

**NURSERY PRIMARY BRANCH, DIRECTORATE OF EDUCATION
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
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No. DE/64/Nur.Pry.Br./PLDP/2024/140

Date: -02-08-24

CIRCULAR

Subject: Streamlined Directives/ Guidelines for the HoSs, Primary In-charges & Assistant Teachers of all SARVODAYA VIDYALAYA in r/o Primary Education.

In today's dynamic educational landscape, Heads of the Schools/ Principals and primary teachers are crucial pillars that uphold the foundation of our schools. Principals serve as visionary leaders, guiding the institution towards excellence, while primary teachers play an indispensable role in shaping young minds and fostering a love for learning. Together, they form a symbiotic relationship that not only ensures the effective functioning of our educational institutions but also cultivates an environment where every student can thrive academically, socially, and emotionally. This circular aims to define the directives/ guidelines emphasizing collaboration, accountability, and dedication in fulfilling their respective duties to the utmost standard.

1. Directives/ Guidelines for the Head of the Schools/Principals:

- A.** The Head of School shall oversee the checks and balances/ procedures to ensure the safety and security of primary school students by:
- Monitoring of primary classes through CCTV feeds and other suitable measures.
 - Monitoring of the passes/ routes / playground/ or any other area within school premises within the reach of Primary students.
 - Zero contact of outsiders with the primary students in the absence of teacher.
 - Removal of damaged desks, tables, chairs or any other item having sharp edges. Any such material found should be promptly removed to prevent potential harm to the children.
 - Removal of live wires, any damaged electric boards or similar items, if any, that are in reach of the primary students in classes/ corridors.
 - Any kind of Hazardous/ Inflammable/ Toxic items must not be in reach of the students.
- B.** The Head of School shall oversee the implementation of hygiene facilities and promote an environment friendly ecosystem with the help of staff members, wherever required, by ensuring-
- Proper lighting and ventilation in classrooms as well as in the washrooms of Primary Wing.

- Availability of liquid soap all the times at appropriate places
- Reasonable Height of the latches at the doors for easy access to a child within the toilet area.
- Continuous and random inspection of class rooms and toilets to ensure cleanliness & supply of flowing water.
- Female sanitation staff should be deployed exclusively for the Primary Sections. If no female staff is currently assigned, efforts should be made to replace any existing male outsourced sanitation workers.
- The AYAHs assigned to Pre-Primary classes should focus solely on their duties. Their services must be maximized for student care including accompanying and training students in using toilet facilities.

C. Heads of Schools shall oversee the implementation of the Curricular & Co-curricular Activities performed by the Primary In-charge and Assistant Teachers. In this case following points must be taken care of:

- No classes should be clubbed together.
- Appoint an Assistant Teacher as Primary In-charge who is zestful & self-motivated. However, only seniority is not a criteria for this purpose. Also, appoint a co-primary in-charge which will be in function if primary in-charge is on long leave.
- Tenure of a Primary In-charge should not exceed 3 to 4 years.
- Implementation of subject wise time table for classes 3-5. Subjects should be allotted considering the subject expertise of the teacher.
- Ensuring that the classrooms are lively and well decorated.
- Assign the work of organising different activities, different works uniformly amongst all Assistant Teachers to develop their leadership skills.
- As the prime objective of an Assistant teacher is to teach students of primary, it is required not to engage Assistant Teachers in other official work and senior classes teaching.
- Monitor students with prolonged absence and collaborate with the School Management Committee (SMC) to develop strategies for their re-engagement in school.
- Ensure the availability of material required for execution of academic and co-curricular plan as per need.
- Ensure the review of sample notebooks and student diaries of the students' time to time.
- Ensure the functioning of all TVs and the availability of the display boards
- HoSs should conduct a meeting weekly with Assistant Teachers to discuss the overall progress of students & related issues.
- A substitute teacher may be drawn from the senior classes, preferably female teachers in case of acute shortage of Assistant Teachers.

- Services of the Music/ Art & Drawing/ Physical Education teachers etc may be utilized in the primary classes as & when required.
- HoSs should create awareness among the Assistant teachers regarding the objectives of National Education Policy 2020, National Curriculum Framework 2022.
- Sensitize all the teachers towards POCSO and Corporal Punishment.
- HoS and Assistant Teachers have the responsibility to ensure both the quality and quantity of academic learning in the school.
- It is important to clarify that the appointment of a Primary In-charge is solely aimed at bolstering the efforts of HoSs.
- HoSs should be familiar with the guidelines issued for the Assistant Teachers and ensure the compliance.

2. Directives/ Guidelines for the Assistant Teachers & Primary In-charges -:

- Primary Incharge shall prepare the Time-Table for pre-primary & primary classes as per the guidelines provided in Teachers' diaries. **Subject wise Time-Table must be prepared for classes 3rd to 5th.**
- Primary In-charge shall take minimum **3-4 periods daily**.
- Monitor and stay abreast of all circulars pertaining to Pre-Primary and Primary classes to ensure their thorough implementation, both in form and essence.
- All teachers must be aware with all the Learning Outcomes of the classes and subjects they are allotted in the Time-Table.
- Appropriate TLMs should be used in classroom transactions. Also, activity-based learning should be promoted.
- Teachers should maintain Portfolio and Anecdotal records of each child as a record of their activities and progress.
- Emphasis should be on achieving Foundational Literacy & Numeracy & age appropriate Learning Outcomes in r/o Primary classes.
- All teachers should go through the National Education Policy 2020 and National Curriculum Framework 2022 in r/o the Pre-Primary & Primary Education related chapters.
- All the teachers must update the CPT timely without fail as Child Progression Tracker (CPT) is an advanced online monitoring tool to foresee the real time development of the child in educational scenario. Accurate data should be uploaded.
- Conduct assessment drills to identify children with learning gaps and co-ordinate with parents and EVGC for helping them to improve their learning levels.
- Updated Teacher's Diary is available to all the teachers. Pre planning of the topic/chapter must be done.
- Primary In-charge shall keep a track of completion of syllabus and learning level of the students.

- The teachers shall ensure that the Seating arrangement in classrooms is adaptive & flexible.
- Teacher should use **Bilingual Approach** in daily learning teaching activities.
- Teachers should incorporate a blended approach to arts-based methodologies in their teaching and learning activities.
- Teacher should also encourage **peer learning/ one-to-one learning/ group learning (circle time, show & tell etc)** to reduce the learning gap among the students.
- Teachers should organize supportive learning activities on regular basis such as General Knowledge Quiz, Handwriting, Dictations, age-appropriate Current Affairs knowledge etc.
- Activities related to class room games such as chess, carrom, word builder etc. should be organised regularly.
- **Primary In-charge shall observe at least two classes per day** and record the observation in the supervision tool in such a way that all the sections are covered in the month. (Ref. Annexure-A)
- Co-Curricular activities on the line of **Annual School Calendar** should be followed. The calendar should be in display.
- Prepare a timetable for each class/section to organize **a special assembly**, during which every class/section will showcase a program reminiscent of the Annual Day celebrations. Ensure the maximum participation of students in the special assembly.
- In the classroom library, all the books should be within the reach of every child during school hours and the books must be on open display.
- Primary In-charge shall conduct a meeting with all Assistant teachers after disbursal of the students at least twice in a week to formulate the strategy and track the targets
- **No child should be sent alone to the washroom.**

3. Special Guidelines Regarding Arrival & Dispersal of the primary students -

- HoSs must ensure the availability of ID cards of each child.
- The HoS must designate a separate area near the school gate for dropping & picking up of Primary students from the school.
- Parents/ Guardians must escort and pick up the child from the designated area near the school gate.
- The Pre-Primary teachers shall reach the designated area to receive the students of their respective classes, while the Primary teachers shall be on duty (on rotation basis) at the Entry point of the school at the time of arrival.
- The respective class teachers shall escort their students in a line to the Dispersal area and handover the child ONLY to the person duly authorised by the parents.
- The lady guard & Aayah, if available, shall be present at the designated area before the arrival time of the students.

- The Primary In-charge shall ensure that all parents submit a duly signed Authority Letter containing photographs and details of 02 persons who shall pick up their child from school.
- Based on the Authority Letters from parents, Passes should be issued Passes (02 in number) after obtaining their signature, for the authorised persons.
- The parents should be guided to instruct the authorised persons to carry their Pass each day when they come to pick up the child from school, in case authorised persons are other than parents.

Heads of the all Sarvodaya Vidyalayas are to ensure strict adherence to these directives/ guidelines & embracing their principles with sincerity and dedication in the welfare of the students of primary classes.

However, the guidelines (issued by other branches such as CTB, School Branch etc.) regarding safety & security etc shall remain same for compliance.

This is issued with the approval of the Director (Education).

AS
02/08/24

Dr. Rita Sharma
Addl. DE (Sch. & Exam)

Encl: As Above.

The Heads of Govt. Schools through DEL-E

No. DE/64/Nur.Pry.Br./PLDP/2024/140

Date: - 02 - 08 - 24

Copy to: -

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- 5) Guard File

W. Jain
02.08.24

Dr. Kanchan Jain
DDE (Nursery Primary Branch)

Annexure A : Classroom observation for Primary Classes

| | | | |
|----------------------------|--|--------------------------------|------------------------|
| Class & Section | | Teacher's Name & ID | |
| Subject | | Topic | |
| Date | | Period | |
| Total Enrolment | | Present - | Absent- Leave - |

| Classroom Structure & Management | | |
|---|---|---|
| S.No. | Parameter | Observation |
| 1 | Safe & Orderly Environment | Excellent/ Satisfactory/ Could Improve |
| 2 | Cleanliness of Classroom | Excellent/ Satisfactory/ Could Improve |
| 3 | Proper display of Students' work | Excellent/ Satisfactory/ Could Improve |
| 4 | Library books in display and in reach of students | Excellent/ Satisfactory/ Could Improve |
| 5 | Condition of Blackboard & Availability of basic teaching resources i.e. Chalk, Duster etc. | Excellent/ Satisfactory/ Could Improve |
| 6 | Any other Infrastructural requirement (lighting, ventilation, dustbin, Condition of Windows etc.) | Excellent/ Satisfactory/ Could Improve |
| 7 | Seating Arrangement of students | Static/ rotational / any other (specify in remarks) |

| Classroom Transaction/s | | |
|--------------------------------|---|--|
| S.No. | Parameter | Observation |
| 1 | Use of Previous Knowledge, if applicable | Excellent/ Satisfactory/ Could Improve |
| 2 | Delivered a Well-Planned Lesson (As planned in Teachers' Diary) | Excellent/ Satisfactory/ Could Improve |
| 3 | Explained unfamiliar/new terms and concepts | Excellent/ Satisfactory/ Could Improve |
| 4 | Blackboard work | Excellent/ Satisfactory/ Could Improve |
| 5 | Use of Activity based methodology | Excellent/ Satisfactory/ Could Improve |
| 6 | Integration of Art | Excellent/ Satisfactory/ Could Improve |
| 7 | Use of appropriate TLM/ ICT | Excellent/ Satisfactory/ Could Improve |

| Student Teacher Relations | | |
|----------------------------------|---|--|
| S.No. | Parameter | Observation |
| 1 | Active participation of Students | Excellent/ Satisfactory/ Could Improve |
| 2 | Efforts made by Teacher to engage students not participating actively | Excellent/ Satisfactory/ Could Improve |
| 3 | Inappropriate remarks given by teacher observed, if any (Note : If observed, In-charge should sensitise the Teacher concerned in this regard) | Yes/ No |
| 4 | Teacher Movement throughout the classroom | Excellent/ Satisfactory/ Could Improve |
| 5 | Availability of books with the students | All/ Some/ Few |
| 6 | Availability of notebooks with the students | All/ Some/ Few |
| 7 | Use of Bilingual approach in communication | Excellent/ Satisfactory/ Could Improve |
| 8 | Use of Students Diary by the teacher | Satisfactory/ Could Improve |

Remarks

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Observed By :

Emp ID:-

HoS