

Guidelines to Develop Model Schools

For Head Masters

1. Each School must display Class wise Subject wise Academic Standards in all Class Rooms including HMs room /Staff room. Effort should be made by the teachers to carry out the teaching learning process and assessment as per the Academic Guidelines and the inputs given in the teacher training Programmes.
2. HM should implement the CCE –Continuous and Comprehensive Evaluation, and guidelines should be displayed in the staffroom and or in HM room. \
3. Ensuring Children to achieve learning competencies and attainment of expected outcomes.
4. HM should be aware of Check list of Model School, and it should be displayed in the staff room/HM room.
5. Ensure vibrant and active participation of parents and community in School matters.
6. All Innovative activities and school activities (School as Weather Station, soak pit, compost pit, green school, plastic free zone, wall magazine, honesty box, children diary, post box, children cabinets, anecdotal records, child portfolios, Theatre arts)
7. Implementation of READ, ENJOY AND DEVELOP (READ) programme (Setting up of Children libraries in the school/class, Reading period in the time table, use of children literature for language teaching, procuring books, developing Reading culture among young children and teachers)
8. Conduct of Children Talent Search activities in the Schools (Celebration of Important International and National Events)
9. Every MRG and Teacher must go through the Concept Road Map of Quality Education and Road Map of Model School to under stand the parameters of quality education to implement them in the class room process.
10. Teachers and HMs should be aware of their performance indicators (Teachers, HMs) which may be displayed in the staff room. Accordingly HM has to review the performance of teachers and School Complex HM has to review performance of School HM.
11. One Register note book has to be maintained for documentation of best and innovative practices in the school.
12. The best practices and innovations of the schools could be shared in the staff meetings and SMC meetings. These successful practices could find place in School complex meetings also in the form of sharing of experiences.
13. Students and Teachers reflections shall be noted in the day wise lesson plan/ Teacher dairy.

• **School as an Organisation**

- Creating supporting learning environment in School

- Values and goals of the Schools(ethos)
- Enhancement of Student learning Levels
- Prepare vision and Mission of Schools
- Space for sharing ideas and thoughts with the staff and with the children
- Collaborative Culture between HM and teachers; between teachers; children and teachers; between children.
- Ensuring Inclusive Class Room practices
- Creating Child Rights culture in the School
- Prepare Vision and Mission of School
- **Academic Leadership**
 - Leading a change in Teaching Learning Process
 - Mentoring and Coaching
 - Work Division among the staff Members
 - Fixing of responsibility and Accountability
 - Tapping of community Resources
- Academic Discussions in the Meetings
- Academic Development activities- Planning, Execution, Evaluation-Involvement of Teachers at all levels including decision making.
- Ensuring active participation of teachers in Subject Forums
- Space for sharing of ideas and thoughts with Teachers and HM
- Sharing of activities at schools by all the teachers and HM.
- Leading a change in Teaching Learning process
- Mentoring and Coaching as a strategy for improvement of professional skills
- Work division among staff members.
- Fixing of responsibility and Accountability of Teachers and HM
- Tapping of Community Resources

Instructions to MRGs

- MRG attended the duties as per the job chart communicated by Pedagogy Cell.(Job Chart is Annexed)
- Think about Day's agenda. At least for 15 minutes.
- Think about how can I bring change to my school and students
- Start with modest beginning
- Think the ways and means for self growth in the profession.
- Do not teach the child, the way you think about teach him, the way he learn's
- Participation in Subject wise forums and other social networks for self development.
- Ensuring Inclusive Class Room practices
- Creating Child Rights culture in the School
- The MRG have to Effectively use TLM available in the School
- MRG and students have to prepare low cost teaching aids relevant to the content.

The Following events and Items should be strictly implemented by Head Master & MRG and Teacher in the Model Schools.

- Formation of Children Right clubs in every school
- Display of toll free No. of Child Rights Cell in every school at prominence place. **Toll free No. 18004253525**
- Instructions to the Teachers, HMs to be very sensitive to the issues of discriminatory and exclusiveness practices in the schools and take corrective steps to halt these practices occur in visible form and in invisible form.
- Any type of violation of Child Rights and discriminatory practices occur at the school level should be viewed seriously and shall be accorded top priority in taking necessary action. The action taken reports should be promptly intimated to the next higher level authority.
- Respect of child Rights, protection of child Rights, Inclusive Education practices should become the culture of the School.
- The schools should create an enabling environment for teaching and learning as the basis for sustainable development of every child.
- The inclusive values such as Equality, rights, participation, respect for non violence, trust, compassion, honesty, courage, joy, love, hope, wisdom should find place in the school system.
- Declare the Schools as 'Punishment free zone area'
- Sensitization of SMCs and Parents on Child rights and on Discriminatory, Exclusiveness practices prevailed in the society and its fallout on Schools.
- Sharing and sensitization of Teachers professional organizations, civil societies, and community based organizations on Inclusive Educational practices and on issues of Child Rights.
- **Schools should spread the messages such as**
 - Respect Differences
 - Celebrate Diversity and Embrace Equality
 - Don't Hate or Discriminate
 - Every child is capable of learning
 - Appreciate diversity
 - To learn to live together

Guidelines for Monitoring Officers

The visiting officer has to record the observations in the Academic Guidance Register as suggested hereunder.

1. Appreciation of the existing best practices in the school
2. Identification of gaps/deficiencies and remedial measures suggested.

3. Follow up action taken in the school on the observations previously recorded in Academic Guidance Register of the school.
4. Collaborative planning, Joint Strategies, Execution of tasks in collectively reflect cooperation and coordination between HM and teachers and between Monitoring Officers and teachers.
5. Professional guidance from Monitoring officers and HMs in lesson preparation, design and use of TLM, Teaching learning strategies, remedial instruction, and implementation of other innovative practices in schools should happen with mutual discussion and through collaboration. Demonstration, Modelling are the basic strategies for the Monitoring officers to introduce new ideas, new practices and to guide the teachers in the schools.