**Yasodhara Sinhala School Process Manual**

This document specifies all the processes in YSS. The responsibility of each process should be allocated to a specific coordinator or a staff member at the beginning of each academic year and should be communicated to the principal, deputy principal and SLBM management committee. It is the collective responsibility of YSS coordinating team to continuously monitor if all processes are managed effectively and efficiently.

Effective date: 1/06/2018

Version: 1.0

Last updated on: 1/06/2018

Authorised by: SLBM management committee

1. **Student registration**
* Collect SLBM Membership
* Enforce student enrolment form: Demographic information of Students and parents
* Organise School uniforms and Parent-School relationship management
* Handing over the membership payment receipts to SLBM treasurer on a weekly basis.
1. **School management system administration**
* Student enrolments in classes
* Develop the school class roll for every term
* Developing and distributing student roll to each class (every term/ semester)
* Monitoring attendance
* Monitoring and fixing data quality issues
* Updating school calendar
1. **Cleaning roster administration**
* Developing the roster for every term for both schools
* Informing the parents on weekly basis
1. **School asset management**
* Purchasing & Maintenance of printers computers projectors laminators binders
* Managing stationary requirements (purchasing and replenishment)
* Maintenance of School PA system and manage the computer network infrastructure
* Playing the national anthem at 4.20pm on every school day
* Maintaining an asset inventory (electronics, furniture whiteboards, and other assets)
1. **Petty cash management**
* Processing petty cash requirements
* Maintaining the petty cash book on regular basis
* Maintaining the invoices
* Reporting cash balance to the treasurer
1. **Academic administration**
* Make sure the teachers are available for each class on weekly basis
* Reminding through the Vibre group on Friday
* Developing / updating books and other teaching
* Distributing books to students (weekly basis)
* Distribute the folders and necessary teaching materials to teachers and collecting them back
* Printing the textbooks and other teaching materials
* Preparation of test papers for tests
* Printing the test papers and distribute among teachers
* Deciding test dates and Holding tests (end of semester)
* Managing the results sheets and report cards
* Distribution of report cards to students
* Holding class wise parents meetings and getting feedback
* Planning academic improvement initiatives
* Assessing and allocating new students to classes
* Maintaining sufficient stock of school uniforms and selling
* Handling day-to-day issues relating to teachers and parents
1. **Appointing school captains and prefects**
* Define the role for school captain and prefects and assign a set of duties for them.
* Developing/updating the selection criteria for school captain and prefects
* Calling nominations through the teachers in both schools
* Selecting the students for the position
* Monitoring the duties of school captain and prefects
1. **Non-academic administration**
* Leading and guiding the classroom perorations and make sure the class rooms are ready by 2.30pm
* Arrange a table for school office and handle parent enquiries
* Ring the starting/ending bells (2.30pm, 4.20pm, 4.45pm, 5.00pm, 6.30pm)
* Photocopying and printing
* Organising snacks and drinks for students at 4.20pm
* Organising Buddha Wandana
1. **School library management**
* Purchasing new books and library resources
* Coordinate reading evaluation process of students every week during school time
* Develop and implement rewarding schemes for students to encourage reading
1. **School communication management**
* Managing the school e-mail account (update new e-mail addresses)
* Managing staff contact list and update Vibre group/ email list
* Sending e-mails to parents and teachers
* Sending Vibre messages to staff
* Update SLBM management committee
1. **Staff recruitments and HRD**
* Identify the staff requirements and communicate across the community
* Recruiting new staff and obtain/renew blue cards
* Organising training and development for staff
* Leave arrangements and organising replacements
* Maintain a sufficient pool of relief teachers
1. **Event coordination**

Event coordinators will take the leadership in organising the events while all other coordinators will play an appropriate supporting role as decided in the monthly meeting.

Following activities have to be performed for every event listed below

* Nominate a main event coordinator who will take the responsibility of the event.
* Preparing an event plan in conjunction with the principal and deputy principals.
* Get the event plan approved by SLBM management committee
* Delegate the responsibilities of the event (as described in the event plan) to parents and teachers by creating sub-committees
* Execute the event plan and coordinate the activities, resolve conflics
* After the event provide an update to SLBM management committee about the event
1. Prathibha
2. New Year
3. Vesak Festival
4. Poson festival
5. Prefects’ and teachers’ day
6. International games day
7. Sinhala Lama Samithiya
8. Annual Prize giving
9. Organising the school magazine (Prabhathaya )and print it
10. Fund raising projects for school building
11. **External reporting and compliance with regulatory requirements**
* Sign the agreement with QLD Education annually
* Preparation of attendance data and send them to QLD Education as per the agreement
* Maintain the YSS bank account in conjunction with the SLBM treasurer and report to QLD Education as per the agreement
* Maintain the blue card register and send it to QLD education on request
1. **General maintenance / Health and safety/Recreational activities**
* Analyse safety needs of children and staff and implement necessary precautions
* Maintaining the first aid box
* Conduct fire drills and educate the staff on fire safety
* Repairing class rooms and furniture when required
* Maintaining notice boards as per the instructions by Deputy principals
* Maintaining class room display boards and other educational materials as requested by the teachers
	+ - Organising an annual trip for students and staff / or a Charity event
1. **School discipline and behavioural management of students**
* Implement and maintain the school code of conduct (***specified in the YSDS school policy***) across the classes and monitor continuous improvement.
* Provide training for teachers on behavioural management
* Appoint a discipline committee every year to handle discipline issues of students
1. **Managing and implementing the child and youth risk management policy.**
	* + Refer to *YSS child and youth risk management policy*