

# FAQ FOR TEACHERS





# FAQ for New Teachers!

Welcome to Spring School! We are thrilled to have you as part of our teaching team. This Frequently Asked Questions (FAQ) document was created to guide new teachers through our school's expectations, routines, and culture. At Spring, we believe that consistency, professionalism, and collaboration are key to creating a strong learning environment. This FAQ provides quick answers to the most common questions you may have, from class duration and dress code to event participation and classroom behavior. The purpose of this document is to help you feel prepared, supported, and aligned with our mission: to deliver high-quality education while fostering a positive, engaging community for students and teachers alike.



# Class Guidelines



**Q:** How long is each class?

**A:** Online classes are usually **50 minutes** (individual) or **1h20** (group). In-person classes are **1 hour** (individual) or **1h30** (group).

**Q:** What is the dress code?

**A:** Teachers must wear the Spring School shirt with logo and their badge. The outfit should always be professional and clean.

**Q:** How should I plan my classes?

**A:** Class planning should follow the official Spring materials (**Student Book, Workbook, 300 questions. Warmers and coolers should be included.**)

# Class Guidelines: after class.

**Q:** Do I need to log every class in the system?

**A:** Yes, after each class, teachers must update the class log in the system for administrative and pedagogical tracking.

**Q:** How do I use the attendance spreadsheet ?

**A:** Attendance must be marked at the beginning of every class using the official spreadsheet, kept updated for monthly reports.



# Classroom Behavior

**Q:** What behavior rules should I follow inside the classroom?

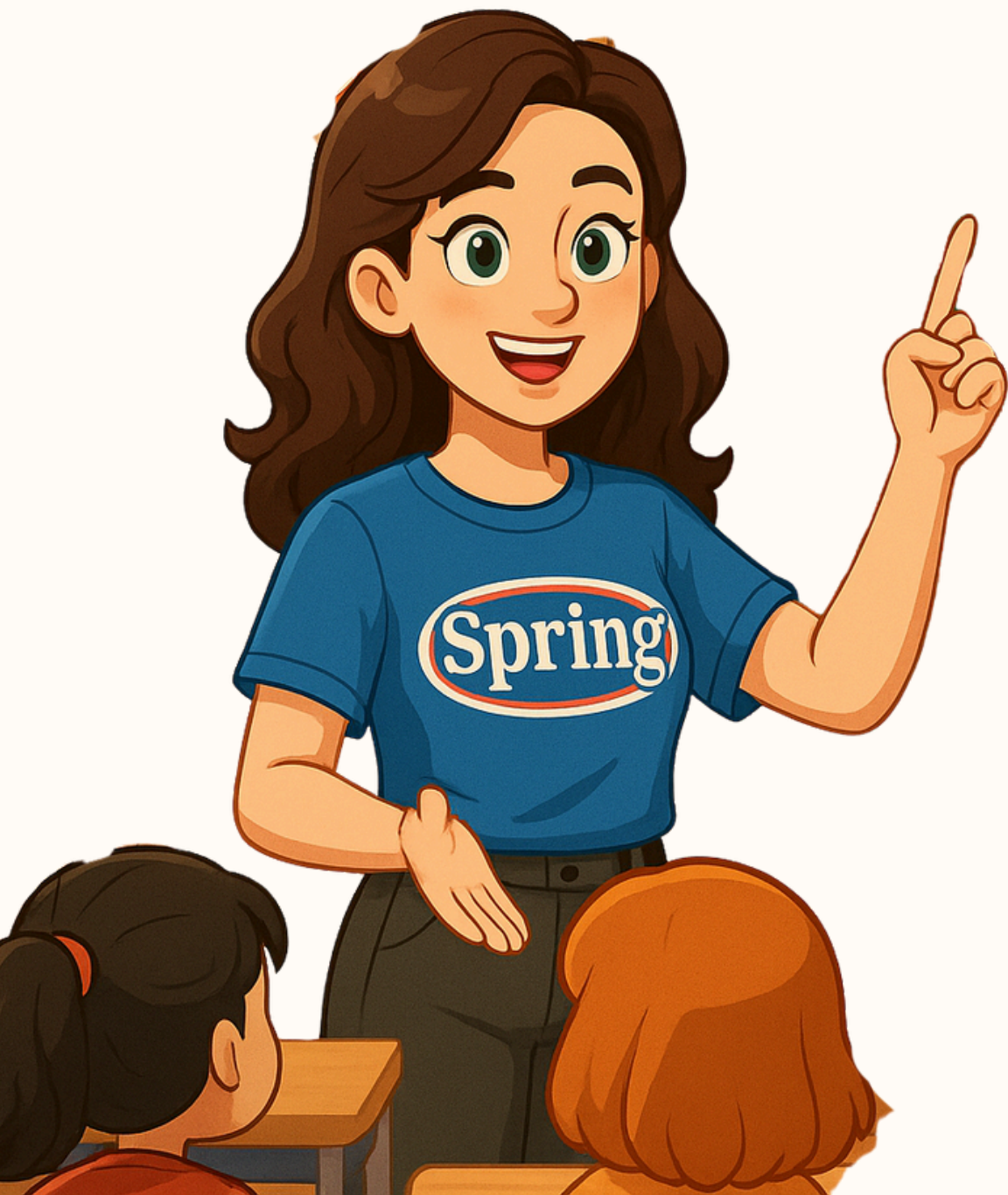
**A:** Maintain professionalism, encourage participation, avoid distractions, and ensure students feel respected and motivated.

**Q:** Can I sit during class?

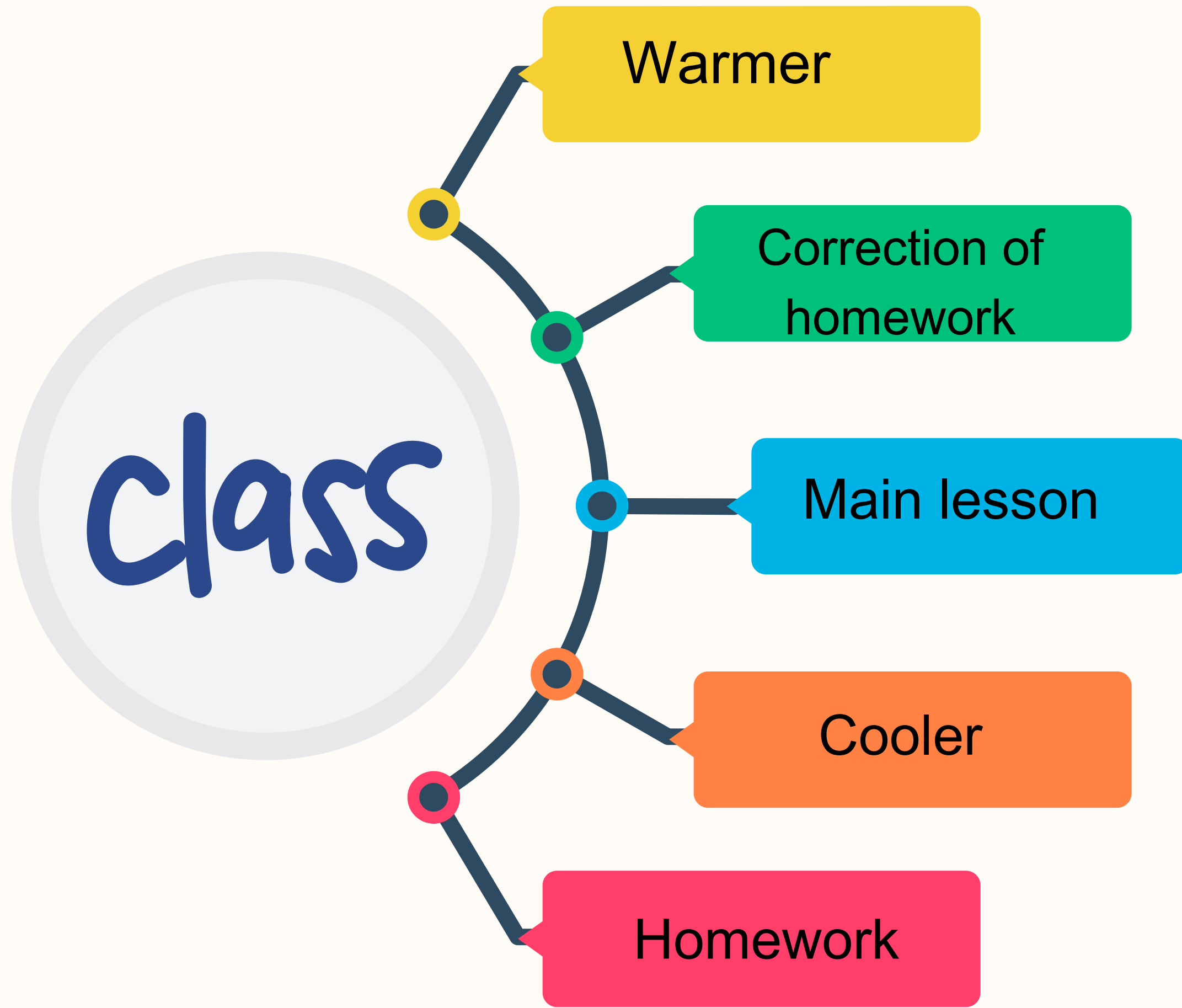
**A:** Yes, but teachers are expected to remain active, moving and interacting. Sitting is acceptable when checking exercises or during explanations. never in the student's chair, the teacher has an specific chair for it.

**Q:** What kind of language should I use with students (formal/informal)?

**A:** Teachers should use formal and professional language, adapting only when appropriate for level and age of the students.



# Lesson Structure & Methodology



# Lesson Structure & Methodology

**Q:** What is the balance between grammar explanation and conversation practice?

**A:** Classes should prioritize conversation. Grammar is taught in context, with students practicing in pairs, games, and discussions.

**Q:** How long should warmers and coolers take?

**A:** Around 10–15 minutes for warmers at the start, and 5 minutes for coolers at the end, depending on class flow.

**Q:** Are role-plays and games encouraged in every class?

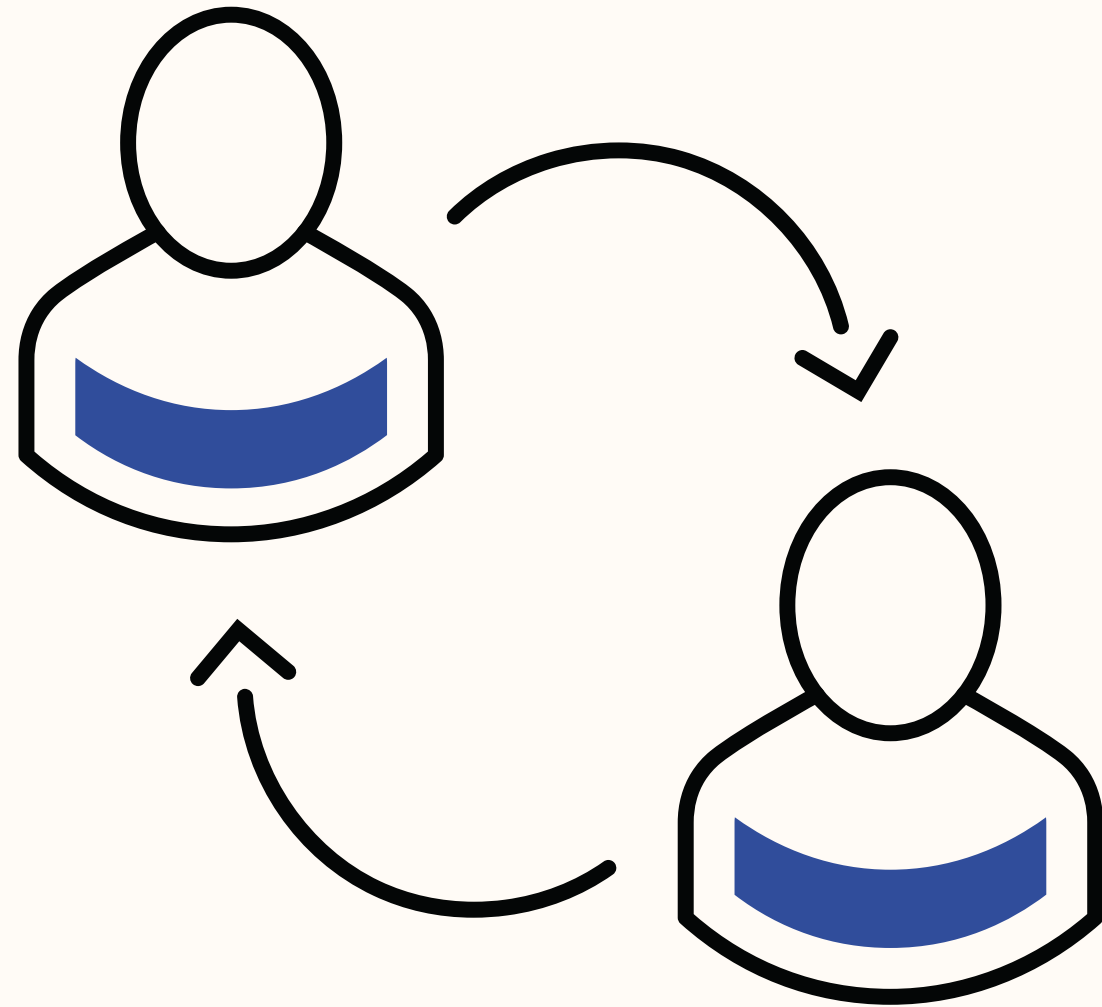
**A:** Yes. They are a key part of the Springer methodology. Use them to practice target grammar and vocabulary.

**Q:** What's the procedure if I can't finish the planned pages?

**A:** Continue in the next class. Quality of practice is more important than rushing. Update the class log with what was completed.



# Teacher Substitution Protocols



**Q:** What is the protocol if I need to be substituted?

**A:** Inform coordination as early as possible. Provide class plan and materials to ensure smooth continuity.

**Q:** What should the substituting teacher do?

**A:** Follow the class plan left by the main teacher, update logs, and give feedback to coordination after class.

**Q:** What should the substituted teacher prepare for the replacement?

**A:** Leave detailed instructions, lesson plan, and any necessary materials so the substituting teacher can continue seamlessly.



### Guia para Professores Substitutos

O que fazer antes das aulas 1 - Contatar o professor que você irá substituir e obter informações: nomes dos alunos, contatos dos pais (quando necessário), horários, logs e relatório de cada aluno.

- 1.1 - Checar se os horários são AM ou PM.
- 1.2 - Confirmar duração das aulas:
  - Online: novos (50min), antigos (1h), grupos novos (1h20), grupos antigos (1h30).
  - Presenciais: privadas (1h), grupos (1h30).
- 1.3 - Verificar fuso horário caso o aluno esteja em outro país.
- 2 - Solicitar nomes completos para acesso no sistema.
- 3 - Garantir todos os contatos de alunos e pais, checar app usado (WhatsApp, Line, etc.) e grupos.
- 4 - Acessar logs e relatório detalhado de cada aluno.
- 5 - Enviar mensagem de apresentação 24h antes da aula.

Para aulas online 6 - Confirmar pré-log, plataforma, conta disponível, fundo da Spring, ambiente silencioso e dress code adequado.

Para aulas presenciais 7 - Confirmar endereço, transporte, acesso à escola, senha do Wi-Fi, materiais, limpeza e regras para desligar aparelhos.

Durante as aulas - Seguir os 10 Steps:

1. Warmer
2. Correção do dever de casa
3. Revisão rápida
4. Visão geral
5. Conteúdo principal
6. Plenário
7. 300 Questions
8. Atribuição do dever de casa
9. Cooler
10. Completar o LOG da aula

■ Aula de conversação ≠ conversa solta. Manter estrutura.

Depois das aulas - Fazer chamada no sistema.

- Preencher lista de presença.
- Informar faltantes.

Data: \_\_\_/\_\_\_/\_\_\_ Assinatura do Professor Substituto: \_\_\_\_\_

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# Meetings & Events



**Q:** Are monthly meetings mandatory? (Yes, for Spring full-time teachers)

**A:** Yes, full-time teachers must attend. Part-time teachers are encouraged but not required.

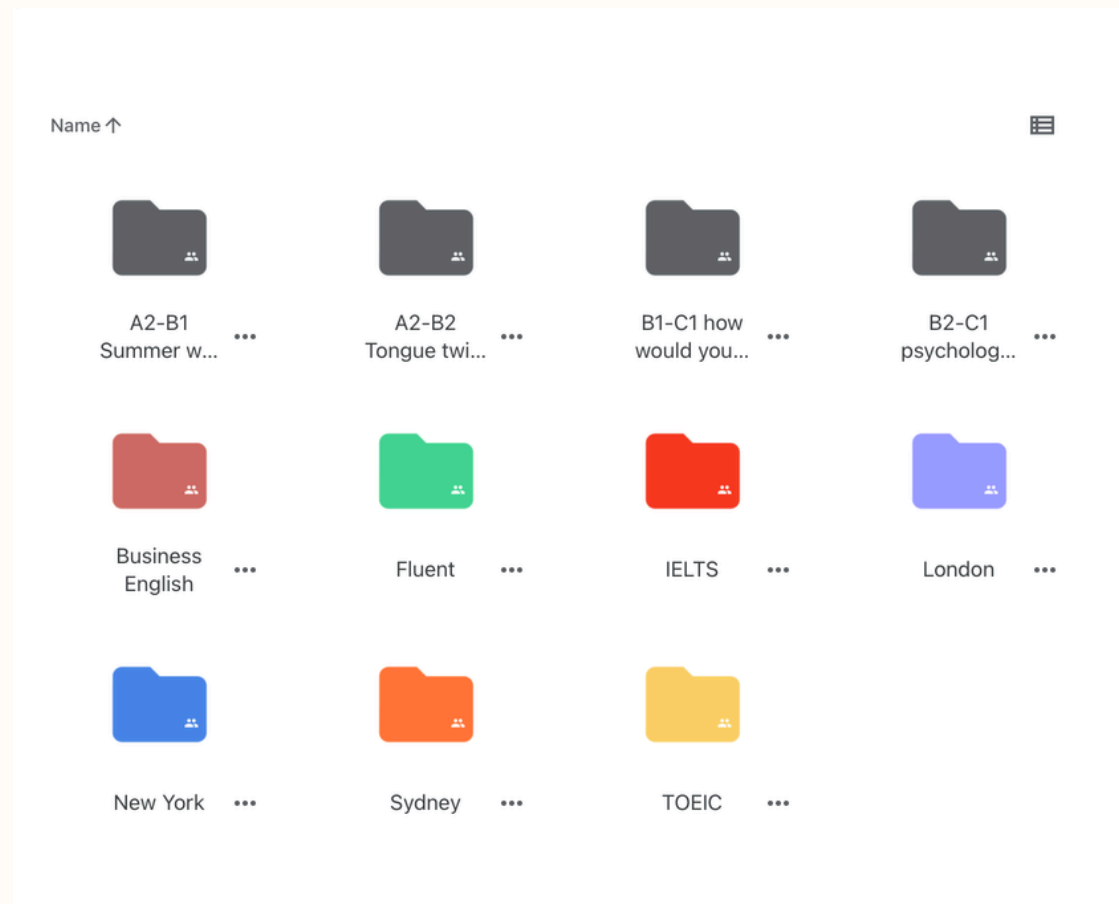
**Q:** Is presence in events essential? Why?

**A:** Yes, events are part of community building and student engagement. Teacher participation motivates students and strengthens the school spirit.

**Q:** What are my responsibilities during events?

**A:** Assist with activities, supervise students, interact with families, and represent Spring School's values.

# Materials



**Q:** Where can I find the Student Book and Workbook?

**A:** Teachers have access to the official PDFs. Printed books are given to students. Extra materials are stored at the school.

**Q:** Are there extra flashcards, games, or audio files available?

**A:** Yes. Coordination provides flashcards, board games, and digital audios. Check the teacher folder or ask coordination.

**Q:** Can I use my own activities or must I follow the book strictly?

**A:** The book is the main guideline, but creative extra activities (games, role-plays, songs) are encouraged as long as objectives are covered.

**Q:** How do I access online platforms (Zoom, Google Classroom, etc.)?

**A:** Access is shared by coordination. Always log in 5–10 minutes before class to check sound, video, and screen share.



# Leveling / Placement Questions

**Q:** How does the placement test work?

**A:** Primarily oral, with optional written/listening if needed.

**Q:** Is there a standard script for placement?

**A:** Yes, the official Spring Placement Question Set.

**Q:** Are there supporting materials?

**A:** Yes: question set, level notes, and Student Book samples.

**Q:** Should I test writing/listening too?

**A:** Only when results are unclear or formally requested.



# Communication & Reports

**Q:** Who do I contact if I'm sick or running late?

**A:** Inform coordination/core teacher of your branch immediately via WhatsApp or phone so a substitute can be arranged.

**Q:** Where do I record class progress?

**A:** Always update the Class Log with: pages covered, grammar focus, participation, and homework.

**Q:** How detailed should class reports be?

**A:** Be objective: note what was taught, who participated, and any issues (**behavior, homework, absences**).

**Q:** Do I contact parents directly or only through coordination?

**A:** Directly.



# Further Questions



If you have any questions that are not covered in this FAQ, please contact:

- **Guto** – CEO
- **Murilo Saito** – General Coordinator
- **Keila Kimino** – Didactic Coordinator

They will provide guidance and support when needed.