Guide for Foreign Teachers
Takpittayakhom School

1. Working Hours

1.1 When you arrive at the school, please record your attendance either by signing in or using the facial recognition system at the Personnel Department.

1.2 Working hours must begin no later than 7:50 AM, as all teachers are required to participate in the morning assembly at 7:50 AM – 08.30 AM for the national flag ceremony and must sign your name on a provided book.

1.3 Working days are Monday to Friday, with weekends and public holidays off.

1.4 Occasionally, special activities such as parent meetings or academic camps may require attendance on holidays. You will be notified individually if your presence is needed.

1.5 In each year, the school will have special holidays exclusively for foreign teachers, such as Chinese New Year for Chinese language teachers and Christmas Day for foreign teachers.

2. Dress Code

2.1 Teachers are required to dress modestly and neatly.

2.2 In Thailand, each day of the week has a designated color:

- Monday: Yellow
- Tuesday: Pink
- Wednesday: Green
- Thursday: Orange
- Friday: Blue

You may choose to wear clothing in these colors if you wish. It is a guild line for you and has no need to follow.

2.3 For special events like Chinese New Year or Christmas, you may be asked to wear themed attire.

3. **Class Schedule**

4.1 Each class period lasts 50 minutes.

4.2 At the beginning of each semester, the head of your subject group will provide you with a timetable, detailing subject codes, grade levels, and classroom numbers.

4. **Teaching and Grading**

5.1 Each subject taught by a foreign teacher will have a Thai co-teacher. Collaborate to decide the content, teaching methods, and assessment formats. Some subjects may have more than one co-teacher.

5. **Student Lists**

5.1 Student name lists are not available in English. You can ask your co-teacher to have students write their nicknames for recording attendance and grades.

6. **Photocopying**

6.1 To make copies of materials, submit the original documents to the Academic Department and fill out a photocopy request form. Plan ahead to ensure the documents are ready for your classes.

7. **Lesson Planning**

7.1 Foreign teachers are required to prepare lesson plans for at least one subject each semester. The plan should cover all activities planned for the term. You are required to submit lesson plans on time according to the specified dates.

7.2 Experienced teachers may adjust existing plans, while new teachers can download templates from the school website.

8. **Class Attendance Recording Book**

8.1 Every class session requires you to sign in, noting the content taught and the teaching materials used.

9. Student Attendance

9.1 You must take attendance in every class.

10. Internet Access

10.1 New foreign teachers should provide their full name, surname, and email to the coordinator to receive a school Wi-Fi account. Log in through the designated browser page to access the internet.

11. Classroom & Office Equipment

11.1 Each classroom is equipped with a projector or TV, speakers, microphone connectivity, a computer, and a whiteboard.

11.2 In each office, you will be provided with a computer, printer, paper, and markers for lesson preparation.

12. Morning Assembly Participation

12.1 All foreign teachers must participate in the morning flag ceremony, held from 7:40-8:30 AM at Building 111. Attendance must be recorded.

13. Leave of Absence

13.1 Download the leave form, fill it out, and notify the coordinator. For business leave, notify in advance. For sudden sick leave, inform your co-teacher for the classes you will miss. Upon returning, submit a sick leave form to the Personnel Department.

13.2 Filling out the leave form requires notifying the coordinator teacher and the subject group leader first, before proceeding to submit it to the HR department.

13.3 During the examination period, all teachers are required to serve as exam invigilators. If there are no urgent matters, please refrain from taking leave during this time.

14. School Activities

14.1 Each semester includes various student development activities, sometimes requiring class time. The coordinator will inform you if classes are canceled for activities.

15. Parent Meetings

15.1 There is one parent meeting per semester, usually held on a Saturday or Sunday. Foreign teachers must attend to introduce themselves and meet parents. The morning session is for grades 7-9 and the afternoon for grades 10-12.

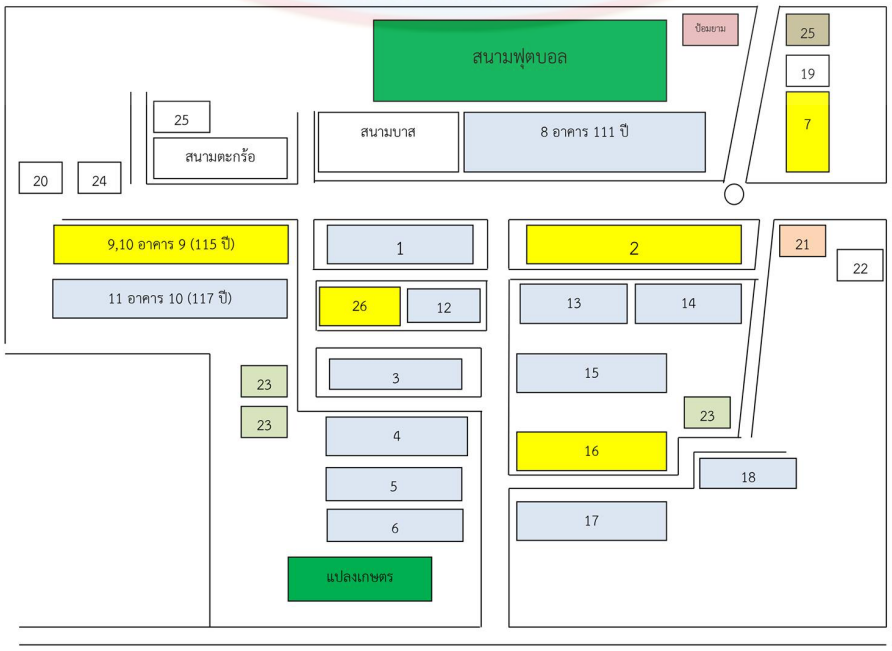
16. Monthly Foreign Teacher Meetings

16.1 Monthly meetings are held for foreign teachers to discuss important issues and enhance collaborative work.

17. School Activity Announcements

17.1 The coordinator will notify foreign teachers about special school activities.

18. School Buildings



1. Taksin Building (Building 1)
2. Prakaiphet Building (Building 2)
3. Sakeat Building (Building 3)
4. Sitararam Building (Building 4)
5. Building 5
6. Building 6
7. Kanchanaphisek Hall, 2nd Floor Kanchanaphisek Meeting Room 1, 1st Floor Kanchanaphisek Meeting Room 2, 3
8. 111 Years Building
9. 115 Years Building or Building 9
10. 115 Years Building Meeting Room (1st Floor) or Building 9
11. 117 Years Building (or Building 10)
12. Infirmary
13. Library
14. Cafeteria
15. Home Economics Building
16. Plaifah Meeting Room
17. Construction and Electrical Building
18. Guidance Building
19. Physical Education Building
20. Dharma Pavilion
21. Public Relations Room
22. School Shop
23. Student Restroom
24. Buddha Image
25. Thao Prakaiphet Shrine

Classroom buildings may have numbers in Thai, which correspond to specific meanings.

- 1 = ๑
- 2 = ๒

- 3 = ๓
- 4 = ๔
- 5 = ๕
- 6 = ๖
- 7 = ๗
- 8 = ๘
- 9 = ๙
- 0 = ๐

Teacher Nanthawan Boonlue

Coordinator

