（2019年）常州市滨江中学每日值班记录

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 总值班人员 | | 余方明 | | 值班教师 | | 七： 吴华英 | | | | | | | | | | | | | | | | 八： 吴红亚 | | | | | | | | | | | | | | | | 九： 陈卫元 | | | | | | | | | | | | | | |
| 日 期 | 2月26日 | | | 星期： 周二 | | | | | | | | | | | 天气情况 | | | | | | | | | | 晴转小雨 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **检查时间** | **岗位** | | **检查内容** | | **情况记录** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6:40-7:00 | 校门口情况 | | 学生晨到情况（进校自觉下车、文明礼貌等） | | 不少学生到校比较早，有的6点30之前就已经来校，义工家长6点30就到校门口维持秩序，效果很不错；有几辆送孩子的机动车进入斑马线区域，事后找到相关学生进行引导教育，要求学生将学校的要求向家长传达。 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 班级  情况  6+4 | | **⑴班级三自管**（黑板有要求、有学生管理、纪律好）（注：填达标数1/2/3）  **⑵6：50班主任到位**情况  （注：到位打√） | | **班级** | | **1** | | | | **2** | | | | | **3** | | | | **4** | | | | | | **5** | | | | **6** | | | **7** | | | | **8** | | | | | **9** | | | | **10** | | | | **11** | | |
| 七 | | 3 | | √ | | 3 | | √ | | | 3 | | √ | | 3 | | | √ | | | 3 | | √ | | 3 | | √ | 3 | | √ | | 3 | | | √ | | 3 | | √ | | 3 | | √ | | 3 | | √ |
| 八 | | 3 | | √ | | 2 | | × | | | 2 | | √ | | 2 | | | √ | | | 3 | | √ | | 2 | | √ | 3 | | √ | | 2 | | | √ | | 2 | | √ | | 3 | | √ | |  | |  |
| 九 | | 3 | | √ | | 3 | | × | | | 3 | | √ | | 3 | | | √ | | | 3 | | √ | | 3 | | √ | 3 | | √ | | 3 | | | √ | | 3 | | √ | | 3 | | √ | |  | |  |
| 7:00-7:30 | 教学楼  3+3 | | **⑴巡视各班早读情况**  （注：填优A、良B、中C ）  **⑵教室内外卫生整体情况**  （注：优A、良B、中C） | | **班级** | | **1** | | | | **2** | | | | | **3** | | | | **4** | | | | | | **5** | | | | **6** | | | **7** | | | | **8** | | | | | **9** | | | | **10** | | | | **11** | | |
| 七 | | A | | A | | A | | A | | | A | | A | | A | | | A | | | A | | A | | A | | A | A | | A | | A | | | A | | A | | A | | A | | A | | A | | A |
| 八 | | A | | A | | A | | A | | | A | | A | | A | | | A | | | A | | A | | A | | A | A | | A | | A | | | A | | A | | A | | A | | A | |  | |  |
| 九 | | A | | A | | A | | A | | | A | | A | | A | | | A | | | B | | A | | A | | A | A | | A | | A | | | A | | A | | A | | A | | A | |  | |  |
| 9:10-9:40 | 运动场地  6 | | 检查升旗仪式或外体活动，跑操的集队、退场等情况**、**做操状态及整体情况  （注：优A、良B、中C） | | **班级** | | **1** | | | | **2** | | | | | **3** | | | | **4** | | | | | | **5** | | | | **6** | | | **7** | | | | **8** | | | | | **9** | | | | **10** | | | | **11** | | |
| 七 | | B | | | | B | | | | | B | | | | B | | | | | | B | | | | B | | | B | | | | B | | | | | B | | | | B | | | | B | | |
| 八 | | B | | | | B | | | | | B | | | | B | | | | | | B | | | | B | | | B | | | | B | | | | | B | | | | B | | | |  | | |
| 九 | | B | | | | B | | | | | B | | | | B | | | | | | B | | | | B | | | B | | | | B | | | | | B | | | | B | | | |  | | |
| 11:30-12:00 | 食堂  6 | | 巡视学生的用餐情况，注意学生用餐的文明程度  （注：优A、良B、中C） | | **班级** | | **1** | | | | **2** | | | | | **3** | | | | **4** | | | | | | **5** | | | | **6** | | | **7** | | | | **8** | | | | | **9** | | | | **10** | | | | **11** | | |
| 七 | | A | | | | A | | | | | A | | | | A | | | | | | B | | | | A | | | A | | | | A | | | | | A | | | | A | | | | A | | |
| 八 | | B | | | | B | | | | | B | | | | B | | | | | | B | | | | B | | | B | | | | B | | | | | B | | | | B | | | |  | | |
| 九 | | A | | | | A | | | | | A | | | | A | | | | | | A | | | | A | | | A | | | | A | | | | | A | | | | A | | | |  | | |
| 12:00-12:40 | 教学楼  6 | | 巡视各班的午自修或午休的班级纪律情况  （注：优A、良B、中C） | | **班级** | | **1** | | | | **2** | | | | | **3** | | | | **4** | | | | | | **5** | | | | **6** | | | **7** | | | | **8** | | | | | **9** | | | | **10** | | | | **11** | | |
| 七 | | A | | | | A | | | | | B | | | | A | | | | | | A | | | | A | | | A | | | | A | | | | | A | | | | A | | | | A | | |
| 八 | | A | | | | A | | | | | A | | | | A | | | | | | A | | | | A | | | A | | | | A | | | | | A | | | | A | | | |  | | |
| 九 | | A | | | | A | | | | | A | | | | A | | | | | | A | | | | A | | | A | | | | A | | | | | A | | | | A | | | |  | | |
| 全体随机  6 | 教学楼  实验室  运动场  6 | | 巡视学生学习、活动情况 | | 正常 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| （上、下午至少各1次的课间纪律巡视记录）  （注：优A、良B、中C） | | **班级** | | | **1** | | | | **2** | | | | | **3** | | | | **4** | | | | | | **5** | | | | **6** | | **7** | | | **8** | | | | | **9** | | | | **10** | | | | **11** | | | |
| 七 | | | A | | A | | A | | A | | | A | | A | | A | | | A | | | A | | A | | A | A | A | A | | A | | | A | | A | | A | | A | | A | | A | | A | |
| 八 | | | A | | A | | A | | A | | | B | | B | | A | | | A | | | B | | B | | B | B | A | A | | A | | | A | | A | | A | | A | | A | |  | |  | |
| 九 | | | A | | A | | A | | A | | | A | | A | | A | | | A | | | A | | A | | A | A | A | A | | A | | | A | | A | | A | | A | | A | |  | |  | |
| 17:30  -18:00 | 校门口 | | 学生进出情况（只允许出） | | 正常 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 全天 | 校内 | | 外校人员来校活动情况 | | 施工人员来校写下班级文化墙；七（1）有个学生家长来校找班主任交流，情绪有点大，级部（学发处）高琳主任后续与家长进行了沟通。 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 全天 | 校内 | | 偶发事件及处理情况 | | 无 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 表扬与批评 | 表扬：七年级1、6班主任到班早，早读态度好；八年级4、5班在6；45分就有同学组织晨读，批评：6；40到的学生进入学习状态的很少，午餐八，九年级个别班没等吹哨就开始用餐，导致拿汤时有些乱，易出现碰撞情况。餐后很多同学浪费比较严重。 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 有关建议 | 1. 有些同学早上到校很早（6:30），由于值日教师、班主任都没有到位，缺少监管，建议班主任注意引导，不提倡太早到校。 2. 今天是全校所有班级大课间进入新操场活动的第一天，体育组提前做了安排和布置，从效果来看不是很理想，建议调整完善方案。 3. 早上1号楼与2号楼之间二楼的直饮水机边上刚打扫完毕就有学生乱扔包装食品碎料，建议要加强文明卫生教育。 4. 吹哨后用餐的好习惯需要进一步巩固，保证有序用餐。因延时教学的进行，下午学习时间较长，也建议班主任教育学生中午饭尽量多吃点，保证下午能量的供给。要求学生一定要吃早餐后来学校。 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

 注：为促进学校实现全员德育，让更多的老师参与学校德育管理，更合理更全面更科学的评价各班班级管理，特对学校值日表进行改进，请各位值班老师按表中要求及时、实事求是地进行填写，并及时发到学校教师QQ群。对表格设计如有建议请及时与学校校长室联系，谢谢