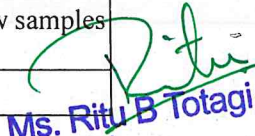


GLENTREE ACADEMY TEACHERS' TRAINING SCHEDULE (AY -2025-26)				
DAY 1 - 12TH MAY - INAUGURATION & INTRODUCTION				
S.NO	TOPIC	TIMINGS	SPEAKER/PRESENTER	AUDIENCE/REMARKS
1	Inauguration/Lighting of Lamp/Prayer	9.00 - 9.45		All the academic staff members of the school including the co-scholastic teachers (Venue - Auditorium)
	Welcome Address			
	Address by Directors		Ms.Preeti & Mr. Vittal	
	Address by COO		Ms.Rachana	
2	HR INDUCTION	9.45 TO 10.45	Ms. Simna	
3	Break for Tea	10.45 to 11.00 am		
4	POCSO Workshop	11.00 am - 12.00 pm	Ms.Tripti Bhandary	
5	Introduction to LFL & Its core pedagogies	12.00 - 1.15 pm & 1.45 to 2.15 pm	Academic Team	Gr 1 to 10 Teachers - teachers will be divided into groups as existing & new (Venue - Auditorium: for existing teachers & 6A for new teachers)
	Developmental Milestones & PP Curriculum	12.00 - 1.15 pm & 1.45 to 2.15 pm	Ms. Sowmia	Pre-primary Teachers. (Venue - 1A)
	Sessions for Co-scholastics Teachers	12.00 - 1.15 & 1.45 to 2.15 pm	Ms. Akhila	Co-scholastic teachers - sp.ed, counselor, librarian (Venue - 1B)
	Session for computer science teachers	12.00 - 1.15 & 1.45 to 2.15 pm	Tekie team	Comp. Sci. Teachers (Venue - Comp. Lab)
6	Break for Lunch	1.15 to 1.45 pm		(Venue: Activity Area 3rd Floor)
7	Foundations of Teaching for Learning: Being a Teacher	2.15 to 3.00 pm	Ms.Sowmia	All the teachers including co-scholastics. (Venue - Auditorium)

DAY 2: 13TH MAY-Welcome back to school - staff induction, record collections, academic & admin go hand-in-hand & Digital board training				
S.NO	TOPIC	TIMINGS	SPEAKER/PRESENTER	AUDIENCE/REMARKS
	RELAXATION & PRAYER	8.45 – 9.00AM	Primary coordinator	All teachers from PP TO 10, CO-SCHOLASTICS
1	Principal to address the session.	9.00 – 9.45 AM	Principal	All teachers from PP TO 10, CO-SCHOLASTICS (Venue - Auditorium)
	Introduction of all the staff members. (Ice-breaking activity)			
2	Coordinators to meet their team of Teachers - Pre-primary - Gr10 Collection of TT, LOG BOOK, LESSON NOTES, ATTENDANCE REGISTER, MARK REGISTER, FEEDBACK REGISTER, OBSERVATION REGISTER	10.00 AM – 10.45 AM	Coordinators	Coordinators meet their respective team. Co-scholastics to continue their planning. Venue: Pre Primary - 1A Primary (1 to 4) - 2A Middle School (5 to 7) - 1C Secondary (8 to 10) - 1B
3	Record Keeping, maintaining log book & lesson plans - (Pre-primary - Gr10)	10.45 AM– 12.00 PM	Principal	All teachers from PP TO 10, CO-SCHOLASTICS (Venue - Auditorium)
4	Handling PTM; Rapport building with Parents & students; Communication with Parents; Teacher - Student bonding	12.00 PM – 1.15 PM	Vice Principal	Pre-primary to Gr 10, co-scholastics. (Venue - Auditorium)
5	Admin Team introduction, academics & admin work	1.45 – 3.00 PM	Principal	All teachers from PP TO 10, CO-SCHOLASTICS (Venue - Auditorium)

DAY 3:14TH MAY-Essence of Glentree - Events, clubs, committees, assemblies, parent-staff rapport building, after school activities				
S.NO	TOPIC	TIMINGS	SPEAKER/PRESENTER	AUDIENCE/REMARKS
	RELAXATION & PRAYER	8.45 – 9.00AM	Primary coordinator	All teachers from PP TO 10, CO-SCHOLASTICS
1	Assembly, CTP periods, Role of class teachers; Sci & Math Week Plan, Word of the Day	9.00 – 10.30 AM	Primary coordinator	PP TO GR 10. Co-scholastics team to continue working on their plan. (Venue: Auditorium)
2	Important school events - IGC, Glenfest, Sports Day	10.45 – 11.45 PM	PE teachers to talk about IGC & Sports Day. Secondary coordinator will	Pre-primary to Gr 10, co-scholastics. (Venue: Auditorium)
3	Digital Board Training + MS Teams	11.45 – 1.15 PM	Vendor	Gr 1 to 10 (Venue: Auditorium) PP teachers to continue their session on record keeping. PP coordinator to show samples from last year. Co-scholastics to continue their plan.
4	Introduction to various clubs & committees, club	1.45 – 3.00 PM	Principal	Pre-primary to Gr 10, co-scholastics (Venue: Auditorium)


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DAY 4: 15TH MAY- SUBJECT SPECIFIC SESSIONS - PART 1				
S.NO	TOPIC	TIMINGS	SPEAKER/PRESENTER	AUDIENCE/REMARKS
1	NCF Guidelines - Gr 3 to 8	9 to 10 am	Academic Team	Gr 3 to 8 (Venue: Auditorium)
	Academic Team		Gr1 & 2 (Venue: 1C)	
	Academic Team		Preprimary (Venue: 1A)	
	Tekie		C.SC teachers (Venue: Comp. Lab)	
	Assigned tasks		Co-scholastics (Venue: 1B)	
Tea break 10 to 10.15				
2	LFL deliverables & curriculum trackers, recording marks in log book - all subjects	10.15 to 11.30	Academic Team	Gr 1 to 8 teachers (Venue: Auditorium)
	PP deliverables & how to implement lesson plan	10.15 to 11.00	Academic Team	Pre-Primary Teachers (Venue: 1A)
	CRM in pre-primary	11.00 - 11.30	PP coordinators	Pre-Primary Teachers (Venue: 1A)
	Computer sci	10.15 to 11.30	Tekie	C.Sc. Teachers (Venue: Comp. Lab)
	Assigned tasks		Co-scholastics (Venue: 1B)	
3	Lesson plan access & writing lesson notes - all subjects	11.30 to 1.15	Academic Team	Gr 1 to 8 (Venue: Auditorium)
	PP Montessori Training			Pre-primary Teachers (Venue: 1A)
	Computer sci		Tekie	C.Sc teachers (Venue: Comp. Lab)
	Assigned Tasks			Co-scholastics (Venue: 1B)
Lunch Break - 1.15 to 1.45				
4	LFL Work book - ABL, MA, - all subjects	1.45 to 3.00 pm	Academic Team	Gr 1 to 8 (Venue: Auditorium)
	Revision worksheet & Blue print for pre-primary			Pre-primary Teachers (Venue: 1A)
	Computer sci		Tekie	C.Sc teachers (Venue: Comp. Lab)
	Assigned Tasks			Co-scholastics (Venue: 1B)

DAY 5: 16TH MAY- SUBJECT SPECIFIC SESSIONS - PART 2				
S.NO	TOPIC	TIMINGS	SPEAKER/PRESENTER	AUDIENCE/REMARKS
1	Math – Math activities Demo (Separate for Primary and Middle school)	9.00 to 10.15	Academic Team	VENUE:
	Science –Activities and Assessing Activities using rubrics. Importance of activities in science			Math – 2C (1 to 4) & 2D (5 to 8)
	English – READ Programme discussion			Science - 3B (1 to 4) & 3C (5 to 8)
	SSC – Notes Making (Guidelines to prepare running notes; difference b/w running notes & class notes)			English – 4D (1 to 4) & 5A (5 to 8)
	Kannada –Importance of activities and teaching aids, Assessing activities using rubrics			SSC – 6A (4 to 8)
	Hindi – Blueprint and RWS			Kannada – 3D (1 to 4) & 4A (5 to 8)
	Story Telling		Teachers & coordinators	Hindi – 3A (1 to 8)
	Computer Sci		Tekie	Pre-Primary Teachers (Venue: 1A)
	Assigned Tasks			C.Sc. Teachers (Venue: Comp. Lab)
Tea break - 10.15 to 10.30				



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2	Math - Glennovator Kit & MR discussion Science – Blueprint and RWS English – Pronunciation SSC- Curiosity and Engagement in Social Science Kannada – Blueprint, RWS and portion sheet Hindi – NB Maintenance, Importance of teaching aids	10.30 to 11.30	Academic Team	VENUE: to 4) & 2D (5 to 8) Science - 3B (1 to 4) & 3C (5 to 8) English – 4D (1 to 4) & 5A (5 to 8) SSC – 6A (4 to 8) (1 to 4) & 4A (5 to 8) Hindi – 3A (1 to 8)	Math – 2C (1 to 4) & 2D (5 to 8) Kannada – 3D (1 to 4) & 4A (5 to 8)
	Classroom set up - Pre-primary			Pre-Primary Teachers (Venue: 1A)	
	Computer sci		Tekie	C.Sc. Teachers (Venue: Comp. Lab)	
	Assigned tasks			Co-scholastics (Venue: 1B)	
3	Math – Blueprint, RWS; Spill-outs and open discussion, QP feedback discussion and PTM Feedback discussion Science– How do I deliver lesson plan effectively? Common guidelines - When to use textbook? ; Difference between running notes and notes writing Teacher preparation ; QP feedback discussion and PTM Feedback discussion English – NB correction & maintenance followed by open discussion, QP feedback discussion and PTM Feedback discussion SSC - Demo by teachers; Blueprint, RWS, MR, Lesson Plans and activities(ABLS, MA, WW) QP feedback discussion and PTM Feedback discussion Kannada – Demo given by the teachers – how to Teacher Demo and doubt clearance; QP feedback discussion and PTM Feedback discussion - Preprimary	11.30 to 1.15	Academic team	VENUE: Math – 2C (1 to 4) & 2D (5 to 8) Science - 3B (1 to 4) & 3C (5 to 8) English – 4D (1 to 4) & 5A (5 to 8) SSC – 6A (4 to 8) Kannada – 3D (1 to 4) & 4A (5 to 8) Hindi – 3A (1 to 8)	
	Computer sci			Pre-Primary Teachers (Venue: 1A)	
	Assigned tasks		Tekie	C.Sc. Teachers (Venue: Comp. Lab)	
				Co-scholastics (Venue: 1B)	
Lunch - 1.15 to 1.45					
4	Closure - Feedback, prize distribution	1.45 to 3.00	Academic team	All the teachers (Venue: Auditorium)	
DAY 6: 17TH MAY					
	RELAXATION & PRAYER	8.45 – 9.00AM	Primary coordinator	All teachers from PP TO 10, CO-SCHOLASTICS	
1	Orientation Programme for parents	9.00 - 10.30	Principal	All teachers from PP TO 10, CO-SCHOLASTICS	
2	Assessment- Quiz followed by discussion	11.00 - 11.30	Vice-Principal & Middle school coordinator	All teachers from PP TO 10, CO-SCHOLASTICS	
3	Collection of stationery material, Board Work	11.30 onwards		All teachers from PP TO 10, CO-SCHOLASTICS	

DAY 7: 19TH MAY- Teachers, these are essentials for you				
S.NO	TOPIC	TIMINGS	SPEAKER/PRESENTER	AUDIENCE/REMARKS
	RELAXATION & PRAYER	8:10 to 8:30	Primary coordinator	All teachers from PP TO 10, CO-SCHOLASTICS
1	Grooming & Ettiquetes	8:30 to 9:45	Principal	All the teachers from PP to Gr 10, co-scholastics.(Venue: Auditorium)
	Tea Break	9:45 to 10:00		
2	Conflict resolution in Classroom	10:00 to 11:15	Vice-Principal	
3	Happy Classroom	11:15 to 12:30	Secondary coordinator	
	Lunch Break	12:30 to 1:00		
4	Unlock your potential & power within'	1:00 to 2:15	Middle school coordinator	

DAY 8: 20TH MAY- Inspiring & motivational sessions on Students' Mind set & memory - External resource				
S.NO	TOPIC	TIMINGS	SPEAKER/PRESENTER	AUDIENCE/REMARKS
	RELAXATION & PRAYER	8:15 to 8:30	Primary coordinator	All teachers from PP TO 10, CO-SCHOLASTICS
1	Growth Mind set vs Fixed mindset	From 9.00 to 3.00 with breaks for	Mr.Sudhir & team	All teachers from PP TO Gr 10 & co-scholastics.


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2	The Science of Learning: How Memory and Retention Work in Students	From 9.00 to 9.30 with breaks for tea & lunch.	Mr.Sudhir & team	All teachers from PP TO Gr 10 & co-scholastics.
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DAY 9 to 13: (21st to 23rd MAY) Spill over sessions, Library, special educators/counselors' sessions, Demo & pre-planning. (Principals have the flexibility to change the sessions)						
	RELAXATION & PRAYER	8:15 to 8:30	Primary coordinator	All teachers from PP TO 10, CO-SCHOLASTICS		
Date	Pre-lunch sessions	Speaker/ Remarks	Post-Lunch sessions	Speaker/ Remarks	Post-Lunch sessions	Speaker/ Remarks
21st May	Pre-primary: Time-table, Art & craft, theme board and birthday board planning Class 1 – 10 : Theme Board, Competitions, Appreciation Chart, class maintenance (8:30 to 9:30 am - Auditorium)	Pre-primary session will be conducted by PP coordinator & class 1 to 10, by respective coordinators & VP	Early Screening of Developmental Delays – PP TO Gr 10, co-scholastics (10:00 am to 12:30 pm - Auditorium)	Ms. Sonika Sharma	CBSE Training - PP TO Gr 10, co-scholastics (1:00 to 2:15 pm - Auditorium)	Ms. Jyotirmayee
22nd May	SEN Process at School/ Promoting students' Mental Health – PP to Gr 10, co-scholastics (8:30 to 9:30 am - Auditorium)	School Counselor & Special Educator	CPR Training - PP to Gr 10, Co-Scholastics (10:00 am to 12:30 pm - Auditorium)	Outsourced	Teachers can arrange their class or do the board work or doubt clarification with the coordinators	
23rd May	ERP/E-RESOURCE, ONE DRIVE ACCESS, OUTLOOK – PP to Gr 10, co-scholastics (8:30 to 9:30 am - Auditorium)	IT & VP	Demo Sessions			
26th May to 28th May, will be entirely demo sessions. Coordinators are supposed to plan & conduct the sessions.						


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