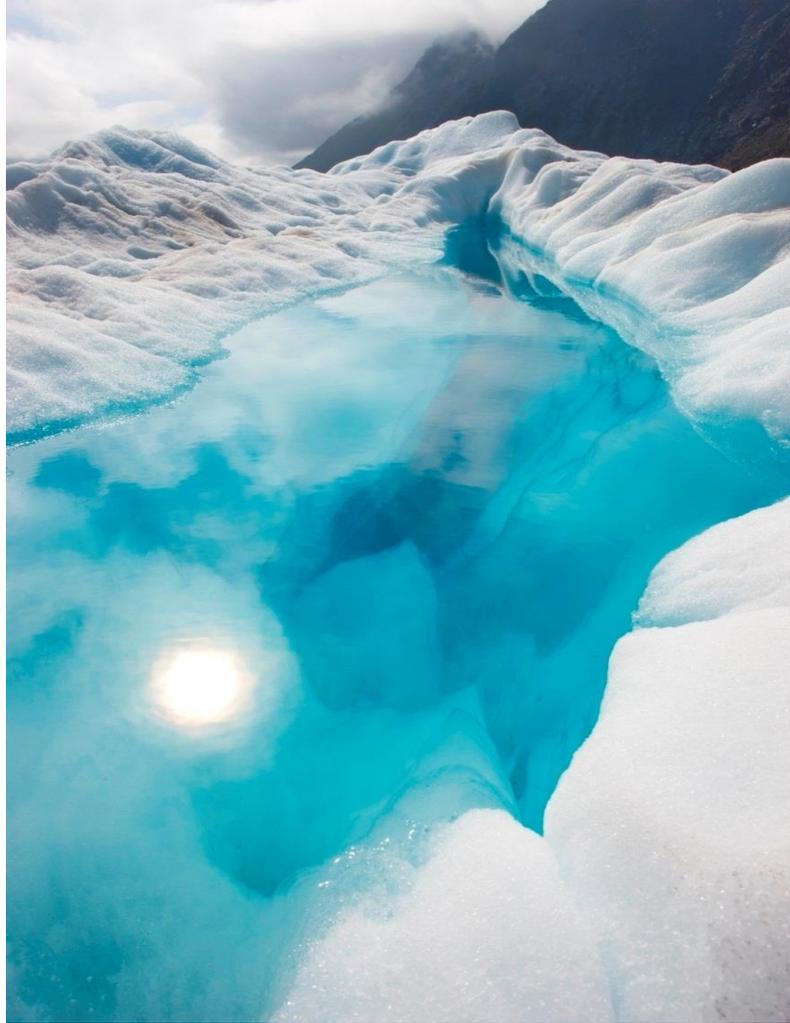


المدرسة الهندية  
الجديدة  
أم القيوين



THE NEW  
**INDIAN SCHOOL**  
Umm Al Quwain



# **TASKS AND RESPONSIBILITIES**

## **PARENTS & TEACHERS**

**DISTANCE LEARNING PROGRAMME**

## **Introduction:**

The best tip for school success is to make sure that parents and teachers are working together as allies. Sometimes, though, it can seem as though there's a chalk line drawn down the middle of your child's life.

On the home side, there are all the things you know about your child, the help you give her for homework and her social development with siblings and peers. On the school side of the line, there are all the things your child's teacher knows about her, the help she's getting with her school work and her social development with peers. The information on both sides can be combined to create a fuller understanding of your child. This is not only a benefit to her but also to you and her teachers.

## **Responsibility**

A duty or obligation to satisfactorily perform or complete a task (assigned by someone, or created by one's own promise or circumstances) that one must fulfill, and which has a consequent penalty for failure.

## **Tasks**

A job, chore, stint or assignment means a piece of work to be done. It implies work imposed by a person in authority or an employer or by circumstance.

## **Tasks and Responsibilities as Parents:**

1. Communicate with the teachers of the student regularly to know the rate of progress in learning and to identify the behavioural changes in him or her.
2. Provide the necessary tools for studies to ease the student through various activities involved in learning process.
3. Respect the teacher-personality as an individual as well as a professional.
4. Share intimate but useful information about the student to the teacher to identify his or her strong and weak areas.
5. Encourage the student to do his/her work independently in the long run.
6. Plan and work together with the teachers to nourish good behavioral patterns in the student.
7. Give awareness about the cyber risks and its consequences.
8. Guide, advise and train the students to utilize the time for mental and physical activities in a balanced way.
9. Give guidelines to the student to be free with parents or teachers to share the concerns that affect their wellbeing.
10. Respond positively with the information that is conveyed from the School.

## **Tasks and Responsibilities as a Teacher**

1. The required curriculum has to be delivered in portions but in complete.
2. Plan and prepare the course materials and lessons.
3. Teach students assigned according to their educational needs.
4. Plan and prepare with the assignments that can be done by the students independently.
5. The expected learning outcomes have to be shared with the students before the class and it should be reflected throughout until the lesson gets over.
6. Use updated strategies of teaching in the interest of the students.
7. Ensure different activities like live, pre-recorded, assignments, etc.
8. Deliberate attempts have to be made to give awareness to the students about cyber safety and the details about point of contact to report readily.  
(To the Class teacher through the parents)
9. Assist record and report on the academic development, progress and attainment of students.
10. The students have to be given a flexible timing to complete assignments and tasks.
11. Ensure the lesson activities are divided in proportion with on-screen and off-screen timings.

12. Consider the availability of resources at home while assigning the tasks to the students.
13. Promote the general progress and wellbeing of individual students, classes or groups of students assigned.
14. Provide judicious feedback with positivity for every task that was completed by the students.
15. Provide guidance and advice to students on educational matters.
16. Communicate with parents to discuss the general performance of students regularly.
17. Attend various meetings, scheduled by the School for professional development.
18. Cooperate with colleagues on the preparation and development of courses of study and pastoral arrangements.
19. Mark the attendance of the students on regular basis.
20. Assist in the planning and organizing of school events and functions (Inter-house competitions, inter-school competitions, and other possible activities online)
21. Involve in regular assessment practices including invigilation duties.
22. Undertake professional duties and organizational tasks as reasonable delegated by the Principal.