

Weekly Routines for Head Teachers

Official Hours

The Head Teacher shall ensure that the official school hours are observed.

Years 1 to 6.

Subject	Hours each week
Language	11
Mathematics	6
Science	1h 40
Social Science	1h 15
Religious Education	30 mins
Health, Nutrition, Agriculture	1h 15 (3 x 25 mins)
Visual and performing arts	2
PE and Sport	2 (1h Sports)
Break	2h 20
Total	28

Teachers Weekly Working Hours

Total working hours	30
Teacher-pupil contact	25h 40
Break periods	2h 20
Co-ordination time	2

Inspections

One of the responsibilities of a Head Teacher is to see that things in and around the school are kept in good order. Children are more careful and take a greater interest if they know there are regular inspections. Among the things that the Head and the other teachers should inspect each week are:-

- Exercise books
- Desks
- Sleeping quarters
- Garden plots

- School compound

Children will often try to keep things better if little competitions are organized such as:-

- Which class can keep the neatest exercise books?
- Which children have the cleanest desks?
- Which team can keep the sleeping houses tidiest?
- Which group can grow the best vegetables?

Head Teachers should always try to encourage their staff and pupils to take a pride and interest in the school. There is usually better learning when a school is neat and orderly than when one is untidy and disorderly. Once again the Head must show a good example. He or she should tell the pupils how things should be looked after but they must also show by example first.