# **Teachers Welcome BOOK Guidelines**

If a new school would open or a school would like to create a welcome book, here are the tips of the headmasters involved in the Erasmus+ Project CERTI4Headmasters:

# **Intentions**

A simplified entry for new teachers with important information and a guide with:

* School mission and staff functions
* Teaching: a posture to keep
* Headmaster’s Welcome word

# **Contents**

Educative system of the country

Map of the school (with all rooms)

Time schedule of the school

Organizational chart (Headmaster, deputy headmaster, etc.)

Listing of teachers and class principal teachers (with their school emails)

Internal and external collaborator’s list (educators, mediators, school doctor etc.)

Lexicon

Emergency folder

Student and parenting matters

Teachers responsibilities

Disciplinary resources

# **Annexes**

Useful documents: e.g. medical from, training form, transport form etc.