Education and Cultural Diversity for Empowered and Sustainable Futures for All

STRATEGIC PLAN- TEMPLATE

| PART 1 | |
|--|--|
| SCHOOL: Dudley High School | REG NO: 2352 |
| DIVISION: Central | DISTRICT: Suva |
| LEVEL: Large | SCHOOL CONTACT: 3311392/8911216 |
| HEAD OF SCHOOL: Mr. Sanjay Prasad | SCHOOL MANAGER: Mr. Thomas Harry Prasad |
| VISION STATEMENT: The attainment of with Christ. | a total and lifelong educational excellence |
| MISSION STATEMENT: To promote facilischool within the educational policies of and the Government of Fiji | ities and support the education of the f the Methodist Church in Fiji and Rotuma |
| | oline, dignity, Live in Harmony, Excellence, ent, honesty, service, courtesy, Humility, |

SCHOOL MOTTO: From Within Out

Education and Cultural Diversity for Empowered and Sustainable Futures for All

| NATIONAL GOAL | QUALITY EDUCATION FO | R ALL | | | | | | |
|---|--|----------|------------|-----------|----------------------|---|---|----|
| MEHA MAJOR OUTCOME | DELIVERING QUALITY EI TO ALL FIJIAN | DUCATION | N ACCESS | IBLE | | | | |
| Key Performance Indicators | Planned Activities | Timeline | Sources of | Responsib | Remai | | | |
| | | 2021 | 2022 | 2023 | | Evidence e.g. activity reports, meeting notes, feedback reports, files etc. | ilities | ks |
| FOCUS AREA 1 : LEADERSHIP & M | ANAGEMENT | | | | | | | |
| KRA (1a): Policy and Planning | | | | | | | | |
| Priority Areas: (2), (3) & (10) All MEHA policies are catalogued and implemented. | -print relevant MEHA policies and file them | 100% | 100% | 100% | Week 3 T1 Ongoing | Policy file | HOS | |
| · | -conduct staff PD to create awareness on 3 MEHA policies per term | 9 | 18 | 18 | | Staff PD file Reports and | HOS, VP, AP, HODs All | |
| | -policies implemented by monitoring teacher attendance | 9 | 18 | 27 | Ongoing | records | Teachers | |
| | -provide feedback to MEHA policy makers | 1 | 2 | 3 | Termly | | | |
| School has developed, implemented and reviewed its policies. | -develop 3 school policies every term in line with MEHA policies -implement school | 9 | 18 | 27 | Term 1 End Ongoing | School policy file | Admin Teachers, | |
| | policies amongst relevant stakeholders | 80% | 85% | 90% | Origonity | Meeting records, reports by | Manageme nt, Students, | |
| | -review policy as per the need and provide feedback | 1 | 2 | 2 | Nov each year | stakeholders Policy review file | PTFA Admin | |
| School plans are developed/updated and submitted to District officer. (Strategic, COP, Procurement Plan, School Improvement Plan, etc.) | -Conduct PD with stakeholders on planning -prepare SP and COP in consultation with relevant stakeholders after | 100% | 100% | 90% | SFD Dec/Jan | PD attendance and file Completed SP and COP | HOS Manageme nt PTFA Teachers | |
| | receiving submissions - approved SP and COP adopted by stakeholders and signed | 100% | 100% | 100% | Ist Wk of Feb | | Head Prefects | |
| All staff have attended training on policies (Behavioral Management, Zoning, etc.) and participated in | - conduct PD on 3 policies per term - record staff attendance | 9 80% | 18 85% | 27 90% | Termly Termly | Attendance record PD file | HOS VP/AP | |
| school planning (Strategic, COP, Budget, etc.) | - submission by staff received and records filed | 100% | 100% | 100% | Termly | Policy file | | |

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| Teaching achieved through | -obtain relevant syllabi | 100% | 100% | 100% | Week 3 T1 | File and LTPs | VP, HODs, |
|---|--|--------------------------------|--------------------------------|--------------------------------|---|--|---|
| documented quality planning and monitoring of classroom delivery. | and prepare LTPs -prepare and submit | 80% | 85% | 90% | Weekly | Record | AT All |
| | work book weekly -formulate lesson plans for supervisor's class observation (2/term) as | 6 | 6 | 6 | 2 per term | Observation record, lesson plan | All |
| | monitoring of lesson delivery -feedback provided to teachers to improve classroom delivery | 100% | 100% | 100% | termly | Lesson observation template | Supervisors Teachers |
| KRA(1b): Staff Management Priority Areas: (5) & (6) | | | | | | | |
| Student-free days programs have been facilitated at commencement of each term and all teaching staff attend and participate | -organize SFD materials every term -conduct Admin, HOD, Staff and dept. Meetings -record teacher attendance | 100% 85% | 90% | 95% | Termly | Agenda & Minutes Personal Files Staff attendance record | HOS All teachers |
| Updated personal/e- file of all the staff. | -fill staff profile template and submit to office - file all necessary documents for record purposes | 85% | 90% | 95% | Ongoing | Staff records – file | All |
| Staff are registered under FTRA | -obtain FTRA renewal forms endorsed by HOS -make payments and submit receipt for records | 100% | 100% | 100% | Before commence ment of academic year | FEMIS Staff file | HOS All Teachers |
| New staff inducted at the start of the academic year. | -conduct staff orientation -Introduce of new comers -provide them necessary coaching and welcoming environment | 100% | 100% | 100% | Week 1 T1 | Staff meeting minutes Induction records | HOS HODs |
| Teacher attendance is accurately recorded and analyzed in accordance with MEHA rules and regulations. | -fill time book daily -prepare and submit monthly returns - analyze teacher attendance fortnightly - counselling teachers -award teachers for full termly attendance | 100% 100% 100% 5 5 | 100% 100% 100% 4 7 | 100% 100% 100% 3 9 | Daily 10th -every mon Fortnightly ongoing termly | Time book MAR FEMIS Att. template Counselling/a ward record | All HOS HOS, HOD HOS, PTFA DESA |
| Staff leaves are applied and approved in FEMIS in accordance | -apply for leaves on FEMIS | 100% | 100% | 100% | Ongoing | FEMIS | HOS All |

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| with MEHA procedures. | -approval by admin on time -compile MAR and send on time | | | | | | Teachers |
|---|--|----------------------|----------------------|----------------------|-----------------------------|--|---|
| Reduction in teacher absence in comparison with the number of total teaching days | -create awareness on attendance importance in PD sessions -Counseling of teachers who are regularly absent - Analysis of attendance done and awards presented | 85% | 90% | 95% | Ongoing | Counseling File Absence statistics file | HOS HOD's All Teachers PTFA DESA |
| Heads of Schools and all teaching staff have participated in required 20 hours of professional development (in- house, external, online) during the assessment period | -schedule professional development sessions in Term planner. -conduct PD sessions as planned | 100% 85% | 90% | 100% 95% | Week 2 T1 Ongoing | School Term Planners PD Schedule | Admin All staff |
| All employees of the school have prepared IWP within one month of the start of the assessment period or within one month of commencing in their role. | -print Costed Operational Plan/ Strategic Plan. -conduct PD session to bring to light changes in the IWP format. - amend planned activities in IWP. | 100% | 100% | 100% | Week 4 T1 | Staff attendance to PD | Admin HODs All Staff |
| All employees of the school have agreed interim and final assessments of MYAPA completed. | -prepare and submit IWP -conduct 6 monthly interim assessment -conduct and submit final assessment | 100% 100% 100% | 100% 100% 100% | 100% 100% 100% | Week 4 T1 August November | IWP IWP/ My APA My APA | All staff Supervisor Supervisor |
| Staff have participated in MEHA initiated activities and school-based events including wellness. | -participate in all MEHA initiated activities -participate in school- based activities | 80% | 85% 85% | 90% | Ongoing Ongoing | Attendance file Attendance file | All teachers All teachers |
| Coaching, Mentoring and Performance Improvement Plan (PIP) provided for staff development and improvement. | -conduct PD on PIP for staff -monitor and report on staff performance | 80% | 85% 85% | 90% | Ongoing Ongoing | PD file | HOD/ Admin |
| Staff Counselling provided to address staff grievance. | -develop counselling template -conduct PD on Code of Conduct and counselling | 100% | 100% 85% | 100% | Week 4 T1 On going | Counselling report Memo | Admin Admin |
| | procedures -implement counselling policy. | 80 % | 85% | 90% | On going | PD file Staff Attendance | All staff |
| Staffing request and adherence to transfers policy is facilitated accordingly. | -awareness done on transfer policy - forms filled and submitted to HR with full compliance | 100% 85% | 100% 90% | 100% 95% | Ongoing Ongoing | School Term Planners PD file | Admin All staff |

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| The school has an approved annual budget, linked to the Costed Operational Plan and is within | -liaise with stakeholders on funds availability and | 80% | 85% | 90% | December | Completed annual budget | HOS Teachers Manageme |
|---|---|--------------|--------------|--------------|----------------------|----------------------------|-----------------------------|
| available funding. | usage -prepare annual budget in accordance with COP | 100% | 100% | 100% | January | | nt PTFA |
| CCC is amount in accountance with | -submit annual budget | 100% 100% | 100% 100% | 100% 100% | February | FEG File | DESA |
| FEG is spent in accordance with approved FEG guidelines, Finance Manual and the School | -allocate FEG in 6 sections | 80% | 85% | 90% | Termly | PD record | HOS, Bursar HOS |
| Management Handbook and | - create awareness on usage to stakeholders | | | | Ongoing | | |
| acquittals of FEG funds are completed on FEMIS by due dates. | -spend FEG as allocated - record all spending in separate files | 100% 100% | 100% 100% | 100% 100% | Termly Ongoing | File, FEMIS File, FEMIS | HOS Bursar |
| | -update FEMIS monthly | 100% | 100% | 100% | Monthly | File, FEMIS | |
| KRA (1d) : School Administration Priority Areas: (3), (4) & (5) | | | | | | | |
| All FEMIS data is kept up to date | -update FEMIS daily | 80% | 85% | 90% | Ongoing | FEMIS report | HOS |
| and analyzed for school decision making. | -obtain reports and analyze | 2 | 3 | 4 | Ongoing | - Lime report | FEMIS Officer |
| • | -create awareness -develop strategies for improvement | 2 2 | 3 | 4 | Ongoing ongoing | | |
| Orders for Textbooks and resources are submitted in advance | -conduct stock take -submit request via FEMIS | 100% 100% | 100% 100% | 100% 100% | October November | Board of Survey report | All |
| | utilize FEG to replenish stock | 80% | 85% | 90% | December | | |
| Timetables (e.g. school, examination, supervision) are prepared in advance during the | -submit teacher loadings -allocation of class and subjects | 100% 100% | 100% 100% | 100% 100% | November December | Loading file Timetable | HODs VP |
| assessment period. | -complete timetable | 90% | 95% | 100% | January | timetable | VP |
| Work Unit Results for the Assessment Year are prepared on time and in accordance with the | -compile interim and final assessment records -conduct PD | 85% | 90% | 95% | August/ November | | |
| approved template. | -prepare work unit result | 85% 100% | 90% 100% | 95% 100% | November November | | |
| Audit conducted on school inventory and updated on FEMIS. | -conduct BOS and do stock take | 100% | 100% | 100% | November | BOS report | HOS, AP |
| | - audited AFR is prepared and adopted by SMC | 100% | 100% | 100% | February | AFR/minutes | HOS, SMC |
| | -submit AFR and minutes to MEHA | 100% | 100% | 100% | March | Record | HOS |
| | -enter data on FEMIS | 100% | 100% | 100% | Week 6 T1 | FEMIS | Bursar |
| | | | | | | | |
| | | | | | | | |

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| Performance Indicators | Planned Activities | А | nnual Tarç | jets | Timeline | Sources of Evidence | Responsib ilities | Remar ks |
|---|--|---------------------|---------------------|---------------------|----------------------|---|--|-------------|
| | | 2021 | 2022 | 2023 | | LVIGOTICC | inucs | N.S |
| KRA (2a): Curriculum and Instruction Priority Areas: (4) & (7) | ons | 1 | • | • | | 1 | | |
| All the textbooks and resources are available prior to commencement of academic year/term | - order text book in Term 3 for the following academic year -enter details on FEMIS -order for department stationeries and equipment or chemicals for the following academic year. | 100% 100% 80% | 100% 100% 80% | 100% 100% 80% | Term 3 Term 3 Term 3 | Requisite Book, BOS, Book Room Record Term 3 Report | Admin, HODs, all Teachers BOS Team, Book Room Officer | |
| Changes to curriculum implemented | -print all syllabi and filing done | 100% | 100% | 100% | Week 1 T1 | files Staff Record | HOS, HODs | |
| | -issue a copy each to the level coordinators | 100% | 100% | 100% | Week 1 T1 | file | VP | |
| | -conduct department meeting to create awareness | 100% | 100% | 100% | Ongoing | Department Minute, Lesson notes and | All teachers Students | |
| | -implement the syllabi -update necessary changes in the lesson notes | 100% 80% | 100% 85% | 100% 90% | Ongoing Ongoing | Students' Book | | |
| Assessments prepared and conducted as per school assessment plan and school planner. | - prepare school and department calendar -level coordinators to be responsible for the preparation of all assessments conducted per term | 100% 90% | 100% 95% | 100% | Week 1 T1 Ongoing | File record, teacher record Workbook Students subject file | HOS. VP, AP, HODs, All teachers | |
| | -prepare and execute internal assessment | 90% | 95% | 100% | Ongoing | | | |
| | -implement continuous and monthly assessments | 90% | 95% | 100% | Ongoing | , | | |
| Assessment outcomes analyzed and used for improvement. | -mark papers, give out to students and record marks on time | 90% | 95% | 100% | Ongoing | Analysis, Files and records, | HOS, VP, AP, HODs, All teachers | |
| | -prepare Master Marksheet and department analysis | 100% | 100% | 100% | Ongoing | Exam Register for the Master | | |
| | -prepare Report Card for PTI -conduct academic | 100% | 100% | 100% | Ongoing | Marksheet | | |
| | counseling - conduct PTI and Low Achievers meeting and counselling after every | 100% 80% | 100% 85% | 100% 90% | Ongoing Termly | Records and Report Cards, PTI attendance | HOS, VP, AP, HODs (Academic Level | |
| | exam by academic committee for external exam forms | | | | | Agenda prepared and recorded by Academic | Coordinator), All teachers, Parents, | |
| | parents | 80% | 85% | 90% | Termly | Level | Students | |

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| | -develop continuous assessment implementation -prepare termly awards list | 80% 100% | 90% | 100% | Termly Termly | Coordinator Test and assessment Records | | |
|--|--|-------------|------------|------------|------------------|--|---|--|
| | | 4000/ | 4000/ | 4000/ | | 170 | 1100 N/D | |
| Lesson plans are prepared for all lessons observed by school leadership team and feedback | -follow LTP to prepare standard notes -conduct lesson | 100% | 100% | 100% | On going 2/ term | LTP in Department file and | HOS, VP, HODs, All teachers | |
| provided to improve lesson planning. | observation by HOS, VP & HODs as per calendar and reports to teachers | | | | | teacher's Record, lesson notes | | |
| | -conduct book verification by HODs and report to VP and | 100% | 100% | 100% | 2/ term | in department file, teachers record and file | | |
| | teachers -conduct department meeting to give a feedback to department teachers after every cycle of lesson observation and book | 100% | 100% | 100% | 2 / term | and students' books Department Minute Book | | |
| School has developed a plan for | verification -identify and prepare | 100% | 100% | 100% | On going | Worksheets in | HOS, VP, | |
| each student with special needs to ensure all children can fully engage in school and learning activities. | slow learners' worksheet -prepare separate worksheet for medium | 50% | 70% | 90% | On going | file and with students | HODs, All teachers | |
| | and fast learners -organize special class for students with special needs like separate teaching timetable (8am – 10am) everyday | 50% | 70% | 90% | On going | Special lesson notes | | |
| School has ICT integrated in teaching and learning. | -install and activate internet/Wi-Fi to be used as visual aid during teaching and learning | 50% | 70% | 80% | On going | Computers and PCs or teachers' laptops in school for lesson preparations | Admin | |
| KRA (2b): Students Achievement Priority Areas: (4), (6) & (7) | | | • | | | | | |
| School has Literacy Assessment | -conduct literacy test for | 100% | 100% | 100% | Wk 2 T1 | Test papers | VP | |
| and Numeracy Programmes in place during the assessment period. | Years 9, 10 & 11 -Analyze and identify students for special programs. | 100% | 100% | 100% | Wk 3 TI | Records and marks | HOD Language Department teachers | |
| | -allocate suitable time for special program -implement literacy | 60% 60% | 70% 70% | 80% 80% | Term 1 | Class timetable Teacher/ | HOS VP/AP PTFA | |
| | -implement literacy | UU /0 | 10/0 | 0070 | Term 1 | i caciici/ | I II A | |

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| | intervention program | | | | | student attendance | Primary Teachers | |
|--|--|-------------------|-------------------|-------------------|-------------------------------|---|-----------------------------------|--|
| Remediation strategies are mplemented based on results of all school assessments including iteracy and numeracy assessments LANA, PILNA, etc.) | -identify areas of weakness and provide supplementary resources like additional notes, sample Q & A. | 80% | 85% | 90% | Ongoing | Test results Notes Supplementar y resources Timetable | VP HOD All teachers | |
| 2 (1 0 t, 1 1 2 1 0 t, 303.) | -conduct special classesutilize teachers with | 80% | 85% | 90% | Ongoing | Timotable | | |
| | specialized strength. | 80% | 85% | 90% | Ongoing | | | |
| students' examination reports and ssessment portfolios are prepared of a high standard and Parent feacher Interview are conducted on the properties of the p | -prepare assessment reports cards after all major (Term End and Annual Exams) internal exams. | 80% | 85% | 90% | Ongoing | Report cards PTI Attendance CAPS attendance | P VP AP Year Teachers | |
| only buots. | -conduct PTI's and CAPS meetings for all levels. | 80% | 85% | 90% | Ongoing | PD Records/ attendance Pictures | reactions | |
| | -train teachers for high quality reporting and interview skills. | 80% | 85% | 90% | Ongoing | | | |
| Student attendance is recorded and analyzed for decision making | -record daily attendance. -record late arrivals. -monitor students' punctuality to classes. | 85% 85% 85% | 90% 90% 90% | 95% 95% 95% | Ongoing Ongoing Ongoing | Daily attendance register Late arrival | AP Duty Teachers Year | |
| | -counsel students on punctuality and attendance issues | 15% | 10% | 5% | Ongoing | records Period attendance | Teachers All teachers | |
| | -engage parent for further improvement | 10% | 7% | 5% | Ongoing | file | | |
| tudents' academic results nproved | -implement continuous assessment. | 85% | 90% | 95% | Ongoing | Year Planner Termly | VP Deans | |
| | -conduct academic counselling for all levels. -class visitation by school | 85% 6 | 90% | 95% | Ongoing termly | planner Test Papers Log Books | HOD Deaconess All teachers | |
| | headsmotivate and coach students for high level | ŭ | | | termiy | Log Books | All todollors | |
| | academic achievements. | 80% | 85% | 90% | termly | | | |
| wards and Recognition criteria nplemented. | -recognize students' achievement with progressive awards. | 90% | 95% | 100% | Termly | Awardees Awards list Awards | P Awards commit | |
| | -organize Annual Awards Day | 100% | 100% | 100% | Annually | Program Pictures | SMC PTFA | |
| | -organize graduation for final year students. | 100% | 100% | 100% | Annually | | DESA | |
| | | | | | | | | |
| KRA (2c): Good Citizenship Priority Areas: (8) & (9) | | | | | | | | |

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| Increased awareness of and capacity for education on social issues such as Drug Education, | -organize school-based activities to create awareness on social | 80% | 85% | 90% | Ongoing | Program | HOS HODs | |
|---|--|------------|------------|------|--------------------|------------------------------------|-----------------------|-------------|
| HIV/AIDS, Gender Equality, Social and Inclusive Education, Respectful Relationship, Sex Education, NCD, Cyber Safety and Mental Health at school. | issues -invite guest speakers from the Ministry of Health, Fiji Police Force and NGOs | 2 | 3 | 4 | Ongoing | File record Visitors book | | |
| Students have participated in MEHA initiated activities and school-based | - organize department weeks as scheduled | 80% 80% | 85% 85% | 90% | Term 1 | Department week | HODs AP AT | |
| events (religious, cultural, value based, art, music, sports, character building and other extra- curricular | - encourage students' participation and award them | 00% | 05% | 90% | Ongoing | schedule Term Calendar | AI | |
| activities) | -create awareness on issues affecting students daily | 80% | 85% | 90% | Ongoing | | | |
| FOCUS AREA 3: COMMUNITY AND | PARTNERSHIP | | | | | | | |
| Performance Indicators | Planned Activities | / | Annual Tar | gets | Timeline | Sources of Evidence | Responsib ilities | Remar ks |
| | | 2021 | 2022 | 2023 | | | | |
| KRA (3a): Community Involvement Priority Areas: (8) & (9) | | | | | • | | | |
| Teachers and Heads of Schools identify students with high | - monitoring and recording of students | 80% | 85% | 90% | Ongoing | Monitoring records | HOS AP | |
| absenteeism, lack of engagement, lack of progress or at risk of abuse | done -counseling done as per | 80% | 85% | 90% | Ongoing | Counseling records | Deans | |
| and work with parents and community for ongoing improvement of students | school policy -involve parents to address issues | 80% | 85% | 90% | Ongoing | Parents intervention records | | |
| Opportunities for school board, parents and community | -strengthen partnership with all stakeholders | 80% | 85% | 90% | Ongoing | Meeting records | HOS Teachers | |
| engagement in school activities are identified and parent and community participation is increased. | -involve them in decision making and school activities | 80% | 85% | 90% | Ongoing | Outcome records | PTFA DESA Board | |
| participation is increased. | -celebrate success with | 80% | 85% | 90% | Ongoing | | Dourd | |
| | - work together to identify areas of improvement and develop strategies to address them | 80% | 85% | 90% | Ongoing | | | |
| KRA (3b): Communication Priority Areas: (9) | | | • | • | | | | |
| Parent information sessions are facilitated throughout each term (in | -organize CAPS meeting -hold PTI | 70% | 80% | 90% | Term 1 | Letters to parents | Admin All | |
| accordance with the Parental Engagement Framework and | -conduct home visits as per the need | | | | Ongoing Monthly | Newsletter file | Teachers | |
| Strategies) and include information and actions to improve student performance and conduct. | -distribute monthly newsletters -organize low achievers | | | | | Attendance list | | |
| реполнаное ана сонавсь. | Parents' Day after every internal exam | | | | Termly | | | |
| School engages with student support agencies (Ministry for | -engage support agencies | 60% | 70% | 80% | Ongoing | Office visitor book | AP Child | |

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| Women, Children and Poverty | -report cases as per the | | | | | | Protection | |
|---------------------------------------|-----------------------------|-------|------------|-------|-----------|----------------|------------|-------|
| Alleviation, SAAC and others) to | need | | | | | Dean reports | officer | |
| | | | | | | Dean Tepons | Level | |
| obtain support for students | -invite guest speakers to | | | | | LIOD | | |
| demonstrating at risk behavior. | address teachers and | | | | | HOD report | Deans | |
| | students | | | | | | | |
| | -visit home to provide | | | | | | | |
| | support for improvement | | | | | | | |
| All instances of inappropriate | -strengthen on Child | | | | | | AP | |
| conduct, corporal punishment, | Protection Policy | | | | | Child | | |
| emotional abuse, sexual | -introduce whistle blower | | | | | Protection | Child | |
| harassment or bullying are reported | -reporting incidents as | 100% | 100% | 100% | ongoing | Policy | Protection | |
| within 24-48 hours and investigated. | required and | | | | | document | officer | |
| | investigations done | | | | | | | |
| | -inform relevant | | | | | Offence Log | Level | |
| | authorities | | | | | Book | Deans | |
| | -engage parents where | | | | | DOOK | Deans | |
| | | | | | | Police reporte | Counceller | |
| FOCUS AREA 4: LEARNING ENVIR | necessary | | | | | Police reports | Counsellor | |
| FOCUS AREA 4: LEARNING ENVIR | UNIVIENT | | | | | | | |
| Performance Indicators | Planned Activities | A | nnual Targ | jets | Timeline | Sources of | Responsib | Remar |
| | | | | | | Evidence | ilities | ks |
| | | 2021 | 2022 | 2023 | | | | |
| KRA (4a): Physical Environment | | | | | | | | |
| Priority Areas: (1) & (10) | | | | | | | | |
| Adequate classrooms and other | -Maintain all 26 | 80% | 90% | 95% | Term 1 | Meetings | HOS | |
| school infrastructure (toilets, wash | classrooms conducive for | 0070 | 3070 | 3070 | 101111 | records, | Board | |
| facilities, Water & Sanitation | effective learning with | | | | | resolutions | Manager | |
| | | | | | | | ivialiayei | |
| Hygiene facilities etc.) are provided | proper painting, | | | | | and minutes | | |
| and/or request have been submitted | furniture's, lighting and | | | | | | | |
| for upgrading of facilities. | ventilation (windows and | | | | | | | |
| | fans). | 000/ | 000/ | 050/ | _ , | | | |
| | -Mount AC units in all | 80% | 90% | 95% | Term 1 | | | |
| | staffrooms and special | | | | | | | |
| | rooms for a conducive | | | | | | | |
| | teaching and learning | | | | | | School | |
| | environment. | | | | | School audit | Board | |
| | -Upgrade each | 50% | 70% | 90% | Ongoing | reports. | | |
| | classroom with CCTV | | | | | | | |
| | cameras. | | | | | Bursar | Ancillary | |
| | -Install overhead | 0% | 50% | 70% | Ongoing | records. | Staff | |
| | projectors in each senior | | | | | | | |
| | level classroom. | | | | | School | | |
| | -Sustain the current | 100% | 100% | 100% | Ongoing | inventory and | | |
| | potable water taps in all | 10070 | 10070 | 10070 | Chigoling | maintenance | | |
| | the 3 areas in the school | | | | | records. | | |
| | premises. | | | | | i Goorda. | | |
| | -Install more water taps | 30% | 50% | 80% | Ongoing | | | |
| | for students in all 3 areas | JU /0 | 30 /0 | 00% | Origonity | | | |
| | | | | | | | | |
| | of the school premises. | | | | | | | |
| | -Renovate the 3 toilet | 000/ | F00/ | 000/ | 0 | | | |
| | and wash facilities in the | 20% | 50% | 80% | Ongoing | | | |
| | 3 areas of the school | | | | | | | |
| | premises and facilitate | | | | | | | |
| | with proper hand basins, | | | | | | | |
| | mirror and hand | | | | | | | |
| | detergents. | | | | | | | |
| | -Maintain and replace all | | | | | | | |
| | | 1 | 1 | 1 | 1 | 1 | L | 1 |

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| | defective water sanitation facilities | 25% | 50% | 75% | Ongoing | | |
|--|--|-----|-----|------|-----------------------|--|---|
| Playground and recreation facilities are maintained to a safe standard | -Improve drainage system | 70% | 80% | 90% | Ongoing | Drainage Plan | The School Board |
| and are adequate for the number of children enrolled. | -Renovate Ablution block & Changing rooms | 70% | 80% | 90% | Ongoing | Maintenance Materials | PTFA DESA Dudley |
| | -Install water supply system | 70% | 80% | 90% | Ongoing | Water Supply Plan & Plumbing Materials | School Community HOS |
| | -Construct boundary fences around playground | 70% | 80% | 90% | Ongoing | Fences Plan & Fencing Materials Gates Plan & | Industrial Arts Members Handyman |
| | -Build standard gate and entrances | 70% | 80% | 90% | Ongoing | Gates Materials | riandyman |
| The Coheel has planned and | ablais aubmission from | 80% | 90% | 100% | Ongoing | Written | HOS |
| The School has planned and achieved a minimum of one infrastructure improvement in the assessment period | -obtain submission from teachers -get quotations and estimated costs -renovate the school buildings in stages -replace structures needing attention | | | | Ongoing | submission Quotations Purchasing orders/deliver y Pictures of completed work | Manager PTFA Teachers |
| School Library and Labs is well equipped with all the resources. | -acquire chemicals and equipment's needed in the lab. | 80% | 85% | 100% | February each year | Requisite and Quotations | HOS HOD's Manageme |
| | -order ample textbook for the library. | 80% | 85% | 100% | Ongoing | Inventory | nt School Librarian |
| School Improvement Plan is approved, reviewed and actioned. | -document all planned activities carried out within the school -construct the wood-work workshop | 75% | 90% | 100% | Ongoing Ongoing | -School Board meeting minutesSchool audit reportsBursar recordsSchool inventory and maintenance records. | HOS, School Manageme nt, Ancillary Staff IA Teachers |
| KRA (4b): Classroom Management Priority Areas: (3) & (4) | | | 1 | | 1 | | |
| Student counselling is conducted and documented with a follow up plans to see if interventions worked. | -review counseling policy -conduct counseling & document -involve parents and monitor student's | 70% | 75% | 80% | Ongoing | Discipline book Log book | Admin Discipline Comm. All F/T Deans |

Education and Cultural Diversity for Empowered and Sustainable Futures for All

| | Behavior -report to relevant authorities | | | | | | Counsellors | |
|---|---|------|------|------|---|----------------------------------|--|--|
| Student discipline cases are addressed according to Behavior Management, Child Protection and Student Code of Conduct policies. | -review Student Code of Conduct policy -report discipline cases -implement intervention programs -address issues and evaluate outcomes | 70% | 75% | 80% | Ongoing | Discipline book Log book | Admin All F/T Deans Counsellors | |
| KRA (4c): School Safety Programm Priority Areas: (1), (2), (4) & (9) | e | | | | | | | |
| The School has a Disaster Management plan and at least 2 evacuation drills have been successfully conducted during the assessment period. | -Audit of safety issues in the school at beginning of each term. -Prepare required signs and install as mandatory. -Development of | 80% | 90% | 100% | Week 3 T1 Week 6 T1 | OHS committee report. | Manageme nt | |
| | Emergency Evacuation Procedure -Development of Disaster Management PlanFormulate emergencies, safety and evacuation procedures | | | | Week 5 T1 Week 5 T1 | Conducting Drills. OHS report | HOS | |
| | | | | | | · | committee | |
| School has obtained OHS compliance certificate. | -Check all structures within the premisesRepair and renovate plans for improvementImproved building structuresapply for certification receive certificate and display | 100% | 100% | 100% | Before the new school year begins | OHS certificate HOS report | Manageme nt HOS Ministry of Labor. | |
| The School has nominated Disaster Response Coordinators who are trained. | -formulating trained - disaster response team. | 80% | 90% | 100% | During T1 | HOS report | Manageme nt HOS | |
| Safe storage and disposal of equipment and chemicals at separate designated areas. | -Renovation of the Science Chemical storage room. -Construction of a | 90% | 100% | 100% | Week 5 T1 | Science department report | Manageme nt | |
| | chemical disposal area. | | | | End of T1 | HOS report | HOS | |
| | | | | | | committee report | OHS committee | |

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| Facilities required for full participation by students with a | -Technical equipment and specific learning aids | 20% | 40% | 50% | By the end of 2021 | Management report | Manageme nt | |
|--|--|-----|-----|-----|--------------------|-------------------|----------------|--|
| disability have been identified and facilities are available or have been formally requested through approved process. | to anticipate a learning environment for special needs students. -Education and training | | | | | HOS report | HOS | |
| | for academic staff, non- academic personnel and students, to improve the integration of disabled students -Identify new policies to | | | | | | MOE | |
| | improve the social inclusion of disabled people. | | | | | | | |