



The Prince  
Royal's College



**AGREEMENTS/ROLES/  
REGULATIONS/BENEFITS**

**Foreign Teachers**



# Foreign Teachers

## The Prince Royal's College

### Agreement/ Roles/ Regulations/Benefits

## 1. WORKING HOURS

- 1.1 Teachers must clock in at school before 7.45 AM.
- 1.2 Kindergarten, primary, and lower secondary teachers can clock out after 4:00 PM, except upper secondary teachers clock out after 4:30 pm Monday, Tuesday, Wednesday, and Friday (On Thursday, after 3:00 PM).
- 1.3 Clocking in later than 7.45 AM or clocking out earlier before 4.00 /4.30 PM will be considered as working late or leave early and in both cases 5 times means a half-day leave.  
\*\* Clocking in later than 9:00 AM or clocking out 1 hour earlier will be counted as a half-day leave.
- 1.4 All working dates will be counted from the beginning of the academic year (first day of clocking-in) to the end of that academic year (last day of clocking -out).

### \*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.
  - 2.4.1 *In case you cannot participate the events, you are required to fill the form to sign that you cannot participate in the activities.*

## 3. RESPONSIBILITIES

- 3.1 Write and develop the assigned course curriculum and lesson plans according to the level's requests.
- 3.2 Prepare teaching materials and the integration of technology and other focused principles in teaching.
- 3.3 Evaluate students' progress according to the school curriculum.
- 3.4 Fill in, scores, grade, and report for students' learning performance results to parents.
- 3.5 Develop extracurricular activities that enhance students' learning such as classroom activities, English camps and English Language competitions.
- 3.6 Be on daily or weekly duty assigned by each level.
- 3.7 Participate in school activities such as morning assembly, Chapel, monthly teachers' meeting, service in particular occasions, Retreat Day, Charismas Cerebrations etc.
- 3.8 Write, proctor, and mark exams.



- 3.9 Substitute classes for absent teachers when asked.
- 3.10 Other responsibilities that may be inquired for your cooperation by the school.
- 3.11 When the semester ends, teachers are expected to stay **at least 5 days** after the last day of the final examination and **two weeks** before the new academic year starts (the precise date will be varied each year).





## 4. LEAVING SCHOOL DURING WORK HOURS

Get the request form from the main office of each level



Fill out a request form ask Head or Assistant Head of each Education Level to sign his/her name for approval (Also inform your department head so they will know here you go).



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

## 5. SICK AND PERSONAL LEAVE

- For sick and personal leave, teachers must fill in the form online (On school website) to the assistant director of each level and also notify the Head of Foreign Language Department. However, if it the leave of teachers' meeting, service in particular occasions, Retreat Day, Charismas Cerebrations or other requested events by director, you have to fill the online form sending directly to the school director.
- Teachers have 15 days for sick leaves but if the absence is covered more than 3 days, the medical certificate is required.
- Teachers have 10 days for personal leaves but the leaves taken before and after weekends, holidays, and semester break will be counted all days as personal- leave days. For example, if you take a personal leave from Friday and also absent on Monday. You come back on Tuesday, you will be deducted 4 days. Or supposed the Christmas break is set from 23<sup>rd</sup> Dec.- 1<sup>st</sup> Jan, but you take leave from 22 December to 2 January and come back on the 3<sup>rd</sup> January, you will be count from 22 Dec. to 2 Jan (12 days in total).

- **Remark:** You must keep checking your clocking time in school website if there are errors, you must fix with the month. No excuses in any case will be approved after that certain month.

## 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 are excepted on 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.
- No shorts to school on any day except sports day.
- 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



# DRESS CODE

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



Safari Uniform



Formal Clothes



School Sports T shirt  
with black pants.



Northern Thai



## **7. BENEFITS**

- 7.1 Lunch (700 THB)
- 7.2 Christmas Presents
- 7.3 Yearly Salary Increment
- 7.4 Bonus (based on the policy) You should check your working time in the computer and make sure you do not have any absence without reason, more than 15 sick days and 10 personal leaves day nor clocking-late more than 15 times
- 7.5 Some 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 Show 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 Show misconduct; negligence or carelessness in the requested responsibilities or duties.
- 8.6 Make an offence against rules or legal orders.
- 8.7 Take leave more than 3 working days continuously without acceptable reason.
- 8.8 Do the corruption of school money or materials.
- 8.9 Use school time and/ or school facilities for personal benefits/gain.
- 8.10 Release confidential school information to public 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 parties (teacher and school) are agreeable.



BY FOREIGN LANGUAGES DEPARTMENT  
THE PRINCE ROYAL'S COLLEGE





## **THE PRINCE ROYAL'S COLLEGE**

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