

File Name	Daily Routine and Time Table Procedures - The SOBHA Academy
Reference	SKT - TSA PRO - III - 007
Date	13-05-2025

1. Introduction

This procedure outlines how the daily routine and school timetable are planned, implemented, and reviewed to ensure orderly operations, maximum academic efficiency, and holistic student development.

It also details the Instructional Delivery Process, including teacher allotments, academic planning, and monthly reviews.

2. Daily Routine Framework

Time	Activity
07:45 – 08:15 AM	Student Arrival and Morning Routine
08:15 – 08:30 AM	Morning Assembly / Mentor Period
08:30 – 12:30 PM	Academic Instruction
12:30 – 01:00 PM	Lunch
01:00 – 03:00 PM	Academic / Co-curricular Periods
03:00 – 03:30 PM	Reflective Study / Physical Activity
03:30 – 04:00 PM	Dispersal

Note: Variations apply for KG and residential students as per developmental needs.

3. Timetable Development Procedure

Step 1: Work Allotment

- Academic coordinators prepare a Work Allotment Chart that includes:
 - o Subject
 - o Grade and Section
 - o Number of periods per teacher
- Chart is submitted to the Principal for review.
- Principal approves or sends for rework if required.

Step 2: Distribution of Allotment

- Approved allotments are formally communicated to all subject teachers by the Principal or Section Heads.

Step 3: Annual Academic Plan

- Teachers develop Annual Plans based on their work allotments.

- Plans are:
 - Verified by the Head of Department (HOD)
 - Checked by the Section Head
 - Approved by the Principal

Step 4: Monthly Lesson Planning

- Teachers prepare monthly plans collaboratively by grade/department.
- These plans reflect learning objectives, teaching strategies, assessments, and integration with co-curricular activities.

Step 5: Instructional Delivery & Documentation

- Teachers deliver content as per monthly plans.
- Monthly documentation includes:
 - Teaching methods
 - Assessment strategies
 - Adjustments based on learning outcomes

Step 6: Monthly Plan Review

- Teachers update monthly plans with actual outcomes and reflection.
- Updated plans are:
 - Reviewed by HODs
 - Submitted to Section Heads for verification
- Reports are shared with the Principal for oversight.

4. Roles and Responsibilities

Role	Responsibility
Principal	Final approval of allotment, academic plans, and overall schedule
Section Heads	Oversight of implementation, daily routine compliance
HODs	Verification of subject-wise academic plans and lesson delivery
Teachers	Prepare and deliver lessons, document outcomes, and review plans
Timetable Committee	Draft school-wide timetable, manage changes, and ensure balance
Admin Support	Circulate timetable, resolve scheduling conflicts, track attendance

5. Monitoring and Compliance

- Section Heads perform routine checks on adherence to timetable.
- Daily attendance and class logbooks must be updated by teachers.
- Any deviation must be communicated to the Principal via the appropriate channel.
- Substitute planning must be done in advance to avoid academic disruption.

6. Review and Amendment

This procedure will be reviewed annually or as necessary based on school calendar changes, curriculum reforms, or stakeholder feedback. All modifications must be approved by the Trust Board.

7. Document Control

VERSION	DATE	DESCRIPTION	APPROVED BY
1.0	13-05-2025	Initial Formalisation	Trustee Board