



26<sup>th</sup> April 2025

Dear Colleagues,

In order to ensure the smooth and strategic functioning of the School, you are requested to adhere to the following protocols:

1. The educators are required to report to their respective classrooms or assigned duty venues at 8:10 am.
2. The Grade Incharges are expected to remain with their assigned classes during short breaks, ensuring a supportive environment for students.
3. All the educators are entrusted with maintaining discipline in corridors during breaks and transition between classes and activities. Your presence and vigilance during bell intervals is crucial for a conducive learning environment.
4. Please submit your advance leave requests via the School Pad Portal. If an emergency arises, record your leave through the portal to help us make necessary arrangements.
5. Educators must refrain from both carrying and using mobile phones during class hours.
6. Educators must meticulously check the notebooks, providing constructive feedback that supports students' learning progress.
7. To uphold the School standards, the Grade Incharges are responsible for monitoring daily attendance and ensuring adherence to uniform guidelines.
8. Approach every child with empathy and understanding. Cultivate a positive and nurturing atmosphere that empowers the learners to thrive and achieve holistic growth.
9. Maintain open and constructive communication with parents to create a strong partnership for students' development.
10. It is imperative to remain vigilant in ensuring the well- being and safety of every student. Report any potential hazards or problems to the administration without delay.

Your commitment to these protocols will strengthen our institution and serve as a benchmark of excellence.

Anticipating your commitment and enthusiasm.

Best wishes

Vice Principal

Mayor World School



Carrying forth the Mayo College Legacy of over **150** years of Excellence

ISO 9001:2015 Quality Management Systems • ISO 14001:2015 Environmental Management Systems  
OHSAS 45001: 2018 Occupational Health & Safety Management Systems

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