforms and enlighten on how to access it.
23. Class observations by peer, HoD, supervisor and Principal.
24. Academic council and its functioning.
25. Clubs of the school pertaining to different subjects and areas including staff club and its functioning.
26. How to get along with the process of getting the ministry approval.
27. Special duties and responsibilities.
28. SEN and G& T students, counselor and other stake holders.

Process of Induction

Induction programme will be conducted in the next day of the appointment of the staff. It is conducted either offline or online as per the given circumstances.

Persons involved in the induction session:

1. School chairman
2. Principal
3. Vice Principal.
4. Financial manager.
5. Supervisors
6. Exam controller.
7. IT coordinator.
8. School PRO.

Role of each leaders in the induction programme.

1. School Chairman
   - Explain the rationale behind motto, vision and mission of the school.
   - Explain how the overall school activities are integrated to achieve the mission, vision and motto of the school.
   - Profession expectation.
2. Principal
   - Academic expectation.
   - Pedagogical practices.
   - Behavioural code of the school.
   - Acceptable and unacceptable policy of the school.
3. Vice Principal
   - Provide information on school timing and procedures.
   - Introduce school leaders.
   - Provide information about various plans to be prepared.
   - Discipline policy of the school.
   - Communication with parents.
   - Curricular and co-curricular activities.
4. Supervisor for evaluation
   - Procedure of school inspection.
   - Areas of documentation.
   - Details of files to be prepared.
5. Controller of examination
   - Assessment procedure of the school.
   - Assessment tools.
   - Assessment schedule of the school
   - Documentation of marks and evidences of the methods employed to teach.
   - Procedure of result analysis.
   - Procedure of open house.
6. Supervisor for external examination
   - Introducing National Agenda Parameters of UAE.
   - Introducing relevance of international bench mark examination like PISA, ASSET, ACER etc.
   - Procedure of conducting international bench mark examination.
   - Procedure of result analysis.

7. Finance Manager
    - Procedure of leave.
    - Visa and accommodation procedure.
8. IT coordinator
    - Provide credentials to access all the school online platforms and enlighten on how to access it.
    - The portal for the all the marks entry and to upload the notes.
    - Online safety guidelines.
    - Online class etiquettes.
    - Provide information about different policies regarding online safety.
9. PRO
    - Provide information about the documents required for ministry approval.
    - Provide information about genuinity and equivalency of certificates.

The classes of the newly joined teachers will be observed frequently and recommendations to improve the classes will be provided. The teachers are made comfortable by providing CPD training on the areas of improvement. The induction is carried out by a group of stake holders which include supervisors, examination incharge, IT in charge and PRO. The teachers are also provided with the mentors for few months till they gain the hold of the school expectations.

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Mr. Hameed Ali Yahya K. M
Principal