

## GUIDELINES FOR TEACHERS

**Note:** All teachers must have a copy of the following guidelines regarding Syllabi Breakdown.

### **1. Values Education and Personality Grooming Activities in Syllabi Breakdown:**

(a) Personality Grooming Activities taking place in all classes in the same week have been underlined. Content of Values Education will be dispatched separately.

(b) The material on Values Education supplements Personality Grooming activities and may have a considerable amount of overlap. Teachers may merge or choose one of the two in case of time limitation.

(c) 70% of the activities related to personality grooming activities and Values Education must be covered by each subject teacher.

(d) Concept / topics underlined in Personality Grooming Programme column are suggested to be talked about briefly by all teachers in their respective classes. Full length functions/events should be avoided. Final decision lies with the principals or the nominated faculty members.

(e) The minute talks by 2 - 3 students are to be held in each class on daily basis to ensure participation of all students as per the following guidelines:

Talk	Classes
One minute	(Prep - III)
Two minutes	(IV - VIII)
Three minutes	(IX - XII)

(f) The conduct of visits may be determined by the Principals as per required arrangements/security reasons etc. If some visit is not possible due to security or other reasons, teachers may hold simulations / virtual tours / role plays etc. to familiarize the children with the target concepts.

(g) Personality Grooming Activities (extreme right column except in (Urdu & Islamiat) have mostly been related to the learning objectives to be covered during the given academic weeks (extreme left column except in (Urdu & Islamiat)).

## 2. **Academic part of the Syllabi Breakdown:**

- (h) Diversified methodology of teaching should be used but special attention should be paid to project based and inquiry based learning and teaching.
- (j) At least 02 projects related to the syllabus content should be conducted in the whole academic year to promote. Teachers should be encouraged to combine two or more subjects for these projects.
- (k) Lesson Plan Objectives must focus on Higher Order Thinking Skills of students along with Lower Order Thinking Skills.
- (l) To ensure Outcomes/Objectives Based Education, the syllabi content should be used as guide-lines and starting points only. Teachers should be encouraged to supplement the book content with extra resources.
- (m) For clarity of interpretation the 'omitted' and 'non-examinable' contents have been indicated.
- (n) Non-examinable pages / topics are supposed to be taught through discussions /activities. These are important for smooth conceptual progression. The tendency to cross out such topics altogether is strongly discouraged.
- (o) Oral subjects are to be assessed through recorded observations, teachers' diaries, participation in activities, educational games & focused discussions and thoughtfully prepared worksheets.
- (p) Special efforts should be made to teach Islamyat, Urdu, and Social Studies/ Pakistan Studies in interactive manner.
- (i) Syllabus breakdown for Art books is not provided. The activities are designed to be completed on weekly basis. However, teachers may design additional art projects activities if desired.
- (p) Teachers, especially in Prep - III classes, should pay special attention to Urdu and English handwriting and feel free to additionally develop local worksheets for the same, if required.
- (q) Creative writing activities/exercises / competitions must be made frequent.
- (r) Essay writing techniques (genre) should be focused, and not the topics, to discourage rote learning. FTTI will give unseen topics for essay writing, in exam papers.
- (s) Verbal Math should be focused through word problems and interesting activities and Inter-section Math competitions may be held.
- (t) Academic year for classes Prep – VIII comprises 40 weeks. However, 04 weeks will be consumed for Mid-term and Final term exams, leaving 36 weeks for taught classes.

(u) Academic year for class IX comprises 44 weeks. However, 04 weeks will be used for Summer School for selected subjects and 04 weeks will be consumed for holding Send-up and Pre-board exams, leaving approximately 36 weeks for regular taught classes.

(v) Academic year for class X comprises 41 weeks. However, 04 weeks will be used for Summer School for selected subjects and 04 weeks will be consumed for holding Send-up and Pre-board exams, leaving approximately 33 weeks for regular taught classes.

(s) Days to be highlighted / celebrated have been specified in table below:

Sr No.	Name of Event	Date
1	Labour Day	01 May, 2018
2	Mother's Day	13 May, 2018
3	Start of Ramadan	16 May, 2018
4	Independence Day	14 Aug, 2018
5	Eid-ul-Azha	22 – 24 Aug, 2018
6	Defence Day	06 September, 2018
7	Ashora-e-Moharram	20 – 21 September, 2018
8	Teachers' Day	05 October, 2018
9	Iqbal Day	09 November, 2018
10	12 <sup>th</sup> Rabi-ul-Awwal	20 November, 2018
11	National Resolve Day to Promote Education	16 December, 2018
12	Quaid's Day	25 December, 2018
13	Kashmir Day	05 February, 2019
14	Pakistan Day	23 March, 2019

**Note:** The above guidelines must be handed over to each teacher and be placed in the teachers' folders.