

# THE ORCHID SCHOOL

## STAFF ORIENTATION AND TRAINING SCHEDULE

MAY – JUNE 2009-2010

Day - 1

Date/Day	Time	Venue	Content	Facilitator	Groups
27 <sup>th</sup> May Wednesday	09:00 a.m.	Multi-purpose Hall	Report- Collect welcome kit <b>Session – I</b>	Shilpa	All
	09:00 to 09:30 a.m.		<ul style="list-style-type: none"> <li>Greet/Meet/Hug</li> </ul>		
	09:30 to 11:00 a.m.		<ul style="list-style-type: none"> <li>Ice – breaker game- 'Coming together'.</li> <li>Debriefing of the Game</li> </ul>		
	11:00 to 11:30 a.m.		Tea Break		All
	11:30 to 12:30 p.m.		Sharing of the 'Employee Satisfaction Indices' results.	Professor Iyer	All
	12:30 to 1:30 p.m.	Lunch room	Lunch		All
	1:30 to 3:30 p.m.	Multi-purpose Hall	<b>Session – II</b> Orientation –Part I <ul style="list-style-type: none"> <li>Policies</li> <li>Procedures</li> </ul> (/Manifesto-Service Rules/Code of ethics/A to Z Parent Hand Book)	Lakshmi Baishaki Matin Sarita	All
	3:30 p.m. onwards	Atrium	<b>Session - III</b> New teachers – Administrative work <ul style="list-style-type: none"> <li>Bus Routes</li> <li>Certificates</li> <li>Updates / Appt. letters</li> </ul> Old teachers – Bus routes / Library Time	Matin/ Gauri	

## Day - 2

<b>Date/Day</b>	<b>Time</b>	<b>Venue</b>	<b>Content</b>	<b>Facilitator</b>	<b>Groups</b>
28 <sup>th</sup> May Thursday	09:00 to 09:15 a.m.	Multi- purpose Hall	Devotion		All
	09:15 to 11.15 a.m.	Multi- purpose Hall	Session - I Orientation –Part II <ul style="list-style-type: none"> <li>▪ Program / subjects overview - Know and understand</li> <li>▪ Time table</li> <li>▪ Calendar-Overview on PPT, lunch schedule, assembly, Golden/Silver time, Fine Arts/Sports option</li> <li>▪ Diary – Overview of all the pages especially the new ones.</li> </ul> Introduce Academic Teams	Shilpa & The Academic Team	Academic – CT / ST/ VT
	11:15 to 11:30 a.m.		Tea Break		All
	11:30 to 1:00 p.m.	Multi- purpose Hall	Session -II Orient self to <ul style="list-style-type: none"> <li>▪ Syllabus</li> <li>▪ Monthly Break - up</li> <li>▪ Time-Table</li> <li>▪ Text Books etc</li> </ul> -Receive/collect/read	AT team	Academic – CT / ST/ VT

			<ul style="list-style-type: none"> <li>Plan book/log book</li> </ul>		
	1:00 to 2:00 p.m.	Lunch room	Lunch		All
	2:00 to 4:00 p.m.	Multi-purpose Hall	<p>Make Buddies and elect and select Link teachers</p> <p>Level wise / Subject meetings with Link Trs.</p>	Shilpa & The Academic Team	Academic-CT / ST/ VT

### Day – 3

Date/Day	Time	Venue	Content	Facilitator	Groups
29 <sup>th</sup> May Friday	09:00 to 09:15 a.m.	Multi- purpose Hall	Devotion		All
	09:15 to 11:15 a.m.	Multi- purpose Hall	Session - I “Philosophy of Education”	Rohit Dhankar	All
	11:15 to 11:30 a.m.		Tea Break		All
	11:30 to 1:00 p.m.	Multi- purpose Hall	Session -II		All
	1:00 to 2:00 p.m.	Lunch room	Lunch		All
	2:00 to 4:00 p.m.	Multi- purpose Hall	Session – III		All

## Day - 4

Date/Day	Time	Venue	Content	Facilitator	Groups
30 <sup>th</sup> May Saturday	09:00 to 09:15 a.m.	Multi- purpose Hall	Devotion		All
	09:15 to 11:15 a.m.	Multi- purpose Hall	Session - I	Rohit Dhankar	All
	11:15 to 11:30 a.m.		Tea Break		All
	11:30 to 1:00 p.m.	Multi- purpose Hall	Session -II		All
	1:00 to 2:00 p.m.	Lunch room	Lunch		All
	2:00 to 4:00 p.m.	Multi- purpose Hall	Session - III		All

**31<sup>st</sup> May DAY – 5 - SUNDAY – HOLIDAY**

## Day – 6

Date/Day	Time	Venue	Content	Facilitator	Groups
1 <sup>st</sup> June Monday	09:00 to 09:15 a.m.	Multi-purpose Hall	Devotion		All
	09:15 to 11:15 a.m.	Multi-purpose Hall	Session – I “Craft of the Classroom” <ul style="list-style-type: none"> <li>• Overview of the Whole School Discipline Policy</li> <li>• Know and Understand Class procedures and routines</li> </ul>	Shilpa and Gauri Kulkarni	Academic - CT / ST/ VT
	11:15 to 11:30 a.m.		Tea Break		All
	11:30 to 1:00 p.m.	Multi-purpose Hall	Session -II - Continued “Craft of the classroom”		Academic- CT / ST/ VT
	1:00 to 2:00 p.m.	Lunch room	Lunch		All
	2:00 to 4:00 p.m.	Multi-purpose Hall	Session - III Continued “Craft of the classroom”		Academic- CT / ST/ VT

## Day - 7

Date/Day	Time	Venue	Content	Facilitator	Groups
2 <sup>nd</sup> June Tuesday	09:00 to 11:15 a.m.	Multi-purpose Hall	Session – I Group 1 - Math Workshop – Four days – “Innovative methods in Teaching and Learning of Mathematics” – Jose Paul – K to VIII  Group 2 - Curriculum and Program Planning / Own work as discussed with Unit head and coordinator	Jose Paul	Academic- CT
	11:15 to 11:30 a.m.		Tea Break		All
	11:30 to 1:00 p.m.	Multi-purpose Hall	Session -II 'Math Workshop' continued		Academic-CT
	1:00 to 2:00 p.m.	Lunch room	Lunch		All
	2:00 to 4:00 p.m.	Multi-purpose Hall	Session – III 'Math Workshop' continued		Academic-CT

## Day - 8

Date/Day	Time	Venue	Content	Facilitator	Groups
3rd June Wed	09:00 to 09:15 a.m.	Multi-purpose Hall	Devotion		All
	09:15 to 11:15 a.m.	Multi-purpose Hall	Session – I Math Workshop	Jose Paul	Academic -CT
	11:15 to 11:30 a.m.		Tea Break		All
	11:30 to 1:00 p.m.	Multi-purpose Hall	Session -II 'Math Workshop' continued		Academic-CT
	1:00 to 2:00 p.m.	Lunch room	Lunch		All
	2:00 to 4:00 p.m	Multi-purpose Hall	Session – III 'Math Workshop' continued		Academic-CT

## Day - 9

Date/Day	Time	Venue	Content	Facilitator	Groups
4th June Thu	09:00 to 09:15 a.m.	Multi-purpose Hall	Devotion		All
	09:15 to 11:15 a.m.	Multi-purpose Hall	Session – I Math Workshop	Jose Paul	Academic-CT
	11:15 to 11:30 a.m.		Tea Break		All
	11:30 to 1:00 p.m.	Multi-purpose Hall	Session -II 'Math Workshop' continued		Academic-CT
	1:00 to 2:00 p.m.	Lunch room	Lunch		All
	2:00 to 4:00 p.m.	Multi-purpose Hall	Session – III 'Math Workshop' continued		Academic-CT

## Day - 10

Date/Day	Time	Venue	Content	Facilitator	Groups
5th June Friday	09:00 to 09:15 a.m.	Multi-purpose Hall	Devotion		All
	09:15 to 11:15 a.m.	Multi-purpose Hall	Session – I Math Workshop	Jose Paul	Academic-CT
	11:15 to 11:30 a.m.		Tea Break		All
	11:30 to 1:00 p.m.	Multi-purpose Hall	Session -II 'Math Workshop' continued		Academic-CT
	1:00 to 2:00 p.m.	Lunch room	Lunch		All
	2:00 to 4:00 p.m.	Multi-purpose Hall	Session – III 'Math Workshop' continued		Academic-CT

**6<sup>th</sup> & 7<sup>th</sup> June DAY -11 & 12 – SATURDAY & SUNDAY – HOLIDAYS**

## Day – 13

<b>Date/Day</b>	<b>Time</b>	<b>Venue</b>	<b>Content</b>	<b>Facilitator</b>	<b>Groups</b>
8th June Monday	09:00 to 09:15 a.m.	Multi-purpose Hall	Devotion		All
	09:15 to 11:15 a.m.	Multi-purpose Hall	Session – I Curriculum and Program Planning with Unit heads / Coordinators Group to work on the monthly break-up of the syllabus.	Shilpa and Academic Team	Academic (Group 1)
		Class VI	E – Pathashala training		(Group 2)
	11:15 to 11:30 a.m.		Tea Break		All
	11:30 to 1:00 p.m.	Multi-purpose Hall	Session -II Curriculum and Program Planning with Unit heads / Coordinators Group to work on the monthly break-up of the syllabus.		Academic (Group 2)
		Class VI	E – Pathashala training		(Group 1)
	1:00 to 2:00 p.m.	Lunch room	Lunch		All

	2:00 p.m. to 4:00 p.m.	Multi-purpose Hall	Session – III Continue work on Curriculum and Program Planning on their own.		Academic (Group 1 and 2)
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## Day – 14

Date/Day	Time	Venue	Content	Facilitator	Groups
9th June Tuesday	09:00 to 09:15 a.m.	Multi-purpose Hall	Devotion		All
	09:15 to 11:15 a.m.	Multi-purpose Hall	Session – I Planning for Class Orientations – Brain storming and discussion ST – Own work / Curriculum and program planning	Shilpa and Academic Team	CT all levels + Buddies  ST
	11:15 to 11:30 a.m.		Tea Break		All
	11:30 a.m. to 1:00 p.m.	Multi-purpose Hall  Jr Computer Lab	Session -II Curriculum and program Planning/Monthly break-up Continue Computer Training		Academic (Group 2)  (Group I)
	1:00 to 2:00 p.m.	Lunch room	Lunch		All
	2:00 to 4:00 p.m.	Multi-purpose Hall  Jr Computer Lab	Session – III Curriculum and program Planning/Monthly break-up Continue Computer Training		Academic (Group I)  (Group 2)

## Day – 15

<b>Date/Day</b>	<b>Time</b>	<b>Venue</b>	<b>Content</b>	<b>Facilitator</b>	<b>Groups</b>
10th June Wed	09:00 to 09:15 a.m.	Multi-purpose Hall	Devotion		All
	09:15 to 11:15 a.m.	Multi-purpose Hall	Session – I Plan for Orientation & Book collection Make first day / first week plan Curriculum and program Planning Continue	Shilpa and Academic Team	Academic
	11:15 to 11:30 a.m.		Tea Break		All
	11:30 to 1:00 p.m.	Multi-purpose Hall	Session -II First day/First week planning		Academic
	1:00 to 2:00 p.m.	Lunch room	Lunch		All
	2:00 to 4:00 p.m.	Multi-purpose Hall	Session – III Take – over class rooms and spaces – Begin to set – up  Receive text books / notebooks/ class library books / TLM / Class housekeeping material		Academic

## Day – 16

<b>Date/Day</b>	<b>Time</b>	<b>Venue</b>	<b>Content</b>	<b>Facilitator</b>	<b>Groups</b>
11th June Thu	09:00 to 10:00a.m.	Auditorium	Movie – ‘Art of Possibilities’		All
	10 to 11:00 a.m.	Multi-purpose Hall	Session – I “Handing over myself to the Organisation”	Shilpa and Lakshmi	All
	11:00 to 11:30 a.m.		Tea Break		All
	11:30 to 1:00 p.m.	Multi-purpose Hall	Presentation by the Teachers who visited Donner Gymnasiet- Sweden		All
	1:00 to 2:00 p.m.	Lunch room	Lunch		All
	2:00 to 4:00 p.m.	Own class- room	Session – III Own Work- Make charts / Set up class rooms and spaces / Get ready for orientation and receive students		Academic

## Day - 17

Date/Day	Time	Venue	Content	Facilitator	Groups
12th June Friday	09:00 to 09:30 a.m.		School Tour with Buddies		Academic
	09:30 to 11:15 a.m.	Multi-purpose Hall	Session – I Make book sets for Parents to collect. Arrange toys and Library books Display charts made Buddies to help  Submit log books and Plan books		Academic
	11:15 to 11:30 a.m.		Tea Break		All
	11:30 to 1:00 p.m.	Auditorium	Session -II Getting ready for Orientation for Parents		Academic
	1:00 to 2:00 p.m.	Lunch room	Lunch		All
	2:00 to 2:30 p.m.	Multi-purpose Hall	Touch base meeting before Orientation.		Academic
	2:30 to 4:00 p.m.	Multi-purpose Hall	Session – III Continue -orientation work		Academic

## Day 18

Content	Pre-Primary	Primary	Middle	Venue
Full session	9am to 12 noon	10am to 1pm	11am to 2pm	TOS
		<b>Flow of the day</b>		
General orientation	9.00am to 10.00am	10.00am to 11.00am	11.00am to 12.00 noon	Multi purpose hall
Class orientation	10.00am to 11.00am	11.00am to 12.00noon	12.00noon to 1.00pm	In your child's class
Meet transport desk	11.00am to 11.30am	12.00noon to 12.30pm	1.00 pm to 1.30pm	Atrium
Lunch	<b>As per convenience and preference</b>			Dining Hall-5 <sup>th</sup> floor
Tour of the school				Basement to 5 <sup>th</sup> floor

**14<sup>th</sup> June DAY -19 –SUNDAY-HOLIDAY  
RELAX AND REJUVENATE**

## Day – 20

Date/Day	Time	Venue	Content	Facilitator	Groups
15th June Monday	09:00 to 09:15 a.m.	Multi-purpose Hall	Devotion		All
	09:15 to 11:15 a.m.	Own class- room	Session – I Get ready to welcome the new 'academic year' – Setting up classroom , putting up charts etc.		Academic
	11:15 to 11:30 a.m.		Tea Break		All
	11:30 to 1:00 p.m.	Own class- room	Session -II Continue with class-room work		Academic
	1:00 to 2:00 p.m.	Lunch room	Lunch		All
	2:00 to 4:00 p.m.	Own class- room	Session – III Continue with class-room work		Academic