



## Action Plan-2010-2011 (Primary Section)

**GOAL 1: To raise the attainment and progress of students in Arabic and improve the quality of teaching and the curriculum in this subject**

|   | What needs to be done?<br>(Strategic Actions)   | By whom and when?  | What resources?  | What evidence indicates progress?   | How & when evidence be gathered?   |
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| 1 | <p><b>Monitor and mentor teachers to improve the quality of teaching of Arabic</b></p> <p>(i) Head of Arabic and 3 coordinators appointed in different year groups to monitor the quality of teaching.</p> <p>(ii) a. Training for Arabic Staff to add creativity in teaching methodology</p> | <p>Head of Arabic,<br/>           Year coordinator – 1-3<br/>           Year coordinator- 4-6<br/>           Year coordinator – 7-12<br/>           Principal<br/>           September 2010</p> <p>Training conducted by Principal/HOA/ HOSW/ HOP in the month of February 2010 on creative teaching</p> <p>Training by Mr. Islam ( Educational &amp; Technology Coordinator for a group of schools, August 2009 till date, in charge of coordinating KHDA inspection for three schools in Dubai and responsible for teaching and learning as well as technology in those schools)</p> | <p>Appraisal forms/ lesson observations forms /handouts and other training materials</p> | <p>Teacher lesson plans, Good feedback or rating from Teacher self evaluation/ Appraisal reports/Student survey</p> | <p>Report on lesson planning by Head of Arabic end of each academic term.<br/>           Individual and Group performance report of appraisals</p> <p>Report on student survey<br/>           November - December 2010</p> |

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| 2 | <p>b. Appraisal ( internal and external- to assess the outcome of training</p> <p><b>Revision of Arabic Curriculum across the whole school</b></p> <p>1. Adoption of new syllabus where Arabic will be taught as MFL stressing on reading, writing, speaking and listening and reflecting the school mission statement.</p> <p>2. Liase with teachers from local schools to help develop the Arabic Curriculum</p> <p>3. Arabic offered as an IGCSE subject</p> <p>4. Introduce spoken Arabic in the PEP</p> <p>5. Introduction of Arabic week in the school calendar to promote understanding of local culture</p> | <p>Training by Magrudy's Dubai on "Teaching and learning" November 2010</p> <p>External- Mr. Islam<br/>internal- HO Arabic/ HOA/ HOP/ Principal</p> <p>Head of Arabic and Arabic staff<br/>May – June 2010</p> <p>Workshop by Mr. Haggag from JC\ and Mr. Islam<br/>June 2010<br/>November 2010</p> <p>As an option for Year 9 going to 10 for IGCSE 2009/ 2010-2011</p> <p>Head of Arabic/ Arabic teachers</p> <p>Students and Arabic teachers</p> | <p>Edexcel, Greengate and other websites</p> <p>Training resource material</p> <p>Edexcel cassettes and books/Material brought by students regarding local tradition and culture</p> | <p>Improved academic performance of students<br/>Student feedback form</p> <p>Student feedback</p> | <p>Assessment and exam grades- November 2010<br/>March 2011, Survey to be conducted in class and analyzed by the Arabic teachers<br/>Report to be submitted by Head of Arabic</p> |
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**GOAL 2: To further develop teaching strategies to take fully into account students' individual needs, so that all students are actively engaged in their learning in English, Math & Science.**

|   | <b>What needs to be done?<br/>(Strategic Actions)</b>   | <b>By whom and when?</b>  | <b>What resources?</b>   | <b>What evidence indicates progress?</b>   | <b>How &amp; when evidence be gathered?</b>  |
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| 1 | <p><b>WORKSHOPS (IN HOUSE &amp; EXTERNAL)</b><br/>To be arranged to help teachers to broaden their outlook and be exposed to new trends of thought.</p> | <p>Workshops attended :</p> <ul style="list-style-type: none"> <li>• For English Teaching May 2010</li> <li>• Science Workshop attended for <i>Practical Science Workshop</i> by Alan Revill in March 2010</li> <li>• Science &amp; Math : Learner centered Education in Science and Mathematics February '10 conducted by CIE in Abu Dhabi</li> </ul> <p>Through the year :</p> <p>September – Sessions with Teachers /in house.<br/>Nov. /Dec. –Proposed External workshops.<br/>Feb.- Follow up sessions</p> <p>April – Appraisals to see the impact of these.</p> | <p>Workshops conducted by:</p> <ul style="list-style-type: none"> <li>• CIE</li> <li>• Magrudy Educational Resource centre</li> <li>• Promethean Planet</li> <li>• In house workshops</li> <li>• sessions by teachers</li> </ul> | <ul style="list-style-type: none"> <li>• Schemes of work</li> <li>• Lesson plans</li> <li>• Student work</li> <li>• Appraisals by HOD</li> </ul> | <p>Regular appraisal Of work.<br/>Lesson observations.</p>   |
| 2 | <p><b>For Teaching – Learning : RESEARCH ON PLANNING OF CREATIVE LESSONS – using ICT and on line resources</b></p>                                      | <p>Teachers – From June'10 to June' 11.<br/>Assessed by the HOD/AHOD</p>  | <p>World Wide Websites like Active Inspire Resources from Promethean Planet, CIE, QCA, teach me.com etc.</p>   | <ul style="list-style-type: none"> <li>• Observation of lessons</li> <li>• Student ratings analyzed by student counselor</li> </ul>              | <ul style="list-style-type: none"> <li>• Monthly</li> <li>• As shown by student attainment levels</li> </ul> |

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| 3 | <b>PEER OBSERVATION:</b> To develop better teaching strategies, Team Teaching, Cooperative Teaching : Ideal Lesson Demos                                       | By the ideal teacher of the year group/department, using group dynamics.<br>Peer observation schedule as planned by HOD-Primary from October to December | Use of team skills- lesson plans.                              | Listing of strategies developed.   | By reviewing strategies used by the teachers in class.<br>By reviewing the planning done by the teacher – lesson plans, during staff dev. Meeting in Nov/ Dev. |
| 4 | <b>UNDERSTAND THE INDIVIDUAL NEEDS OF STUDENTS</b><br>Grouping of students using achievement bands, Differentiated learning through <i>special</i> worksheets. | By teachers in the first week of October –   | Through data analysis of the class quizzes and aptitude tests. | Achievement of students in weekly quizzes, Special assessments for high/low achievers. | Tracking sheets – monthly. Report cards – Per term.  |

**GOAL 3: To encourage a teaching learning program that provides opportunities for students to take more responsibility for their own learning and become less dependent on their teachers.**

|    | <b>What needs to be done?<br/>(Strategic Actions)</b>   | <b>By whom and when?</b>  | <b>What resources?</b>  | <b>What evidence indicates progress?</b>   | <b>How and when evidence be gathered?</b>   |
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| 1. | Plan lessons with scope for independent studies – research based work allocation, Project work, application skills and enquiry. | Planned by teachers In lesson plans and implemented by students   | World Wide Web, School/local library, Newspapers, Magazines, etc. | Student presentation.  | In the classroom during student presentation of research work – one in each term. |
| 2. | Marking of Pupil’s books to be more informative – workshop on correction of exercise books and a booklet for reference.         | By the AHOD in September’10.To be implemented by the teachers and to be overseen by the AHOD during the academic year | Booklet prepared by the staff.                                    | Appraisal of teacher’s book correction every month by AHOD/HOD.<br>Presentation of work submitted by students. | Through analysis of book correction form.   |

**GOAL 4: To improve the quality/ content of the curriculum.**

|   | <b>What needs to be done?<br/>(Strategic Actions)</b>   | <b>By whom and when?</b>   | <b>What resources?</b>  | <b>What evidence indicates progress?</b>  | <b>How and when evidence be gathered?</b>   |
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| 1 | Planning and improving the curriculum to reflect the vision and mission of the school for each student. | By the Heads, teachers and students (through inputs from a survey conducted in June'10/Sept'10.) | The national curriculum. (shared with the teachers in June'10) as a guideline, The mission statement<br>The student survey form | The development of the program in all spheres of school activities like the lessons, lesson plans, assemblies, assessments, appraisals, student rating etc. | Analysis of the curriculum with the activities organized and student progress, in Jan'11 and June'11(through student rating done in Nov.) |
| 2 | Adding resources to the classroom   | By Management by September 2010  | Class Library (Kindergarten to Year 4)<br>Dressing Corner (Kindergarten)  | Grading of Speaking component and creative writing assignments  | During end of term assessments and Show & Tell (Yrs 1 – 3)<br>Speech Perfect Week (Yrs 4 & 5)   |

**GOAL 5: To strengthen the curriculum links within the community**

|    | <b>What needs to be done? (Strategic Actions)</b>  | <b>By whom and when?</b>  | <b>What resources?</b>                           | <b>What evidence indicates progress?</b> | <b>How and when evidence be gathered?</b>                             |
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| 1  | Schemes of work and lesson plans to include cross curricular links and field trips planned to learn local culture, at the planning stage.<br>Assemblies to reflect the same. | Teachers, with guidance and close monitoring by coordinators and Heads, different times through out the year as per the calendar planned by HOD | The detailed curriculum and reference materials. | The lesson plan.<br>Student progress.    | By class discussion with students during class meeting.(one per term) |
| 2. | Introduction of Parent Council   | 5 parent representatives from each key stage were nominated in the month of April/May 2010.   |  |  | End of Term meetings and annual to be submitted by Parent Council     |

**GOAL 6: To develop students' understanding of local traditions and Dubai's culture.**

| <b>What needs to be done?<br/>(Strategic Actions)</b>   | <b>By whom and when?</b>   | <b>What resources?</b>                    | <b>What evidence indicates progress?</b> | <b>How and when evidence be gathered?</b>   |
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| Plan strategies like discussions in registration time, celebration of festivals, tableau of local dress, Arabic week & during the study of the local environment. | The Arabic department.<br>Other teachers & students during Arabic week & during the study of the local environment | The Arabic community, local library, etc. | A Quiz on the local culture.             | By December, after the Arabic Week when student understanding /learning has been strengthened |

**GOAL 7: Effective use of Assessment Techniques.**

| <b>What needs to be done?<br/>(Strategic Actions)</b>                             | <b>By whom and when?</b>   | <b>What resources?</b>                     | <b>What evidence indicates progress?</b> | <b>How and when evidence be gathered?</b>  |
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| Students to identify their strengths and weaknesses and set goals for themselves. | Students and teachers, in the beginning of the academic year and progressively, to set targets and try to achieve them | The achievement bands and tracking sheets. | Progress in the attainment levels        | Study and detailed analysis of the tracking sheets at the end of each month by the teachers.<br>Performance in SATS. |

## Secondary School Action Plan – 2010 - 2011

Goal 1: **To raise the attainment and progress of students in Arabic and improve the quality of teaching and the curriculum in this subject**

Refer to Goal 1 Primary Action Plan

Goal 2: **To review and further develop the existing curriculum to challenge all students and enrich their learning experiences.**

| What needs to be done?<br>(Strategic Actions)   | By whom and when?  | What resources?  | What evidence indicates progress?   | How and when evidence be gathered?  |
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| <p><b>A. Promote independent learning and project based learning by modifying the Personal Enrichment Program (PEP)</b></p> <p>(i) Decide themes or subjects for the Projects</p>       | <p>Activity coordinator,<br/>Heads of Years and<br/>Heads of Subjects<br/>June 2010 and January<br/>2011</p> | <p>Magazines, newspapers<br/>and the internet to be<br/>aware of the latest<br/>challenges</p> | <p>A handout/handbook<br/>with the list of themes,<br/>guidelines for students<br/>and the criteria for<br/>evaluation of projects.</p> | <p>Handbook to be<br/>submitted by June 2010</p>                                      |
| <p>(ii) Students to select a theme as a group and choose a challenge in this context, do research, work collaboratively and suggest solutions for it.</p>                               | <p>All students during the<br/>PEP hour on<br/>Wednesdays</p>  | <p>Internet. Library books,<br/>magazines, student<br/>made survey,<br/>videos,etc</p>         | <p>Project proposal<br/>submitted by students</p>   | <p>Submission of proposal<br/>to class teachers after<br/>first three PEP classes</p> |
| <p>(iii) Students to publish solution in their own preferred format by integrating ICT( Posters, Presentations, Blogs, webpages, etc) or debates, presentation at the assembly, etc</p> | <p>All students during the<br/>PEP hour on<br/>Wednesdays</p>  | <p>ICT facilities and<br/>stationary</p>   | <p>Final projects produced<br/>by students</p>  | <p>Submission of projects<br/>to class teachers end of<br/>November 2010</p>          |

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| <p>(iv) Students to be guided whenever required and the final products to be evaluated.</p>  | <p>Heads of subjects and subject teachers</p>  | <p>Handout with criteria for evaluations</p>   | <p>Ongoing observation and support by teachers. Results of evaluation.</p>  | <p>Projects to be evaluated by end of November</p>   |
| <p>(v) An exhibition of these products to be held for parents and whole school.</p>  | <p>Activity coordinator, Heads of Years and Heads of Heads of Subjects and all staff</p>   | <p>Furniture and other material</p>  | <p>Feedback from parents.</p> <p>Student feedback on their learning experience</p> <p>Qualitative report on PEP for the each Term from Activity coordinator</p> | <p>A visitor comment book will be left in the exhibition hall and the feedback will be summarised.</p> <p>Written feedback to be gathered from students at the time of submission of projects. Activity coordinator to consolidate feedback from students, teachers and parents and give a qualitative report at the end of the academic year.</p> |
| <p><b>B. Improve curricular links with community</b><br/> (i) Further increase the involvement of students in and out of school - environmental projects, events, drives, etc</p> <p>(ii) Conduct events for charity, to participate in marathons, etc</p> | <p>Environment coordinator and Head of Humanities (through out the year)</p> <p>Concerned subjects Departments Through out the academic year</p> | <p>Information on such events as brochures or via email</p> <p>Material depending on the event</p> | <p>Records show increase in number and variety of event</p> <p>Feedback on events</p>   | <p>On going update of details by Environment coordinator</p> <p>Report submitted by Head of Subject</p>  |

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| <p>(iii) Create a Community Service Program for the sixth form students within and outside the school.</p>  | <p>Head of Year – 12-13<br/>Activity coordinator<br/>HOSW<br/>October – November 2010<br/>January – February 2011</p> | <p>Transport, liaising with local hospitals and community</p> | <p>Time table for the program<br/>Log of visits<br/>Pupil feedback on their learning experience</p> | <p>Contacting institutions in June 2010 and schedule ready by September 2010. Pupils to maintain a log of visits and write down their learning experience during each visit. Qualitative report to be prepared by Head of Year by April 2011.</p> |
| <p>(iv) Introduction of Parent Council</p>  | <p>5 parent representatives from each key stage were nominated in the month of April/May 2010.</p>                    |   |   | <p>End of Term meetings and annual to be submitted by Parent Council</p>  |
| <p>C. Lesson planning for cross curricular links and engaging classroom activities in line with the content and the school mission statement<br/>Plan for cross curricular links and ensure that classroom activities are engaging and help in achieving the school mission statement</p> | <p>All staff/ Head of Subjects/ HOA</p>   | <p>Teacher resource websites and other resource material</p>  | <p>Schemes of work and lesson plans</p>   | <p>Schemes of work submitted by all teachers to Head of Subjects/HOA/Principal in September 2010. Weekly lesson plans submitted to Heads of Subjects.</p>   |

**Goal 3: To improve assessment techniques and use them to modify teaching and learning to address learner needs**

| What needs to be done?<br>(Strategic Actions)  | By whom and when?   | What resources?  | What evidence indicates progress?   | How and when evidence be gathered?  |
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| <p>To develop teaching strategies to actively engage students and make learning enjoyable and interesting for the students</p> <p>(i) Draft a “Teaching Learning Policy” which clearly defines the benchmark for different aspects of an effective lesson also reflecting recommendations of KHDA</p> <p>(ii) Heads of Subjects to draft individual Departmental action plans indicating strategies and policies specific to their subject and departmental targets.</p> <p>(iii) Group CPD (Continuing Professional Development) needs to be identified from Individual Professional Development Plan.<br/>Arrange for training by professionals.</p> <p>Individual or Department</p> | <p>Heads of Subjects<br/>HOA/Principal<br/>June 2010</p> <p>Heads of Subjects<br/>May 2010.</p> <p>All staff with Heads of Subjects.<br/>HOA/Principal</p> <p>Principal</p> <p>To be addressed by</p> | <p>National strategies website.<br/>KHDA level descriptors for good Teaching and learning.<br/>Mission statement requirements.</p> <p>Recommendations for each key subject in the KHDA report.</p> <p>IPDP – Individual professional development plans of teachers</p> <p>Training materials</p> | <p>Document – “Teaching and learning policy”</p> <p>Departmental Action Plan</p> <p>List of group CPD needs.</p> <p>Better performance of</p> | <p>Discussions -Heads of Subjects meeting for this purpose.<br/>June 2010.</p> <p>Department meetings in May 2010 and submission of plans.</p> <p>Staff - submission of IPDP to Heads of Subject End of June 2010.<br/>Report with list to be generated by HOA September 2010.</p> <p>Heads of Subjects –</p> |

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| <p>CPD needs</p> <p>(iv) Coordination meetings to be used to share good and successful practices (activities). Peer observation within departments.</p> <p>(v) Use Achievement bands (Quartiles) and results of “Students’ feedback on teachers” to modify teaching and to help students to set goals.</p> <p>(vi) Students to use assessment results – My Progress Chart, to set personal learning target and work towards it.</p> | <p>Head of Subject/ HOA/ Principal<br/>Training Day – First day of each term.<br/>Professional Development Day (Last Thursday of each month)</p> <p>Head of subject and Faculty members<br/>- Weekly</p> <p>All teachers</p> <p>All students</p> | <p>Support and guidance from Head of Subjects.</p> <p>Peer observation log book</p> <p>Quartile formats</p> <p>My Progress Chart</p> | <p>teachers in planning and delivery of lessons. Lesson plans and reports on lesson observations.</p> <p>Better performance of teachers in planning and delivery of lessons. Lesson plans and reports on lesson observations. Comment on log to give feedback</p> <p>Lesson plans and reports on lesson observations. Existing band of a student indicated in students’ ‘My progress chart’</p> <p>Graph to show progress</p> | <p>Study lesson plans and lesson observations</p> <p>Ongoing</p> <p>Minutes of meeting to be recorded<br/>HOS to come up with a schedule for peer observation by October 2010<br/>Performance appraisal<br/>Follow up (on going)</p> <p>Summative report at the end of academic year.<br/>Study lesson plans and lesson observations by Heads of subject<br/>Ongoing</p> <p>Students and teachers analyze progress charts - ongoing (after each assessment)</p> |
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| <p>(vii)Improve formative assessment techniques to modify lessons (Assessment for Learning)</p> | <p>All staff<br/>Ongoing<br/>Counsellor</p> | <p>Various teacher resource websites, textbooks, Teacher guides, CPDs etc</p> | <p>Improvement in student performance.<br/>Curves on progress chart to go up<br/>Higher rating for teachers in the Student evaluation of Teacher Survey.</p> | <p>Study of progress charts by teacher - ongoing (after each assessment)<br/><br/>Student survey conducted at the end of academic year</p> |
| <p>(viii)Marking of Pupil's books to be more informative</p>                                    | <p>HOS<br/>Ongoing throughout the year</p>  | <p>CPD on "Marking pupils' work"</p>  | <p>Report on notebook assessment</p>   | <p>HOS/HOA</p>   |