



## **ATTN: BRANCH HEADS**

**A**ll Branch Heads are Master Trainers and Academic Coordinator for all the subjects. Your recommendations must be articulate, logical and must ensure quality teaching standards.

**O**ur teaching should be such that the parents should be giving you the feed back of your teachers quality teaching. No parents must complaint against any subject teacher as you are totally responsible; to monitor, to maintain, school teaching methodology and practices.

**W**e are highly sensitive to the varying ability level of our students. In case a student has been sick or has been out of city or has missed the school due to any compulsion, teachers should be cooperative and supportive. Do not create an issue or enter into any argument with the parent. Try to be understanding and take their assessment slowly and gradually in the school. In case a child has been sick for a long time, take his/her small assessments tests from a short syllabus understanding his/her health conditions.

**R**oots has been known for a loving Teacher and understanding and cooperative Branch Head. Even today Roots alumni come back to school with their beautiful memories of how loving, caring and understanding their teachers and Branch Heads were on different occasions when they were in trouble. This quality of Roots school is the hallmark of our popularity and success. All our good will has been the out come of our most understanding and caring branch heads and teachers. At the Head Office, our role is to promote our Branch Heads all the time. We want the parents to have full faith in you and your decisions. The earn their trust, you've have to build up your own relationship.

**K**indly maintain this culture in your branch. All the children and their parents should lookup to you, fall back on you, have trust in you and have confidence in you when they share their anxiety or problem with you. It should be immediately resolved. As Branch Head, you are the face of Roots School System. I expect each one of you to be the roots representative and have full faith and trust in you. No parents should ever feel that their concerns and complaints are not taken seriously by the Branch Head.

**R**emember, even a very small issue not tackled by you immediately could create a gap between you and the parents. This could be disastrous as it would be the beginning of losing your credibility in the hearts of the parents and could multiply as one dis-satisfied parents can provoke ten other parents.

**N**ever let this happen, always remember to calmly listen to the parents complaints and satisfy them fully. Keep your one to one contact with such parents over the telephone to ensure that they are fully satisfied and that you are evaluating their child's progress personally. This would earn you a special place in their hearts.

**N**ever ever confront a teacher with the parents in your office. All interactions and communications should be done between you and the parents only. This you can manage only if you are aware of the progress of your students, in their strengths & weaknesses, their worksheets, teaching standards of your teachers, work in the notebooks, daily home work diaries, students behavior, students confidence level, spoken English in the school, students written word, attendance, grooming etc.

**A**s branch head each and every activity of the students and the teachers should be on your tips. Only then can you satisfy the parents with authority.

**I**n your weekly review meeting with the class teachers, you must maintain your personal records in a register in which class students and their progress must be listed. Names of the students with the weaknesses must also be highlighted. In other words, you have to be the mother class teacher of your branch. Never ever consider yourself as a messenger or an implementer of the directive issued by the Head Office. Your actions should reveal your passion and understanding of the children and their parents. Always be ready to satisfy the parents rather than be abrupt and rude. This act would be considered as a negative trait in your role as the Branch Head.

**I**n the Head Office, we listen to the parents and their grievances very patiently. Some times these meeting take hours. The end result is that the parents are satisfied and they leave the office happily. You too must give patient hearing to the parents and satisfy them fully. Never be offensive and start defending the teacher who has done some thing wrong.

## **IMPORTANT NOTE:**

**I**n the Monthly Tests only those lessons will be given in the syllabus which have been thoroughly taught & evaluated in the form of review test. The remaining chapters can be assessed in the form of class test.

**I**n the month of Oct only class review tests will be taken after the completion of the chapter. As Branch Heads you must monitor the quality of teaching and the students class work in the notebooks, this must be evaluated by your interaction with the students in the class.

**N**ext assessment will be taken in the month on Nov. Kindly ensure smooth teaching. No teacher must rush up with the concepts. You will send us your comments in writing i.e.

**"I** have personally ensured completion of the following syllabus to my satisfaction. The teachers have taught well and all activities have been carried out. Children's

responses are very good. Lesson review tests have been taken. Maths concepts are very clear. I have personally checked and students have done lot of practice in the note books & worksheets. I recommend this after having counter checked all the note books of the students and on the recommendation of my subject teachers."

## **FOCUS ON:**

### **URDU:**

**A**ll Branch Heads are requested to monitor the teaching/learning pace of students in the subject. Emphasis should be on quality teaching rather than quantity. Teachers must adhere to the pace of the students and ensure thorough comprehension of the concepts. Comprehension sheets, Creative writing sheets, essays, story writing, application and letter writing need to be taught, developed gradually by practice in the class. All these skills will be developed gradually over a period of one academic year. Kindly do not include these in the monthly test. Urdu teachers should be given the freedom to teach as per the ability level of the students. We want to develop our student's Urdu language skill by giving them practice. Do not include supplementary activities/sheets in the Tests.

### **MATHEMATICS:**

**M**athematics is an abstract subject. Children vary in their ability to comprehend Mathematical concepts. Maths teachers must make sure 100% understanding of the concepts by their students by first giving the concept, and then ensuring lot of practice in the Maths notebooks and work sheets before solving the exercises in the book. After the completion of a concept, a review test must be taken in the Maths note book to evaluate student's comprehension ability. Only then Maths teachers should proceed to the next topic.

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**Mrs. Riffat Mushtaq**

Director

Roots School System