

AL MAJD INDIAN SCHOOL, DUBAI

ACTION PLAN IN BRIEF

Objective in line with the recommendation, suggested by DSIB:

RAISE THE LEVEL OF STUDENTS' ATTAINMENT BY IMPROVING TEACHING METHODS AND MEETING THE LEARNING NEEDS OF ALL STUDENTS

Strategy/ Action Steps	Lead Person	Timeline	Budget	Evaluation
All Classroom staff to attend training in their exclusive subjects	Principal	April 2010	15000	Teachers get reconditioned with new learning tips and approach
Reviewing teaching and learning policy in the light of workshops	Subject Leader	April 2010	35000	Teachers do compile the activities to make the classroom active.
Organize the classrooms scientifically to get the students active with their works	Teachers	April 2010	0.00	Pupils find the classroom friendly and real learning takes place
Multimedia presentations for all subjects on a set schedule are introduced	Supervisors	Regular	10000	Teachers collect the materials and pupils are seen interested as everything is visually represented
Break-up hours for literacy and numeracy	Subject Leader	Regular	0.00	The pupils find the different levels and skills of the subjects
Outdoor Classroom learning culture is devised	Teachers	Regular	5000	The pupils are rejuvenated through such instructions
Staff meetings are held for reviewing the policy of new methods of instructional strategies	Principal	April 2010	0.00	Teachers are conditioning themselves accordingly
Preparation of lessons in the light of curriculum planner with clear aims and objectives	Subject Leader	April 2010	0.00	The taught are given systematic learning procedure.
Engage the pupils in active learning with different worksheets according to their levels and capacities	Teachers	Regular	0.00	All the pupils are engaged in serious course of learning sessions
Lessons are monitored to make sure that they fully meet the needs of all learners.	Supervisors	Regular	0.00	Frequent observations make the teachers serious about their deliberations
All language skills will be given equal importance through various activities and sessions.	Teachers	Regular	3000	Language is made quite interesting
Peer Support through mutual class observation is introduced	Teachers	May 2010	0.00	Teachers do adopt give and take policy and ultimately it benefits the taught.

Entry Level Tests are conducted	Supervisors	May 2010	2000	The pupils are tracked at the beginning of the year.
Special reading hour is reserved in languages through DEAR programme.	Teachers	Regular	0.00	Reading skill is developed and correct pronunciation is received.
The library period is fruitfully utilized to improve vocabulary, awareness of various topics and reading skill.	Librarian	Regular	0.00	It helps the teachers in general in all aspects.
Classroom library is arranged with help of students.	Librarian	April 2010	0.00	Pupils do develop a habit of research and reading.
Quality assurance team is formed to maintain the good standards	Principal	April 2010	0.00	Corrective measures are regularly adopted.
Conduct meeting with staff every month compulsory and as or when required for staff development.	Principal	Regular	0.00	Faculty members are updated with relevant information in the pedagogical science and they evaluate themselves.
Make provision for the pupils of Grade 04 and above to use science lab facilities at least once in fortnight	Teachers	May 2010	5000	New doors of scientific world open for them and they enjoy science.
Staff development on technology tools for facilitating instructions.	Principal	April 2010	5000	The teachers find themselves confident to handle ICT facilities for their purposes.
2 days extra lessons are given to promote the non – scholastic activities like stitching, drawing, etc.)	Art & P.E	Regular	10000	Pupils realize extensions of learning to new areas.
Teachers are sent to neighbouring schools to observe the new lessons and tactics to improve their methodology.	Principal	April 2010	0.00	Teachers adopt the techniques in their classrooms.
Replacing teachers on low performance with new faculty members.	Principal	April 2010	72000	Effective learning takes place and the teachers become alert in their professional career.
Mentors from the faculty are nominated to make the teachers aware of all the techniques of teaching through corrections and modifications	Supervisors	May 2010	0.00	The methodology undergoes constant modifications accordingly
Mobile Laboratory is taking an active role in junior classes when they cannot go to the lab	Subject Leader, Sc.	May 2010	5000	They know science practically

Recommendation No.2

PUT IN PLACE A BROAD AND BALANCED CURRICULUM WHICH INCLUDES CROSS CURRICULAR LINKS AND CO-CURRICULAR ACTIVITIES

Strategy/ Action Steps	Lead Person	Timeline	Budget	Evaluation
Preparation of a detailed chapter wise curriculum planner with clear objectives and with the complementary co-curricular and cross curricular activities in all the subjects	Subject Leaders	April 2010	2000	Teachers gather information collectively for one year and they design classroom accordingly.

Certain activities like exclusive assemblies, skits, dramas, literary competitions, etc. are scheduled.	Subject Leaders	Regular	0.00	Students get maximum exposure.
Formation of different Clubs and scheduling their activities in the light of curriculum planner.	Supervisors	April 2010	50000	The students are given chances to serve the fellow students.
Programmes like elocution, debates, seminars, lawyers' court, SCAIL programme in line with curriculum to be conducted.	Subject Leaders	Regular	15000	Pupils show their inner talents and thereby they are helped in learning.
Activity based methodology is adopted.	Subject Leaders	April 2010	0.00	Pupils grasp the things quickly.
My Bank—A saving system for students.	Subject Leader, Math	May 2010	1000	Pupils develop a new habit of saving money.
Review short, medium & long term planning of work.	Subject Leaders	April 2010	0.00	It facilitates the teacher to programme his/her course effectively
Review of text books.	Principal	April 2010	0.00	Outdated data and information are avoided
Various project works, publishing magazine of all articles from all classes.	Subject Leaders	June 2010	1000	Pupils bring out their capacities enthusiastically.
Special assemblies are conducted to commemorate Islamic Red Letter days.	Subject Leader, Islam	Regular	2000	Islamic awareness is awakened generally among all pupils.
Field trips to selected areas heritage village, factories etc.	Subject Leaders	Regular	10000	They come in terms with society and the world of labourers.

Recommendation No.3

MONITOR AND TRACK STUDENTS' PROGRESS TO ENSURE THAT ALL THE STUDENTS ACHIEVE THEIR FULL POTENTIAL

Strategy/ Action Steps	Lead Person	Timeline	Budget	Evaluation
Student profile with every teacher with constant term wise reviewing.	Teachers	Regular	0.00	It helps the teacher counsel individual learner accordingly and finds corrective measures if required.
Three days booster classes to low and high achievers	Subject Leaders	May 2010	0.00	It makes up all the foibles in pupils' learning level.
Continuous evaluation on scholastic and non – scholastic is conducted formatively and summatively in terms of semesters and grades.	Supervisors	May 2010	10000	Pupils are identified individually and it helps the teachers to work with him or her accordingly.
External exams are promoted maximum and the result is kept as benchmark to the students.	Supervisors	Regular	10000	The involvement in such exams obviously reads the international status of a child
Buddy Programme to track the students very intimately is introduced.	Supervisors	April 2010	2000	Pal Approach may bring admirable results.

Star students of the month are selected every month as a motivation to others in terms of their behavior and personal traits.	Supervisors	May 2010	2000	Pupils are recognized on their personal caliber and it transmits to all.
Students are given regular developmental and motivational feedback.	Teachers	Regular	4000	All round motivation takes place.
Performance of pupils for the last year to be tracked and recorded for each subject.	Teachers	April 2010	0.00	It gives the continuity to assess the child from that focal point.
Track records are represented graphically	Teachers	April 2010	2000	It gives comprehensive picture
Recommendation No.4				
CREATE AN APPROPRIATE ENVIRONMENT FOR THE KG USING TEACHING METHODS THAT INCLUDE ACTIVITY BASED LEARNING AND CREATIVE PLAY				
Strategy/ Action Steps	Lead Person	Timeline	Budget	Evaluation
Setting a clear and scientific timetable with details	Supervisor, KG	April 2010	0.00	Continuity in varieties is maintained as far the kids are concerned.
Phonemes replace the letters	Teachers	April 2010	0.00	It facilitates to identify the word rather than the letters.
K.G. rooms are redesigned in groups with Reading corners.	Supervisor, KG	April 2010	2000	All skills are naturally developed.
Rumpus area is reserved for giving K.G. kids opportunities for 'play and learn'.	Supervisor, KG	April 2010	15000	They are found always engaged
New play things ideal for learning various skills are introduced.	Supervisor, KG	April 2010	5000	Actual play and learn take place
Multimedia presentations to teach phonemes and other information	Teachers	April 2010	5000	Visual effects will stamp the ideas firmly
Teachers visit to other neighbouring Schools for learning walk.	Principal	April 2010	0.00	They take such opportunities to learn and correct.
Recommendation No.5				
DEVELOP A LEADERSHIP STRUCTURE WHICH HAS THE CAPACITY TO IMPLEMENT IMPROVEMENT				
New Board of Directors was formed.	External	Nov.2009	0.00	The entire system gets rejuvenated and all areas were given professional touch
A Parent Advisory Body comprising of nine members was formed and meeting is held every first Saturday of the months.	Principal	April 2010	3000	An active participation in school activities is reassured.
Formation of New Governing Body for the new academic	Principal	May 2010	3000	Valuable suggestions and views are shared

year was formed and its meeting is held as and when required.				reliably.
A structure of an effective school Management team was constituted.	Board of Directors	of March 2010	0.00	The workforce is distributed properly and good result is maintained.
A School Coordinator and School Development Officer were designated with the capacities of facility management and quality improvement.	Board of Directors	of March 2010	120000	Constant follow-up rectifies errors and things are maintained properly
Recommendation No.6				
PROVIDE FACILITIES AND RESOURCES THAT WILL SUPPORT A BROAD CURRICULUM AND IMPROVE LEARNING OPPORTUNITIES				
Strategy/ Action Steps	Lead Person	Timeline	Budget	Evaluation
A well designed working lab was refurbished with more equipments and materials.	Admin	April 2010	0.00	Pupils get access to the lab and the do experiments lively.
Library room was made spacious stuffed with more books.	Admin	April 2010	10000	Pupils find themselves in different sections according to their tastes.
A room was reserved for Art and Music with materials and instruments.	Admin	April 2010	10000	Their aesthetic flairs are exploited to an extent.
Exclusive periods and Booster hours were introduced to get maximum exposure for girls in physical education.	Principal	April 2010	0.00	Girls do get training systematically through such lessons.
The girls were provided with facilities of basketball, volleyball, badminton, etc.	Admin	April 2010	0.00	They get to know the real game fields.
New physical education teacher exclusively for girls was appointed.	Principal	April 2010	12000	Girls are trained systematically and professionally.
OTHER IMPROVEMENT AREAS IN ADDITION TO RECOMMENDATIONS OF DSIB				
Setting up of new prayer hall for staff.	Admin	April 2010	25000	To maintain religious sanctity in the premises.
Redesigning of students prayer hall	Admin	April 2010	2000	It provides serene atmosphere to learn Quran and some Islamic teachings practically
General maintenance covering all areas of all the building.	Admin	April 2010	50000	Safety is reassured.
The unprotected areas and bumped projections were removed and covered with soft sandwich panels.	Admin	April 2010	25000	Safety is reassured.
The vehicle staff were given special uniform distinguishing drivers and conductors	Admin	April 2010	10000	They are identified and they identify themselves with their responsibilities.
Salary dispersal was brought into WPS	Admin	March 2010	5000	Employees are legally protected
All the School vehicles were modified with RTA	Admin	April 2010	50000	Maximum comforts and safety are

specifications				provided to the pupils.
General cleaning, repainting, safety precautionary measures, etc. were done	Admin	April 2010	50000	The school is maintained properly and it gives an attractive look to the school.
Special care is being taken to keep the students always attended.	Principal	Regular	0.00	Every elder member of the school shares the responsibility to provide maximum care to the pupils.
An evacuation drill is conducted.	Admin	May 2010	0.00	Students are being confident and feeling secured as they underwent management crisis sessions.