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## INTRODUCTION

We are delighted to welcome all stakeholders to Baniyas International Private School, a place where we foster a nurturing and enriching learning environment for students from kindergarten to Grade 12. This School Handbook serves as a guide to help you understand our school's policies, procedures, and expectations. Please take the time to read and familiarize yourself with the information provided.

### School Vision

Building a promising educational environment that stimulates students to develop their abilities and talents that lead them to rich horizons full of excellence and innovation.

### School Mission

Work on preparing a generation aware of its responsibilities, loyal to its homeland, proud of its past and present, possess modern tools of knowledge to enhance its talents, and abilities, and to build its future in an attractive educational environment that depends on effective students and distinguished teachers.

## The School Day/ Schedule

The school day for all grades will begin promptly following the playing of UAE National Anthem at 7:45 a.m. Regular lessons will start at 8 am. Grade level teachers will provide a daily schedule at the beginning of the school year. The BIPS timetable runs from Monday through Friday. Nutrition breaks and short recesses will be scheduled throughout the day for each grade level. The school day ends at 2:20 pm every day except Friday which has an early dismissal at 11:35 am for students. All students in kindergarten will be dismissed at 12:30 pm from Monday through Thursday.

## Types of Co & Extra-Curricular Activities

The Co-Curricular and Extra-Curricular Program is a vital part of the educational curriculum, aiming to nurture and promote student talents and interests. Its purpose is to offer students opportunities to expand their learning beyond traditional classroom settings, fostering active and global citizenship. The program encompasses a range of activities, including clubs, field trips, community service, and events. Diverse activities will be provided to cater to students with a variety of interests and talents.

- **Extracurricular Clubs:** Provided by the school, these clubs are free of charge for students and are supervised by school staff. They occur on the school campus after regular school hours.
- **Field Trips, Community Service & Conferences:** Students will be provided the opportunity to participate in field trips, community service, and local and international conferences.
- **Events:** The school organizes events that are planned to provide students the opportunity to participate in, celebrate and support community, global and humanitarian causes.

## Attendance Policy

BIPS is dedicated to enhancing school attendance rates. For students to fully benefit from educational opportunities, it is essential not only for them to attend school but also to be actively engaged and experiencing success. Achieving this requires a joint effort involving the school, community, and families to tackle the factors leading to absences and tardiness. There should be a shared understanding among school personnel that the primary responsibility for addressing attendance lies with teachers, principals, and guidance counselors. Teachers and staff are encouraged to devise imaginative and innovative strategies to ensure that students actively participate in their education.

## Attendance Requirements

- Students are required to be in school by 7:30 AM.
- Parents are required to contact the school/teacher if they know that their child is going to be absent from school for more than one day.
- A doctor's/physician's note is required for all students' absences and must be provided to the school within three days from the initial absence.
- If a student is absent more than 50% of any day, it will be considered a full day absence and the parent must provide the same information as if the student was absent for an entire day.

## **Uniforms**

All BIPS students are required to wear the approved school uniform. Any special clothing or school related themes or costumes, must be approved by the school's administration. On the days that a student has Physical Education class, or in time that another event may require it, students may wear the PE uniform.

## **Enrollment and Admission Policy**

Baniyas International Private School policy based on working hand in hand with Abu Dhabi Department of Education and Knowledge (ADEK) to provide our students a better learning that can meet the aspirations of students' parents who become aware of the diversity of private schools, who begins to search for what fits their sons future tendencies and aspirations, at the same time there must be rules and regulations to adjust the admission process to maintain the appropriate school environment as planned and adopted in Abu Dhabi Education Council policies.

From this point, we put our admission policy which takes into account the laws of the Abu Dhabi Department of Education and Knowledge which describes the acceptance procedures to work out from the beginning of the academic year 2015/2016, updated and revised annually.

## **Registration Dates in Baniyas International Private School**

Registration will be open to new students and those who are transferred from one grade to another, and re-enrollment in all grades during the April of each calendar year unless another date is identified by ADEK.

Registration on ESIS system starts during the period announced by ADEK of each calendar year.

## **Transition between our school and other schools**

- Allowed to transfer between the schools directly in the same classroom, if there is a place in our school and after providing all needed documents within the time period allowed by ADEK.
- Transition after the end of the first semester to be within the same curriculum only (American curriculum).
- Students should finish the first term for transition from outside Abu Dhabi Emirate.
- Students should finish the first term for transition from outside the country.

## **Interviews and placement tests**

- Kindergarten: (KG1 and KG 2) our school admit students with diagnostic interview in order to arrange any support they need.
- Grades 1 to 12: require interview and placement test to enable the school to determine the student's level of performance in order to provide appropriate learning support.

## **STUDENT BEHAVIOUR / SAFE CARING**

BIPS expects staff and students to model and reinforce socially responsible and respectful behaviors so that teaching and learning can occur in safe and caring environments.

### **Procedures**

- In educating its students, the goal of the school is to develop responsible, caring and respectful members of a just, peaceful and democratic society.
- BIPS believes that promoting a safe and caring school system requires the support and assistance of all members of the jurisdiction's community.
- Discipline is an essential part of a positive school climate. A positive school climate contributes to the prevention and reduction of misconduct in schools.
- The best educational interests of students and fundamental rights and safety of all school community members are paramount considerations.

### **BIPS-Student Expectations**

- Be on time for school, work hard, and learn to the best of your ability.
- Students will show respect and be honest with the teachers, school staff, and visitors, as well as to one another. All members of the school staff have the authority to correct or redirect any students.
- Students will follow the rules of the classroom and the school.
- Students will follow all safety rules while on the bus.
- Students will behave properly in the hallways, on the playground, and on school buses.
- Disruption of classes will not be tolerated under any circumstances. Disruption results in the interference of the learning process for all students.
- Students will be responsible for bringing home school letters to their parents on the same day the student receives the letter.
- Students should complete homework to the best of their ability.
- School property and the property of others are to be respected by all students.
- During a field trip or a school activity, students should remember that school rules are still in effect at all times and that chaperones will have the authority to correct students when needed.
- The use of profane language by any student will not be tolerated under any circumstances.
- Fighting and bullying will not be tolerated. It is important for all students to feel safe and comfortable in school. Threatening another student or staff member is unacceptable and will not be tolerated. This includes verbal, written, pictorial, electronic (cyberbullying) and implied threats.

## Disciplinary Responses

Possible intervention includes:

- Verbal Reminder
- Changing Seats
- Loss of Privileges
- Note or Phone Call Home
- Parent Conference
- Confiscation of Items

Persistent inappropriate behavior calls for alternative interventions. If prior interventions prove ineffective or if the severity of the initial offense deems it necessary, the child may be required to be removed from the situation. Severe instances of inappropriate behavior also mandate additional interventions to safeguard the future and well-being of other members of the school community.

## Students with Special Education Needs (SEN) Policy

- BIPS guarantees a fair learning atmosphere for students identified with special needs, covering a range of disabilities.
- Our school provides customized services to students with special needs, encompassing those with disabilities and those who demonstrate exceptional talent and excellence.
- The provision of appropriate educational environment, based on individual educational plan.
- Continuous professional training for teachers and who's working with students with special needs.
- Involvement of parents in every educational stage.
- Collaboration with external organizations to offer supplementary services.

## Cases that are providing with special education programs:

1. Learning Disabilities
2. Physical and health disability
3. Visual impairment
4. Hearing disability
5. Language and speech disorders (Communication Disorders)
6. Emotional and behavioral disorders
7. Talent and Excellence

## Promotion and Retention of Students

Classroom teachers are required to promptly identify students whose developmental progress may pose a risk to meeting grade level promotion standards. If the potential for current grade level retention is foreseen, the school leadership and parent(s) should be promptly notified, and an educational plan must be developed for each identified student.

Parents will receive a warning before or during the Parent-Teacher Conference and report card distribution if their child is at risk of underachievement. This early notification aims to allow a thorough review of the student's work, discuss strategies and interventions, set benchmarks, and clarify responsibilities to progress the student toward promotion. Records of continuous parental communication and involvement, such as meetings, emails, phone calls, report cards, parent-teacher conferences, assessments of the student's work, and instructional interventions, will be documented and maintained.

#### *a. Assessment of Progress*

All aspects of a student's record, including evidence that student work demonstrates progress towards meeting the core learning standards, will be reviewed periodically to ensure that students are moving toward the attainment of literacy and math skills (including Arabic for some students) and that appropriate support and interventions strategies are in place for those students whose progress is of concern. Parents will be informed and involved in the progress of their child's development and be offered opportunities for participation in classroom activities and homework assistance.

#### *b. Attendance*

Students will be encouraged to develop good habits of attendance, beginning with their first school experience. Therefore, the attainment of at least 98% attendance is a goal that should be discussed with parents in order to enlist and maintain their understanding and support of the importance of good attendance. We strive for all students to achieve 100% attendance.

#### *c. Promotion Decisions*

Multiple Promotion Criteria (including SEND students whose IEPs do not specify a modified promotion standard)

Promotion to the next grade will be based on the integrated use of multiple measures, such as external test scores (i.e., MAP), course grades, report cards, sample of student writing, projects, assignment, and performance-based student work. Promotion decisions will be based on a holistic evaluation of the foregoing measures and according to whether the student has demonstrated sufficient progress toward attaining learning standards.

### **Graduation Policy**

Baniyas International Private School aims to establish rigorous standards of learning which enable our students to meet the vision of ADEK private school graduate policy.

#### **Our school graduates will:**

- Realize their individual goals and aspirations.
- Possess the attitudes, Knowledge, and skills necessary to contribute positively and compete in a global society.
- Exercise the right and responsibilities of citizenship.
- Pursue post – secondary education and/ or careers without need for remediation.

## **Requirements for Graduation:**

The minimum requirements for graduation from high school, grades 9-12 are:

### **1. Twenty Four (24) credits of the following courses.**

English 4.0 credits	Physical Education 2.0 credits
Mathematics 4.0 credits	Information Technology 2.0 credits
Physics 2.0 credits	Accounting 2.0 credits
Biology 2.0 credits	English Literature 2.0 credits
Chemistry 2.0 credits	Health and Nutrition 2.0 credits

### **2. MOE Test:**

Arabic and Islamic Studies tests are scheduled any time in June at the end of the school year by the MOE office. Students of grades 12 MUST pass these two subjects to meet the requirements for grade 12 certificate.

### **3. International Requirement:**

Our school has its supporting programs and procedures to develop student's ability to pass the following:

#### **- For Local Students and Non-Local Students:**

- Pass TOFEL exam of 61 degree of online test OR pass Academic IELTS of 5.0.
- Pass SAT math test of 450 degree.

## **Graduation Ceremony:**

Our school has its own policy of closing and graduation ceremony for grade 12, we always celebrate inside our school Gym, all the expenses and costs are paid by the school.

## **Students Protection Policy**

Baniyas International Private School emphasizes the core principle of protecting students from any kind of abuse, and to promote interest in the social, psychological and health care for them and that confirms the related laws of the United Arab Emirates.

## **The main requirements**

- The school, the staff and all workers to ensure that expose the student to exploitation, violence and physical abuse, verbal abuse, and any kind of damage.
- The School's Principal shall accept the position of a parent responsibility for all students whilst they are in the school's care, including travelling to and from the School using School-provided transportation means, and while moving between, waiting for, and taking part in all activities organized by the School.
- Dissemination and application of a school policy meant to protect the students to ensure their protection from any form of harm and damage.
- Inform the school principal so immediately of any student suspected of exposure to any form of aggression.
- The principal immediately suspends any member of staff who is accused of an offence involving student abuse if the alleged staff abuse involves a crime according to the provisions of prevailing UAE Laws.
- The principal should inform the Council immediately in the event of any violations of policy protect students, and he must send a written report to the Council within twenty-four hours of the occurrence or suspected occurrence of any of these violations
- Cleaners (Article 69) of Guidance Manual of private schools in the Emirate of Abu Dhabi:

The areas of school cleaners at the school are as shown below:

During work hours	Section
Female Cleaners only	Kindergarten and grades of cycle 1 (boys and girls)
Male Cleaners (boys section)	Cycle 2 and 3
Female Cleaners ( Girls section )	Cycle 2 and 3

## **Practices and Procedures / Guidelines:**

- All employees should be alert to signs of abuse or neglection and to know who should be telling them anxiety or uncertainty.
- The school principal or his representative is the first contact for staff and parents which the anxiety point is defined.
- The school is working according to safe recruitment procedures, which included pre-security check for all of its employees, as well as faculty members.

- The school will address any aspect of deficiencies or weaknesses in the child protection arrangements without delay or hesitation.

## **Parental Involvement**

The purpose of this policy is to outline the school's position on parental involvement in their child's education and the school community.

Parents/guardians play a central role in their child's education. Their role and contributions must complement that of the school and both should work together to achieve the school mission.

### **The following are the school's responsibilities related to parental involvement:**

- The school will establish effective methods of communication with parents to ensure that they are regularly and clearly informed of all general information (i.e., policies, programs, circulars, announcements, school calendar, events and activities, and announcements) and of their child's academic and behavioral performance and progress.
- The school will use various methods of communication with parents; these methods include the school website, parent portal, text messages, phone calls, class dojo, conferences and meetings.
- The school shall ensure that parents are kept informed of their children's academic and behavioral performance and progress by (1) conducting at least 2 parent-teacher conferences, and at least 1 student-led conference annually; (2) arranging for meetings with parents throughout the academic year and as the need arises; (3) ensuring that student performance and progress trackers are updated on a regular basis for parents to view on the portal; (4) providing parents with a progress report at the end of each term or unit of learning, as well as an end-of-year report; and (5) distributing awards of achievement to celebrate students' success in attainment and progress.
- Teachers and Heads of Grade (student academic advisors) will contact parents and arrange for meetings to ensure that parents are kept well informed of their child's academic and behavioral performance and progress, and the next steps to ensure growth.
- The school shall provide the opportunity for parents to visit their child's classroom at least once during an academic year, if deemed necessary. Such visits require the prior approval of the principal.

### **The following are parents' responsibilities related to their involvement in their child's education:**

- Parents must be positively involved in their child's education by supporting the school's mission and goals, and cooperating and collaborating with the school to ensure that the best opportunities are provided for their child.
- Parents' communication with the school must be respectful of the school staff, professional, and free of defamation.
- Parents must understand that the school may not be able to achieve its goals if the parents choose not to cooperate with the school or not be involved in their child's education.

- Parents must support the school's policies, rule and regulations, including those related to attendance, behavior, uniform, mobile phones, and coursework.
- Parents must ensure that their child abides by the school rules and regulations by maintaining a good attendance record; meeting the school's character and behavioral expectations; completing assignments; and supporting their learning and progress.
- Parents must read the school policies communicated to them by the school and the contents of the Student/Parent Handbook, as well as regularly check the student planner, school website, parent portal, and email accounts to ensure that they are kept informed of important information, circulars, newsletters, learning resources, study guides, as well as their child's academic and behavioral progress.
- Parents must regularly check the school calendar for important dates and ensure that they attend all information sessions, workshops and conferences, and maximize their involvement in the school community and their child's learning.
- If an issue or concern arises related to a child's academic and behavioral performance, it must be first addressed through a scheduled appointment with the respective teacher or department supervisor. For any other concerns, parents can refer to the Parent Relations Officer who will support in the process of resolving the issue. Principals will meet with parents only after a referral from the Head of Grade or Parent Relations Officer.
- Parents are permitted to enter the school premises during the school day only if they have a scheduled appointment. Administrators and teachers will only meet with parents who have appointments.

## **Teachers / Staff**

This handbook is a valuable resource, providing insights into the school's mission, vision, and core values, as well as practical information on curriculum, teaching methodologies, and professional conduct.

At Baniyas International Private School, we believe in a collaborative and supportive approach to education. This handbook serves as a tool to ensure that you are well-informed, empowered, and equipped to create a positive and enriching learning experience for our students.

## **Dress Code**

This policy establishes the dress code required for all employees working at BIPS.

- Staff attire should be respectful and according to the culture and values of the UAE
- Staff should be professionally dressed at all times
- Men should wear formal trousers and a collared shirt
- Females should wear loose-fitting, modest, and professional clothing (blouses, skirts, pants)
- No sleeveless blouses
- No jeggings or leggings are permitted
- Teachers should avoid bright and unusual haircuts and excessive jewelry.

## Attendance

Attendance is monitored through the biometric security system, and it is mandatory for staff to register their presence daily using this machine. Neglecting to do so could lead to salary deductions, as the system is synchronized with the payroll. If staff members need to leave the premises during the day, they must complete a leave form, which should be signed by their supervisor and approved by the school principal. Additionally, all staff members are required to sign in and out at the reception area.

## Duties of an Employee

The employee shall throughout the Employment Period have the following duties (the "Duties"):

- The Employee will be responsible for all duties outlined in their respective job descriptions.
- The employee is expected to dedicate their complete time, focus, and effort to the school's operations. Throughout their tenure, they are prohibited from participating in any other business activities, irrespective of whether such activities are pursued for profit, gain, or any other financial advantage.
- The employee hereby commits to refrain from engaging, either directly or indirectly, in any competitive activities or employment that is substantially similar to or competitive with the current operations of the School. This restriction applies to the School's present business and any other significant business activities it may undertake during the employee's term of employment.
- The employee agrees to take on additional reasonable responsibilities and duties as instructed or assigned by the principal or other designated line managers. This encompasses active participation in the School's extracurricular activities programs, as specified by the Principal and relevant senior staff, with details communicated to the employee periodically.
- The employee commits to being accessible for work on all days outlined in the BIPS Calendar, as determined by the school and subject to change. Additionally, staff may be asked to extend their working hours occasionally to contribute to school events.
- The employee is accountable for performing their duties effectively within the school, in accordance with the job description provided by the principal.

## Professional Development

Teachers are expected to attend and participate in professional development workshops, which may be held on or off school. Teachers will be requested to plan, organize and conduct in-service programs during the weekly staff meetings and on other occasions.

## Ministry of Education Competitions

All departments should prepare the students to the Ministry of Education competitions. Each department should identify the different competitions that are related to its subject and then design a plan and assign a person who will take the responsibility of each competition.

## Faculty Meetings

Regular faculty meetings will take place, and all teachers must attend their respective department meetings. Additional meetings may be scheduled at the discretion of the administration. Typically, these meetings occur at the end of the teaching day, but in emergency situations, a meeting might be scheduled on a weekend or holiday.

## Teacher Supervision and Performance Evaluation

The teacher will undergo three types of evaluations. The first involves academic coordinator, wherein the academic coordinator and head of the department assess the teacher's performance within the classroom. The second evaluation is conducted by section supervisors. The third evaluation is carried out by the administration. Following each evaluation, the teacher will review and sign the evaluation report, and a brief meeting will be held.

## Policy of Absenteeism

Occasional absences are unavoidable. Proper planning will minimize its effect on the students and staff, so teachers are to report their absences as soon as possible so arrangements can be made. If you are unable to attend the school due to an emergency or for a valid reason you must personally telephone the school and your department supervisor before 7.00 am. Lesson plans, written assignments or worksheets are to be submitted to the office no later than 7:00 am.

**Absentee Form:** On return to duty, an Absentee Form is to be completed and submitted to the department supervisor—forms can be obtained from the supervisor.

**Doctor's Certificate:** A medical leave requires attaching a doctor's report to the Absentee Form.

**Salary Deductions:** Absences without a valid reason will result in a salary deduction.

## Bulletin Boards

Classroom bulletin boards serve as teaching aids. They should be used extensively and changed regularly (Monthly Basis). At the beginning of the year, the Academic coordinator assigns an area of the class bulletin boards for each subject. As for hallway and playground bulletin boards, a schedule will provide opportunities for each teacher to display student work.

## The teacher's role in classroom discipline

The teacher plays a crucial role in maintaining discipline in the classroom. The following tips are valuable in fostering a positive classroom environment.

- The teacher should establish and communicate clear expectations for behavior in the classroom from the beginning of the school year, ensuring that students understand the rules and consequences.

- Enforce rules consistently to create a sense of fairness and predictability. When rules are consistently applied, students are more likely to adhere to them.
- Acknowledge and reward positive behavior to reinforce desired actions. This can include verbal praise, acknowledgment in front of the class, or small incentives.
- The teacher needs to have the ability to interact with students on a personal level and show regard for their wishes and thinking if it is suitable to class behavior.
- The teacher should avoid employing excessively severe punishments, as it could result in the student harboring resentment towards the teacher. It is crucial for the teacher to provide a clear explanation for the punishment and recommend appropriate behavior.
- The teacher should have adequate grasp of the subject and the skill to hold the attention of the class. Generally, if the students are bored in the class, there is a greater chance of indiscipline.

## **BIPS Recruitment Policy**

### **I. Interviews and Documents**

- Listing educational vacancies for the next academic year by the Academic Committee and the Personnel Department.
- Publishing job openings in the authorized newspapers along with the stipulated requirements for prospective candidates.
- Receive CVs via mail announced in newspapers, view the CVs of applicants and select candidates based on the recruitment policy sent by ADEK.
- The personnel officer aligns documents and qualifications in accordance with the employment policy.
- Conduct a job interview with the candidate in the presence of both the academic supervisor and the administrative supervisor to assess the applicant's suitability for the position from both an educational and administrative perspective.
- If the candidate successfully clears the initial interview, schedule a session for delivering a lesson, with the course coordinator and supervisor present, followed by the preparation of a comprehensive report.
- Send a job offer to the candidate for the job in the event of obtaining a (good) report for the viewing class, to view and sign upon acceptance and re-send it to the school administration.
- Send the candidate's file to ADEK for approval and the issuance of an appointment notification. Provide the applicant's papers to the Ministry of Labor to finalize an employment contract.
- The employee commences their responsibilities upon receiving both the appointment notice and employment contract.

## II. Academic Advising

- The academic coordinator/supervisor warmly welcomes the new teacher and facilitates the introduction by reviewing and having them sign the school's boarding policies.
- Orienting the teacher to their responsibilities within Baniyas International Private School.
- Supplying the teacher with login credentials (username and password) for various platforms, including the school website, Class Cake, and Forms. Furnishing the teacher with their class schedule.
- Familiarizing the teacher with the school's evaluation and examination policy, emphasizing the adoption of a continuous evaluation system across all subjects.
- Providing an overview of the assessment tools and examinations specific to the teacher's subject.
- Introducing the teacher to key applications and websites utilized by the school, including:-  
The school's official website [www.adbips.com](http://www.adbips.com) through it
  - ✓ Raise the weekly plans for students, provided that the teacher includes them on Monday and closes on Thursday at noon.
  - ✓ Recording attendance and absence of students share by share.
  - ✓ Raise the preparation to the coordinator.
  - ✓ The possibility of uploading worksheets for students.
  - ✓ Introducing the Microsoft Forms application, how exams work on it, and the Class Dojo application.
  - ✓ Class Cake interactive website, through which daily preparation is raised, and activities are raised for the student to solve and the teacher provides feedback.

## III. Meeting the supervisor of the department with the new teacher to do the following:

- An exploratory tour of the school's departments and introducing his classmates to him.
- Provide the teacher with the shift schedule.
- Provide the teacher with the timing of classes

## Employee Termination Policies in BIPS

### How are employee termination policies implemented in the workplace at BIPS?

In BIPS, employee termination is governed by various laws and regulations applicable to labor laws. Employers must comply with these laws and regulations while terminating employees.

### Here are some important points to consider regarding employee termination policies:

**Just Cause:** An employer can terminate an employee only for a valid reason, such as underperformance, misconduct, or a breach of company policy. Employers cannot terminate employees on the grounds of religion, caste, gender, or disability.

**Notice period:** The notice period is the period of time an employer must give an employee before terminating their employment. In India, the notice period varies from 30 days to 90 days, depending on the employee's designation, industry, and duration of service.

**Severance pays:** Employers must pay severance to employees who have been terminated, especially if the termination is without cause. The amount of severance pay varies from half a month's salary to up to six months' salary, depending on the company's policies and the circumstances of the termination.

**Termination letter:** Employers must provide a written termination letter to the employee, stating the reason for the termination, the date of termination, and any other relevant details.

**Retrenchment:** If an employer needs to reduce the workforce due to financial constraints or other reasons, they must follow specific procedures for retrenchment. Employers must provide notice to the affected employees, offer compensation, and follow the principle of 'last in first out.'

**Legal compliance:** Employers must comply with all applicable laws and regulations while terminating employees. Failure to do so can result in legal disputes, penalties, and fines.

Employers are required to adhere to particular guidelines when terminating employees to prevent potential legal consequences. It is crucial for employers to guarantee that the termination procedure is equitable, impartial, and aligns with applicable laws and regulations.

## When is An Employee Terminated?

An employee may be terminated for various reasons, including:

**Performance issues:** If an employee consistently fails to meet the expectations and standards of their job, despite receiving warnings and opportunities to improve, they may be terminated.

**Misconduct:** If an employee engages in misconduct such as theft, harassment, or any other violation of company policies, they may be terminated.

**Breach of contract:** If an employee violates the terms of their employment contract, such as disclosing confidential information, they may be terminated.

**Redundancy:** If an employee's role is no longer required due to changes in the organization's structure, or if the company needs to reduce its workforce, they may be terminated.

**Health reasons:** If an employee is unable to perform their duties due to health issues or disability, they may be terminated if the employer is unable to accommodate their needs.

**Resignation:** An employee may choose to resign from their job, in which case they are not terminated by the employer.

It's important to note that termination must be done in accordance with applicable laws and regulations, and the process must be fair and just. Employers must provide employees with a notice period, severance pay (if applicable), and a valid reason for termination. Additionally, employers must comply with all relevant laws and regulations, including labour laws, anti-discrimination laws, and employment contract terms.

## **Things To Keep in Mind Before Terminating an Employee:**

Terminating an employee is a serious decision that can have significant consequences for both the employer and the employee. Here are some important things to keep in mind before terminating an employee:

**Review the employment contract:** Before terminating an employee, review the employment contract to ensure that you are not violating any terms or conditions of the contract.

**Consider the reason for termination:** Ensure that you have a valid reason for terminating the employee, and that the reason is in line with the company's policies and legal requirements.

**Document the reasons for termination:** Document all the reasons for the termination, including any warnings or disciplinary actions taken prior to termination.

**Follow the correct process:** Follow the correct process for terminating an employee, including providing adequate notice, giving the employee an opportunity to respond to any allegations, and complying with any legal requirements.

**Consider the impact on the employee:** Consider the impact that the termination will have on the employee, including their financial situation and their ability to find alternative employment.

**Be professional and respectful:** When terminating an employee, be professional and respectful, and ensure that the employee is treated fairly and with dignity.

**Consult with legal and HR experts:** It's always a good idea to consult with legal and HR experts before terminating an employee to ensure that you are complying with all legal requirements and following the correct process.

By keeping these things in mind, employers can ensure that they are making informed and fair decisions when terminating employees, while also minimizing the risk of legal action or negative consequences.

## **Process of Terminating Employee**

Terminating an employee is a serious and complex process that should be done with care and consideration. Here are the general steps involved in the process of terminating an employee:

**Review the employment contract:** Before terminating an employee, review the employment contract to ensure that you are not violating any terms or conditions of the contract.

**Investigate the situation:** Investigate the reasons for the termination, including any performance issues or misconduct. Gather all relevant information, including documentation of any warnings or disciplinary actions taken.

**Provide notice:** Provide the employee with notice of termination in writing, stating the reason for termination and the effective date of termination. The notice period may vary depending on the company's policies, employment contract, and applicable laws.

**Hold a meeting:** Schedule a meeting with the employee to discuss the reasons for the termination and to give them an opportunity to respond. The meeting should be held in a private location and should be conducted in a professional and respectful manner.

**Inform the employee of their rights:** Inform the employee of their rights, including their right to severance pay (if applicable), and any other benefits or entitlements.

**Return company property:** Collect any company property, including keys, access cards, and equipment, from the employee.

**Conduct an exit interview:** Conduct an exit interview with the employee to gather feedback and to ensure that all outstanding issues are resolved.

**Provide references:** Provide the employee with references, if requested, and ensure that the reference is accurate and fair.

It's important to note that the process of terminating an employee may vary depending on the specific circumstances and the company's policies and legal requirements. It's always a good idea to consult with legal and HR experts to ensure that you are following the correct process and complying with all legal requirements.

**School Administration**