

2023-2024 Academic Year Autumn Semester Semester Class Routine									
Daily routine				Weekly routine				Monthly routine	
time	matter	Key tasks	Standards and requirements	time	matter	Key tasks	Standards and requirements	matter	Standards and requirements
Monday 08:00-08:10	Flag raising ceremony	Organize students to participate in the flag raising ceremony in an orderly manner	1. The homeroom teacher will arrive at the flag raising venue before 7:55, and the grade assistant will be responsible for clearing the floors. Students 2. Organize the team in an orderly manner. 3. Dress up in school uniforms, with a full set of school uniforms. 4. The team is orderly, standing upright, and not whispering	8: 10-8:50	Morning meeting/class meeting	Organize students to attend class meetings/morning meetings	1. Fully prepare before class meetings including courseware and lesson preparation. 2. Maintain discipline during class meetings/morning meetings to ensure that students focus on the content being taught. 3. Based on student performance and classroom situation, conduct post class review and optimization, continuously adapt to the characteristics of the class students, and stimulate their interest	Monthly Student Report	1. On the last Friday of each month, send the monthly class summary report to the class parent group.
08:00-08:10	Breakfast name	Administrative class orderly roll call-explanation meeting	1. Roll call, confirm class attendance (grade summary feedback before 8:00) 2. Check and supervise school uniforms, and urge those who have not worn them to return to the dormitory for replacement. 3. Explain key requirements of the class. 3. Organize students to neatly arrange classroom tables and chairs (rows, columns), and clean up classroom hygiene waste	Friday 16:00 Sunday 13:00	Weekly Home Letters&Weekly Report Release (Junior High School)	Parent group feedback	1. Every Friday, send academic letters and weekly class summaries to the class parent group. 2. Every Sunday, send back to school notification information to the parent group collect a list of students who have taken leave for evening self-study and register it in the evening self-study attendance form. collect a list of students who do not return to stay at night and provide feedback to their corresponding life teachers. 3. Every Sunday, collect information on the carrying of electronic products in the class.	Coordination and support of monthly usual education theme activities	According to the actual situation
08:10-12:10	In class listening (junior high school)	At least 2 sessions per day	1. Focus on students' classroom performance and situation (class status, electronic product situation, whether they sleepwalk). 2. Understand students' learning habits and follow up on targeted communication. 3. Communicate with subject teachers and coordinate interventions for students	Friday 16:00	Weekly report release (for other grades)	Parent group feedback	1. Every Friday, send the weekly class summary to the parent group of the class. 2. Every Sunday, send back to school notification information to the parent group collect a list of students who have taken leave for evening self-study and register it in the evening self-study attendance form.	Coordination and support of monthly academic theme activities	According to the actual situation
	Grade Tour (Other Grades)	Complete the patrol in the responsible duty classroom	Conduct classroom inspections of the class according to the grade schedule (at least 3 classes per day), identify and report problems. 1. Focus on student classroom performance and situation (class status, electronic product situation, whether they sleepwalk). 2. Understand student learning habits and follow up on targeted communication. 3. Communicate with subject teachers and propose suggestions for student management. 4. If the subject teacher has serious situations, provide feedback to the Student and Teaching	Current week	Electronic Product Management (Junior High&HS)	Electronic product application and sending/receiving	1. According to regulations, complete student application approval, sending and receiving. 2. Ensure that students use electronic devices according to corresponding regulations. 3. Mobile phones are uniformly collected by the life teacher and distributed by the grade on Friday	Home school communication	1. Communicate with all classmates and parents of the class at least once a month. 2. Provide feedback on outstanding or poor performance of students, and reform parents simultaneously
	Students taking leave (based on actual situation)	Handling of students taking leave on the same day	1. 8:00-17:15 Student leave - issuance of a leave notification from the teaching department teacher (DingTalk group) - leave group information update - synchronization of non return home situation with life teacher	Depending on the follow-up situation	Night self-study duty	Night self-study duty	1. According to regulations, complete the evening self-study duty for the current week. 2. On the day of the evening self-study on duty, strictly follow the requirements and standards of the evening self-study, and lead by example. 3. During the evening self-study duty, do not do other affairs (such as talking to students, leaving the duty classroom, etc.)	Monthly Class Team Building Monthly Student Birthday Meeting	Class team building cohesion
	Home school communication	Feedback on parental issues and share exciting moments for students in school	1. After understanding the basic facts of the unexpected situation that occurred on the day, synchronize the situation and progress with parents to ensure that they are clear about the background. 2. Share the classroom situation, campus activities, and exciting moments in the parent group of the class	/	Follow up on feedback from key parents	Parental communication	At least 4 people (mid week&evening) according to actual situation	Dormitory concidences	1. According to regulations, on the last Thursday of each month at PE (5:00), organize class team building. 2. Basic requirements include: a monthly class review plan (wards and warnings) must be included. Rainbow Patrol Group Team building activities for each class
	Follow up on student situation (based on actual situation)	Discipline&Behavior&Psychology	1. Pay attention to the learning, behavior, and psychological situation of students, with a focus on emotional and psychological changes and abnormalities. 2. Communicate and handle situations in a timely manner. If unable to handle them, report and seek support and assistance in a timely manner. 3. If sick on the same day, lead students to the school medical room in a timely manner. If unable to handle situations, contact parents and take them to the hospital in a timely manner. If parents are unable to accept it, take it to the hospital for treatment after being entrusted. 4. Follow up on alienation and alienation in a timely manner, and arrange education sessions for students	/	Campus large-scale event organization support	According to the actual situation	According to the actual situation		
12: 10-13:10	Lunch break		Middle school students need to be reminded to be quiet and not to play around	Friday 16:00	Home school communication	Timely update of student situation follow-up files	1. Before 16:00 on Friday, check the school treasure system and communicate with students and parents to report abnormal situations. 2. Students perform well or poorly, and parents are informed of the feedback simultaneously		
12: 10-17:10	In class listening (junior high school)	At least 2 sessions per day	1. Focus on students' classroom performance and situation (class status, electronic product situation, whether they sleepwalk). 2. Understand students' learning habits and follow up on targeted communication. 3. Communicate with subject teachers and propose suggestions for student management. 4. If the subject teachers have serious situations, provide feedback to the student and teaching department	Friday 16:00	Summary of abnormal situations (in Alpha projects)	Alpha homeroom teacher feedback within the group	1. Check the school treasure system before 16:00 on Friday. 2. Feedback abnormal Alpha scores to the group (below GPA5 and ES:70)		
	Course patrol duty (other grades)	Complete the patrol in the responsible duty classroom	Conduct classroom inspections of the class according to the grade schedule (at least 3 classes per day), identify and report problems. 1. Focus on student classroom performance and situation (class status, electronic product situation, whether they sleepwalk). 2. Understand student learning habits and follow up on targeted	Friday 16:00	Home school communication	Exciting (twinkl/sharing of excellent admissions)	1. Share the wonderful tweets of the current week in the parent group of the class. 2. Share the exciting posters of the current weekend week's activity posters in the founder group		
	Students taking leave (based on actual situation)	Handling of students taking leave on the same day	1. 8:00-17:15 Student leave - issuance of a leave notification from the teaching department teacher (DingTalk group) - leave group information update - synchronization of non return home situation with life teacher						
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	Daily evening self-study leave/online course approval	Daily evening self-study leave/online course approval	1. Submit the application for evening self-study and online classes to the Student Affairs Office for approval before 2:00 pm every day. 2. Students who are absent from evening self-study must complete the corresponding notes on the evening self-						
	Preparing for grade evening self-study English standardization training	Preparation of English standardization training materials	1. Grade group should prepare relevant English(standardized) materials in advance. 2. Coordinate with student representatives/evening self-study teachers and communicate relevant arrangements						
17: 10-18:30	dinner								
18: 30-20:00	Evening self-study P1	Discipline Management&Counseling and Mediation Classes	1. Non-duty evening self-study ensure that leave, online classes, and outings are noted in advance on the evening self-study attendance sheet for the supervision teacher to verify. 2. Verify the absence of evening self-study the next day, follow up on education for students who have been absent 1-3 times, urge them to participate in						
20: 10:00-21:00	MS&HS Evening Self Study P2	Discipline Management, Evening class watching and educational film watching							
20: 10-21:30	Late self-study P2 for other grades	Discipline Management&Counseling and Mediation Classes							