



Letter of Appointment

15th December 2024

Dear {Name of Teacher},

Welcome to {Name of Your School}!

We are excited to have you as part of our team. We believe you can contribute to the success of our school, and share our commitment to achieving our goals as stated in our mission statement.

{Name of Your School} is committed to quality education and the holistic development of children. As part of the team, we hope you will discover that the pursuit of excellence is a rewarding aspect of your career here.

This letter of appointment contains the key policies, goals, benefits, and expectations of {Name of Your School}, and other information you will need.

Sincerely

Principal
{Name of Your School}



We are pleased to appoint you as “Montessori Directress” with {Name of Your /Organization School} for the brand {Name of Your School} on the following terms and conditions:

1. COMMENCEMENT OF EMPLOYMENT

Your employment with {Name of Your School} shall commence on 15th December , 2024.

2. PLACE OF POSTING

Your place of posting shall initially be {School Branch Location/City}

However, your work may require extended visits to {Name of Your School}'s establishments (future establishments) elsewhere in India and abroad.

Your services could be transferable by mutual agreement to any other section/department/division or any of our subsidiary/associate brands/branches or offices in India or abroad either currently in existence or would come into existence. On being relocated, you will be granted sufficient time for the purpose as also paid requisite amounts to facilitate you on your transfer. However, please note that if you fail to report at the location assigned; it shall be presumed that you have voluntarily abandoned our services.

Intra-city transfers are at the discretion of the management and Inter-city transfers will be by mutual consent.

3. COMPENSATION PACKAGE

Details of your base salary, emoluments and other perquisites are set out in Annexure “A” to this letter.

4. COMPENSATION REVIEW

Your salary will be reviewed for increment by the management based on the work, results demonstrated and effectiveness of performance during the period of review. You will be appraised on the basis of growth and development in personal skills and knowledge.



5. CODE OF CONDUCT & ETHICS

You agree to:

- Conduct yourself in accordance with {Name of Your School}'s Code of Conduct & Ethics and The Montessori Pedagogy's Code of Ethics.
- Conduct yourself in a calm and positive manner and use appropriate language i.e., no swearing, derogatory terms or sexual jokes/innuendos.
- Welcome, acknowledge and farewell each child and family daily where possible.
- Value and support family interactions and participation.
- Promote positive behavior management, by assisting children to develop self-control and learn methods of resolving conflicts.
- Respect and keep the confidentiality of all children and families attending {Name of Your School}.
- Nurture collaborative and reciprocal relationships with staff, management, parents, children, community organizations with a child development and education focus, through honest and open communication.
- Be honest, open and respect the values, beliefs and perspective of others.
- Make sensitive decisions about what to do and how to respond to each child.
- Be respectful and equitable to all children.
- Use words, facial expressions, touch and closeness sensitively.
- Listen sensitively and deeply to all children and respond with genuine warmth and interest.
- Respect children's need for personal space.
- Talk with children rather than 'at them'.
- Adapt a range of teaching strategies that are responsive to different children in different contexts in lines with Montessori Pedagogy.
- Implement child protection procedures that minimize risk and prevent harm with the help of the management.

6. WORKING HOURS

This is a full-time (40 hours per week) position with varying schedules depending on school needs, totaling no more than 8 hours per day inclusive of breaks. We currently have one shift - 8:30 am to 4:30 pm.



7. TIME OFF AND VACATION

- **National/Festival Holidays:**

In keeping with the National and Festival Holidays Act, India employees will be paid for the holidays as per the Holiday(s) List published every year by the School.

- **Paid Leave:**

{Name of Your School} provides the following paid leaves:

Vacation Leave:

Employees of {Name of Your School} at the Bengaluru branch will be provided 0.83 vacation leaves every month (10 days of annual leave per academic year). Any unused vacation leaves, up to a maximum of 5 days, will carry over to the next calendar year. The approval and scheduling of such time off will be subject to prior management's approval and business needs.

Sick Leave:

Sick leave of 8 days will be provided to employees of {Name of Your School}. In the event no such leaves are taken in a year, the leaves shall lapse and the facility to carry forward such sick leave shall not be allowed. The employee agrees to intimate the Admin about taking sick leaves.

Said vacation leave and/or sick leaves shall not be subject to encashment upon termination, if there remains a balance in the year of termination.

8. DUAL EMPLOYMENT

During your employment with {Name of Your School}, you must not take up any other employment or consultation with any other educational institution. Employment offer(s) received during the time of your employment have to be informed to the management .

9. PROBATIONARY PERIOD

You will be on probation for the period of 6 months. Your services will be confirmed at the end of the probation period if the Management is satisfied with your work and conduct. The Management reserves the right to extend your probation period if your performance, in the opinion of the Management, does not come up to its expectations.

10. TERMINATION OF EMPLOYMENT WHILE ON PROBATION

While on probation, this appointment may be terminated by either party by giving 30 days notice. Waiver of notice period is at the sole discretion of {Name of Your School}.

11. TERMINATION OF EMPLOYMENT AFTER CONFIRMATION

Post probationary period and from the date of confirmation of employment either party may terminate the appointment by giving the other party three month's notice in



writing provided this notice period ends on the same day as the end of the academic year. A notice period shall be deemed as ending on the same day as the end of academic year if such notice is less than the stipulated time. Accordingly, compensation of any nature shall not be payable after such date as is the end of academic year. In exceptional circumstances a 4 month notice period in writing needs to be served. {Name of Your School} may terminate your services with immediate effect by giving 30 days notice, even without assigning any reason thereof.

12. TRAINING/PARTICIPATION COST

If should you leave {Name of Your School} within 12 months of the completion of any school sponsored training or events, {Name of Your School} will seek reimbursement of the costs as per the following structure:

- 100% recovery if within 6 months
- 75% recovery if within 9 months
- 50% recovery if within 12 months

13. NON-COMPETITION/ SOLICITATION

After resignation OR termination of your employment with {Name of Your School}, either on your own account or in conjunction with or on behalf of any person, firm or organization whatsoever directly or indirectly, you may not

- Approach {Name of Your School}'s parents (that you may have interacted with).
- Directly or indirectly canvass, entice, solicit or hire {Name of Your School} employees.

14. CONTRACT/BOND WITH PREVIOUS EMPLOYERS

It will be your personal responsibility to discharge all obligations arising out of any contract or bond with previous employers.

15. PROPERTY OF {Name of Your School}

{Name of Your School} and its clients will have full and exclusive rights, benefits and privileges over the work done by you in the course of your employment with {Name of Your School} and in no case will you have any rights, claims, benefits and/or privileges in such work.

16. {Name of Your School} POLICIES

{Name of Your School} is one of the school brands under the {Name of Your School}. Employees of {Name of Your School} who are controlled directly or indirectly by {Name of Your School}, must understand and comply with {Name of Your School}'s work roles and responsibilities, terms and code of conduct.



17. CONFIDENTIALITY

No employee shall divulge at any time while in employment or thereafter any confidential information of or relating to the School or its parents/ prospective parents which may be marked “confidential”, or which the employee has been told is confidential, or which the employee might reasonably expect the School of the parents to regard it as confidential. Confidential information shall include without limitation business information, learning’s, reports, trade secrets, business plans, strategies, know-how, methods, surveys, research and development programs, correspondence, parents lists, curriculum, financial information, cash flow projections, strategic plans (including, financial, marketing, sales and tactical), results of operations, methods of operation, customer lists, all information and data owned by or developed for customers and other third parties, all technical information, including without limitation, concepts, know-how, processes, inventions, formula, methods, data obtained in the discharge of official duties relating to {Name of Your School}, school or its parents .

18. SCHOOL RULES AND OFFICE PROCEDURES

Your employment with {Name of Your School} will be governed by the Pre-School Rules set by the School Procedures Manual of {Name of Your School} and such other rules, regulations, practices, systems, procedures and, policies of {Name of Your School} as in force from time to time.



We take this opportunity to congratulate you on your appointment and welcome you to our School.

Please return a signed copy of this letter to {Name of Your School} in token of your having understood and agreed to terms and conditions of your employment with {Name of Your School} set out above and enclosed in Annexure A.

Sincerely

For {Name of Your School} (brand of {Name of Your School})

Principal

I have read and understood the above terms and conditions governing my services/employment with {Name of Your School} and the same are acceptable to me in totality including Annexure "A".

Mr/Ms: _____

Signature: _____

Witness: _____



Annexure A: Salary emoluments and perquisites

Name	{Name of Employee}
Title/ Role	Montessori Directress
Annual Salary	₹ X,XX,XXX/- (Rupees _____ only)
Monthly Travel Allowance	₹ XXXX/- per month {This is optional}

Please note:

- The aforesaid shall be subject to Income Tax as per the prevalent law. The liability to pay tax shall rest on the employee.
- Please note that this is your complete compensation structure and it supersedes any structure discussed or agreed earlier – orally or in writing.
- The reimbursement amount is subject to production of original bills and to the maximum amount indicated above. The same needs to be submitted quarterly.

Agreed & accepted by

{Name and Signature of Employee}