



AGREEMENTS/ROLES/ REGULATIONS/BENEFITS

Foreign Teachers



Academic Year 2023
The Prince Royal's College



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1. Working Hours

- 1.1 Teachers must arrive at school before 7.45 am
- 1.2 Kindergarten, primary, and lower secondary teachers can leave after 4:00 pm
- 1.3 Upper secondary teachers can leave after 4:30 pm Monday, Tuesday, Wednesday, and Friday, except Thursdays. On Thursday, high school teachers can leave after 3:00 pm.
- 1.4 Clocking in later than 7.45 or clocking out earlier before 4.00 (4.30) pm will be considered to be late or leave early.
- 1.5 Clocking in later than 9:00 a.m. or clocking out 1 hour before the scheduled time are a considered half-day leave.
- 1.6 Late clocking in or clocking out earlier for 5 times will be counted as a one-day leave. The working dates will be recorded from the beginning of the academic year to the end of that academic year

*Remark

1. Late or leave early for a total of 3 times, the personnel department will warn by sending a message to the mobile phone.
2. More than 10 times, the personnel department will notify the supervisor.
3. More than 20 times, the personnel department will give a written warning.
4. More than 30 times, the personnel department will report to the school inner board committee.
5. More than 40 times, the personnel department will report to school inner board committee to consider disciplinary action by suspension of work without pay.

6. More than 50 times, the personnel department will report further to the school inner board committee to consider disciplinary action to be issued dismiss without compensation.

2. Teaching Hours

- 2.1 Teachers will not teach over 22 periods per week (250 THB will be paid per one extra period).
- 2.2 There will be all teachers' meeting once a month. You are expected to join.
- 2.3 When the semester ends, teachers are expected to stay **at least 3 days** after the last day of the final examination and for **two weeks** before the new academic year starts.
- 2.4 Teachers are required to participate in meeting, workshops that may take place after school time, on a weekend or on public holidays.
 - 2.4.1 *In case you cannot participate the events, you are required to fill the form to sign that you cannot participate in the activities.*

3. Teaching Responsibilities

- 3.1 Write and develop the assigned course curriculum.
- 3.2 Prepare and submit daily lesson plans to the Head of English Department of your level.
- 3.3 Prepare teaching materials and the integration of technology in teaching.
- 3.4 Evaluate students' progress according to the school curriculum.
- 3.5 Fill in, scores, grade, and report for students' learning performance results to parents.

- 3.6 Develop extracurricular activities that enhance students' learning such as classroom activities, English camps and English Language competitions
- 3.7 Be on duty assigned by each level.
- 3.8 Participate in school activities; morning assembly, Chapel, etc.
- 3.9 Write, proctor, and mark exams.
- 3.10 Substitute classes for absent teachers when asked.
- 3.11 Other responsibilities that may be asked for your cooperation by the school.

4. Leaving school during work hours:

Fill out a request form



Ask Head or Assistant Head of each Education Level for approval



Give the form to the guard at the school gate before leaving

5. Sick and Personal leave

- For sick and personal leave, teachers must notify the Head of English Department of your level. Fill out the form and hand in to the Head of English Department of your level.
- Teachers have 15 Days for sick leaves but if the absence is more than 3 days, the medical certificate is required.
- Teachers have 10 Days for personal leaves but the leave days that take **place before and after some holidays or weekends, all of them will be counted as your personal leave day**. For example, if you take a personal leave from Friday the 3rd and come back on the 7th, you will be deducted 4 days. If you absent on Friday the 3rd

and come back on Monday the 6th, you will be counted only a one-day leave.

FEBRUARY 2023						
SUN	MON	TUE	WED	THU	FRI	SAT
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	1	2	3	4

Holidays and Observances: 14, Valentine's Day; 20, President's Day

- **Remark:** You must take care of your clocking time in school website. No excuses in any matter will be approved after each certain month. Also give the leave form to the head of the English department of each level.

6. Teacher Dress Code

6.1 For male teachers

- Wear button-down shirt with a necktie and dress pants
- Do not wear jeans
- Maintain a neat haircut and be clean shaven
- Wear smart dress shoes, no sandals, sneakers, etc. (except for sports dress).
- No visible tattoos or facial piercings.
- No jewelry.

6.2 For female teachers:

- Wear appropriate blouse or polite shirt with skirt that is not fit, not transparent, not short.
- Do not wear tank top, crop top, and shorts in any case.
- Wear a long skirt that covers the knees; avoid long flowing skirts that touch the ground
- Wear dress shoes
- Do not wear jeans
- Maintain a neat hair style
- Jewelry should be modest
- No visible tattoos or facial piercings



Safari Uniform

Dress Code

- *Monday: Safari Uniform*
- *Tuesday: Formal Clothes*
- *Wednesday and Thursday :
School Sports T shirt with black pants.*
- *Friday: Northern Thai*



Northern Thai



School Sports T shirt
with black pants.



Formal Clothes

7. Benefits

- 7.1 Lunch (700 THB)
- 7.2 Christmas Presents
- 7.3 Salary Increment (Normally the increment will be considered in 4 levels depending on each teacher's performance (high/general/low/no increment).
- 7.4 Bonus (based on the policy which usually related to your working hours and absence time (You should check your working time in the computer and make sure you do not have any absence without reading and do not have "late clock in time" more than 15 times).
- 7.5 Extra classes or responsibilities

8. Break of discipline

- 8.1 Delinquency and illegal acts
- 8.2 Cause damage to the school or school property
- 8.3 Cause serious damage to school property due to carelessness
- 8.4 An offence against the Ministry of Education regulations in manner and/or discipline as required by the Teacher's Council and the principal's duty of private school teachers.
- 8.5 An act of misconduct; negligence or carelessness of an Employee in the performance of requested duties.
- 8.6 An offence against rules or legal orders.
- 8.7 To take leave more than 3 working days (unceasingly) without good acceptable reason.
- 8.8 Corruption
- 8.9 The use of school time and/or school facilities for private advantages/gain.
- 8.10 To leak confidential school information to an outside source or any other action that cause the negative effects to the school.

9. Warning and Termination

9.1 Verbal warning

9.2 Formal written warning with the level

9.3 Formal written warning with Assist. Director of Foreign Languages

9.4 Termination of employment without compensation

Remark** The renewal contract for the next academic year will be made if both teacher and school are agreeable.

*Train a child
in the way
he should go,
and when he is
old he will not
turn from it.*

PROVERBS 22:6



BY FOREIGN LANGUAGES DEPARTMENT
THE PRINCE ROYAL'S COLLEGE





THE PRINCE ROYAL'S COLLEGE

Address: 117 Kaew Nawarat Rd. Wat Ket,
Mueang Chiang Mai 50000, Thailand

Tel: 0-5324-2038, 0-5324-2550

Fax: 0-5324-1132, 0-5324-1133

EEmail: prcontact@prc.ac.th

Website: <http://www.prc.ac.th>

