



## STAFF CODE OF CONDUCT

Introduced: December, 2020	Next Review: April 2026
Revised: April 2025	Implemented by: Principal

Teaching has been never an easy job. If it comes with responsibilities, it also opens an account to dwell in young minds and lead them to the path of success. Jim Henson, has rightly said, "Kids don't remember what you try to teach them. They remember what you are." Hence, be influential in remodeling the young minds that are entrusted at your care and help them grow academically but more for their sound growth as humans.

### SCHOOL TIMING

- Monday to Friday Arrival: - 7:30am
- Monday to Thursday - Departure: 3.30pm
- Stay Back on Saturdays (2 Saturdays in a month) 8am to 12pm
- Friday - Departure: 12.00pm

After reaching school, Teachers are to report to the Primary Block, for the physical signature and biometrics attendance. **(During COVID Situation – Biometric is strictly prohibited)**

### LEAVE

- In normal conditions, late coming and early going are not permitted. For unavoidable circumstances, they can apply in written and seek permission from the Principal.
- 3 late remarks or early going will be marked as 1 day CL
- Leave applications should be sent in mail to the principal, keeping section heads in CC for approval
- No staff is allowed to take leaves on Friday/Saturday and Mondays. I.e. on weekends and starting of the week. Continuation of leave policy will be applicable and will result in salary deduction

### DRESS CODE

- All teachers and staff should wear modest dress - (Western formals, Black Blazer and closed shoes) that suits to teaching profession and follow UAE Culture. Short length jackets will not be considered as blazers. Female Teachers following Islam may wear formals or Abhaya.
- Jeans, T-shirts, Sleeveless tops, Slacks, hosiery material dresses are prohibited.
- Male teachers are expected to wear formals (Formal shirt and formal pant) on all days and formals with tie on important events



## STAFF CODE OF CONDUCT

The staff at Ryan International School, Masdar City has to respect and follow the code of conduct as per UAE norms. Staff must:

- Comply with UAE National identity and school rules and instructions.
- Commit to the heritage and culture of UAE and follow the nation's interest to train to become a good citizen.
- Respect and participate in promoting a positive national and school community image.
- Demonstrate a positive attitude and apply the very best effort toward teaching and learning.
- Behave responsibly and not to endanger the safety of the school and others.
- Show respect to all members of the school community, parents/ Guardians and other members of the local community.

## MORNING DUTY

- Discourage students to come out of the class without any reason.
- Avoid students roaming to and fro.
- Maintain Discipline in and around the school premises.

## RECESS DUTY:

- Teachers should follow the recess duties allotted and must monitor the movements of students during the break time.
- Usage of bottles/cups should be emphasized for drinking water.
- Teach the students to use Waste Bins.

## AFTERNOON DUTY

- Teacher must guide the students to arrange their self-furniture properly.
- Teacher should make sure that Smart Board, AC & light are switched off while changing classes

## TRANSPORT DUTY

- There are no restrictions on students interacting in the bus but be alert, on what topic is airing.
- Eating inside the bus is not allowed, keep a vigil on this.
- Help the small children climb down the bus and guide them to their class in line
- Teachers commuting on their own are advised to report to school on time. If not, they have to inform office and take special permission from the Principal.



## ROLE AND RESPONSIBILITY

- Discipline is the back bone of the school; Noise Pollution is not entertained inside the school.
- Keep your bag in the staff room and get ready for your class. SWITCH OFF your CELL PHONES. NOT PERMITTED INSIDE THE CAMPUS. Only in times of emergency, seek permission for the same.
- Class teachers should take the students attendance register and proceed straight to their respective classes. See that you carry your pouch which contains all the necessary stationery for you inside the classroom, your text book, lesson plan, your models/charts etc.
- Non class teachers should maintain the discipline on the corridors/ locations allotted to them through the Duty Roster.
- Start your class with the attendance of the students and upload the same in the MCB before 8.30am, refer to any leave applications if given by any parent. Applied Leave should be marked as "L" and count of the day should be taken into consideration and uniformed leave should be marked "A", and the child should be marked, Absent.
- Daily Total Attendance of the class need to be updated in the Attendance Consolidated Book, which will be brought in by a teacher, in your respective class.
- Parent must send a leave note to the class teacher in school diary or mail. Teacher needs to maintain a record for the same. Contact the parents of children who remain absent for more than 2 days and report to the VP/ Section Head.
- Check School Diaries of the students and see whether any messages are sent from the parents. If so, take necessary actions. It could be vice versa as well, checking the signature of the parents for the remark posted the former day.
- If a child is not feeling well, bring the child to the School Clinic and inform the school nurse the reason for the same.
- Revise the previous day's class with random questions. Start the new portion according to your lesson plan. Teacher's must incorporate 21<sup>st</sup> century skills using different teaching methods.
- Teacher must proceed for his or her next class without wasting any time.
- Co-operate with substitutions/ proxies and make those periods effective. "To avoid substitution avoid taking leave".
- Teacher's Copy and all stationery should be collected from the Store.
- You should be responsible to click pictures of the teaching learning in your class. Try to capture all the students but see the background of the photos should complement your teaching and learning. These photos should be segregated and with a small report fwd: to the Computer Teacher, for posting in School FB page.
- Principal/ VP, will be entering your classes un-informed. Do not panic, continue your classes. They will update you with your class evaluation.
- All new teachers ought to consult their respective HoD's / Coordinators to know the details of the syllabus and the modus operandi of operating it inside the classroom.
- Teacher should not take independent decision of exchanging classes; it has to be informed to the respective section head.
- Completion of Syllabus, correction of notebooks and updating the tracker should be done on time.



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RYAN INTERNATIONAL SCHOOL LIMITED  
MASDAR CITY, ABU DHABI

- It is mandatory for all the teachers to login MCB (ERP) on daily basis to upload daily attendance, class diary, announcements and activities. Assignment worksheets should be uploaded using RYANOS (Learning Management Software) platform only. Clarity of communication and specification with parents should be maintained through MCB.
- Parents concerns should be addressed and answered within 24 hours.

Principal

Ryan International School, Masdar City

Principal:

Review Date: April 2025



I have been informed about and understand the above Code of Conduct.

Name of the Teacher :	
Signature and Date	



## STAFF INDUCTION/CODE OF CONDUCT ACKNOWLEDGEMENT

THIS IS TO DECLARE THAT I HAVE READ THE STAFF INDUCTION AND CODE OF CONDUCT AND I WILL ENSURE THAT I WILL ABIDE BY THE SCHOOL RULES AND REGULATIONS

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