

# Dubai National School

## Action Plan 2009-2010

<b>DATA SOURCE:</b> KHDA RECOMMENDATIONS		<b>SUMMARY:</b> Ensure that all the school's internally and externally generated assessments are benchmarked against appropriate international standards to check comparability and relevance to students' needs so that all students reach their full potential			
#	Focus Area	What needs improvement?	Person/ Parties in charge	Action to be Taken	Status / Comments (Ongoing/ Achieved/ No action taken yet)
1	<b>Benchmarking</b>	<b>Implement Standardized Test.</b>	<p>Mrs.Suad,Ms.Nawal, Mr.Basil</p> <p>Mrs.Suad,Ms.Nawal, Mr.Basil,Mrs.Hanadi</p> <p>Mrs. Hanadi</p> <p>Mrs.Malak</p> <p>Mrs.Hanadi</p>	<ul style="list-style-type: none"> <li>Research for a suitable standardized test to help school in decisions related to the development, review, modification, revision &amp; implementation of the existing curricula and supporting instructional resource materials. This also ensures that graduating students will be treated equitably when applying to universities or when transferring to another accredited school.</li> <li>Adopt an international system of student evaluation that will support the current teacher-designed tests. International Benchmark Tests in English, Mathematics &amp; Science (IBT) will be administered by ACER, The Australian Council for Educational Research. This enables the school to measure its students' performance and academic growth of the following levels, 3<sup>rd</sup> through 10<sup>th</sup> grades and to compare its students' performance with broader range of students who took the same test.</li> <li>Correspondence with ACER regarding exam papers and preparations.</li> <li>Form a committee of Heads of Math, English &amp; Science Departments to prepare and process the IBT by ACER.</li> <li>Hold orientation workshops to introduce teachers to the test administration process.</li> </ul>	<p><b>Achieved / Continued</b> This has been done in May, 2009.</p> <p><b>Achieved / Continued</b> IBT by ACER has been selected and will be administered during November, 2009</p> <p><b>Achieved / Continued</b> October,2009</p> <p><b>Achieved</b> October,2009</p> <p><b>Achieved</b> October 2009</p>

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1	<b>Benchmarking</b>	<b>Implement Standardized Test.</b>	<p>Mrs. Hanadi</p> <p>Mrs.Suad,Ms.Nawal, Mr.Basil</p> <p>Mrs.Suad,Ms.Nawal, Mr.Basil &amp;SAC</p> <p>Mrs.Suad,Ms.Nawal, Mr.Basil &amp; Teachers</p> <p>Mrs.Suad,Ms.Nawal, Mr.Basil &amp; Teachers</p> <p>Mrs.Suad,Mrs.Hanadi</p> <p>Mr. Basil,Mr.Ahmed</p> <p>Mrs.Malak,Mr.Shadi, Mr.Wesam</p>	<ul style="list-style-type: none"> <li>• Inform parents about the objectives of the tests.</li> <li>• Inform the students about the nature of the test and test-taking skills.</li> <li>• Discuss the results in the School Advisory Council meetings with Heads of Departments.</li> <li>• Use results feedback in the process of reviewing the curriculum and rebuilding our exams.</li> <li>• Heads of departments shall continue revising the current curriculum and make sure that it is aligned with the suggested international standards.</li> <li>• Continue administering the SAT Reasoning Test for the 11<sup>th</sup> grade.</li> <li>• Continue administering the TOEFL for the 11<sup>th</sup> grade.</li> <li>• Include SAT Subject Test to accurately gauge students' performance in Chemistry, Biology and Physics.</li> </ul>	<p style="text-align: center;"><b>Achieved</b> November,2009</p> <p style="text-align: center;"><b>Achieved</b> November,2009</p> <p style="text-align: center;"><b>Ongoing</b> February,2010</p> <p style="text-align: center;"><b>Ongoing</b> March, 2010</p> <p style="text-align: center;"><b>Achieved / Continued</b> An annual review of the curriculum is carried out in each department .Plans are also updated annually</p> <p style="text-align: center;"><b>Achieved / Continued</b> Yearly during May &amp; June</p> <p style="text-align: center;"><b>Achieved / Continued</b> Yearly during May &amp; June</p> <p style="text-align: center;"><b>Achieved / Continued</b> Twelfth Graders will be given the option to sit for SAT Subject Test.</p>
<b>SUCCESS CRITERIA</b>			School assessment policy is in place.		
<b>BUDGET</b>			According to the yearly approved budget.(Detailed budget with the financial controller)		

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<b>DATA SOURCE:</b> KHDA RECOMMENDATIONS		<b>SUMMARY:</b> Provide sufficient curriculum and lesson activities which cater for the full range of students' abilities, particularly those that will challenge and inspire the more able students.			
#	Focus Area	What needs improvement?	Person/ Parties in charge	Action to be Taken	Status / Comments (Ongoing/ Achieved/ No action taken yet)
2	<b>Gifted and Talented students</b>	<b>Challenge and inspire the more able students With sufficient lesson activities.</b>	<p>All sections' Supervisors &amp; Heads of departments</p> <p>Heads of departments</p> <p>All sections' Supervisors &amp; Heads of departments/ Teachers</p> <p>Director Mr.Riad</p>	<ul style="list-style-type: none"> <li>• -Clearly set the identification criteria for the gifted and talented students and make sure that all staff members are aware of the selected criteria.</li> <li style="padding-left: 20px;">-Review the criteria regularly &amp; continuously.</li> <li>• Continue providing the teachers and the learners with the necessary and suitable resources and equipment such as interactive software and manipulative kits.</li> <li>• Continue with the Student-Student Help Program.</li> <li>• A new pilot leadership &amp; interpersonal skills program which aims to prepare patriotic and highly productive citizens has been planned and implemented for the secondary grades, 10-11-12, for both boys and girls.</li> </ul>	<p style="text-align: center;"><b>Achieved / Continued</b> October,2009</p> <p style="text-align: center;"><b>Continued</b> June,2010</p> <p style="text-align: center;"><b>Achieved / Continued</b> Heads of Departments along with their teachers select the needed resources and submit their requests through the yearly book list order.</p> <p style="text-align: center;"><b>Achieved / Continued</b> The program is being implemented for the excellent students to assist their less able colleagues.</p> <p style="text-align: center;"><b>Achieved / Continued</b> The course is being conducted starting December 2009 by the director and offered one period per week.</p>

2	<p style="text-align: center;"><b>Gifted and Talented students</b></p>	<p style="text-align: center;"><b>Challenge and inspire the more able students with sufficient lesson activities.</b></p>	<p>Mr.Basil</p> <p>Heads of departments &amp; Teachers</p> <p>Activity Department</p> <p>All sections' Supervisors &amp; Activity Department</p>	<ul style="list-style-type: none"> <li>• Arrange for more focused and sustained professional development sessions within &amp; beyond school hours in coordination with Zayed University .This shall assist teachers in designing and developing their instructions to ensure that all learners are effectively challenged.</li> <li>• Explore more teaching techniques across and beyond traditional subject boundaries.</li> <li>• Engage the students in extra curricular activities which include clubs and community involvement.</li> <li>• Gifted &amp; Talented Students achievements are recognized via the following; <ul style="list-style-type: none"> <li>- Post their photos on the honor list.</li> <li>- Reward them with certificates and trophies.</li> <li>- Participation in the National Competitions which are organized by the Ministry of Education.</li> <li>- Arrange programmed meetings with influential people of the country.</li> </ul> </li> </ul>	<p style="text-align: center;"><b>Achieved / Continued</b> November,2009 Many hands on activities, group work, and a variety of teaching methodologies are being implemented</p> <p style="text-align: center;"><b>Achieved / Continued</b> December,2009 Heads of Departments along with their teachers share the best practices through the weekly workshops and lesson demos.</p> <p style="text-align: center;"><b>Achieved / Continued</b> December,2009</p> <p style="text-align: center;"><b>Achieved / Continued</b> Oct,2009 Supervisors shall continue Coordinating with the activity department to ensure proper recognition and appreciation</p>
<b>SUCCESS CRITERIA</b>		<p>Individual and groups needs met through action plan. System in place to identify and challenge gifted and talented students. Teachers are aware of their students' needs. Planning ensures that gifted and talented students needs are engaged in the lesson's methodology.</p>			
<b>BUDGET</b>		<p>According to the yearly approved budget.(Detailed budget with the financial controller)</p>			

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<b>DATA SOURCE: KHDA RECOMMENDATIONS</b>			<b>SUMMARY:</b> Ensure that all teachers use the extensive range of data on student's attainment to inform lesson planning and delivery and to identify precisely what all students need to do to achieve their full potential.		
#	Focus Area	What needs improvement?	Person/ Parties in charge	Action to be Taken	Status / Comments (Ongoing/ Achieved/ No action taken yet)
3	<b>Identifying Students' need through Lesson planning</b>	<b>Assessment &amp; Evaluation of the current lesson planning process</b>	<p>Heads of Departments</p> <p>Mrs.Malak</p> <p>Heads of Departments</p> <p>Mrs.Suad, Mrs.Eman</p>	<ul style="list-style-type: none"> <li>• Provide teachers with their students' reports at the beginning of the year.</li> <li>• Implement a full system in which teachers will be able to access, track and report their students' performance especially upon transition levels.</li> <li>• Hold orientation workshops to introduce teachers to better preparation practices.</li> <li>• Develop and implement a new comprehensive lesson plan template that contains objectives and differentiated instructions to ensure better preparation</li> </ul>	<p style="text-align: center;"><b>Achieved / Continued</b> Head of Departments shall provide their teachers with their students' level through the grade books.</p> <p style="text-align: center;"><b>Ongoing</b> A new school management system has been adopted for the current year 2009-2010.</p> <p style="text-align: center;"><b>Ongoing</b> Workshops and seminars shall be held in each department throughout the year.</p> <p style="text-align: center;"><b>Achieved</b> A suitable template has been implemented in September 2009.</p>
<b>SUCCESS CRITERIA</b>			All staff is oriented and aware of the school management system. Teachers are aware of their students' academic levels and accordingly their needs. Teachers share the best practices through the workshops. Teachers change their instruction methodologies.		
<b>BUDGET</b>			According to the yearly approved budget.(Detailed budget with the financial controller)		

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<b>DATA SOURCE:</b> KHDA RECOMMENDATIONS		<b>SUMMARY:</b> Improve teaching and learning in all lessons by ensuring that teachers focus more explicitly on the progress students make in the gaining of knowledge, understanding and skills, and that this progress is routinely checked by teachers.			
#	Focus Area	What needs improvement?	Person/ Parties in charge	Action to be Taken	Status / Comments (Ongoing/ Achieved/ No action taken yet)
4	<b>Students' Progress</b>	<b>Measuring students' attainment</b>	<p>Heads of departments &amp; Teachers</p> <p>Mrs.Malak Mrs.Hanadi</p> <p>Mrs.Malak, Mrs.Suad</p> <p>Teachers</p> <p>School board, Supervisors Students' consolors</p>	<ul style="list-style-type: none"> <li>• Teachers continue to share the best practices through the weekly workshops, lesson demos and cross attendance.</li> <li>• IBT Standardized Tests results shall provide comprehensive, diagnostic reports that help the school analyze strengths and weaknesses of individuals and groups.</li> <li>• A proper intervention process shall be designed to discuss and share students' IBT results with teachers for a better planning and preparation of the curricula.</li> <li>• Continue on checking students' progress during lesson explanation through oral feedback, work sheets and quizzes.</li> <li>• Create a warm and friendly environment where teachers, students and parents can communicate positively and regularly to ensure effective learning.</li> </ul>	<p style="text-align: center;"><b>Achieved / Continued</b> Shall be active as of September 2009.</p> <p style="text-align: center;"><b>Ongoing</b> To be received in Feb,2010</p> <p style="text-align: center;"><b>Ongoing</b> Committees will be formed to process results in March 2010.</p> <p style="text-align: center;"><b>Achieved / Continued</b> Shall be active as of Sep, 2009.</p> <p style="text-align: center;"><b>Achieved / Continued</b> Continuous communication with parents via SMS ,e-mails, circulars, progress reports and meetings</p>
<b>SUCCESS CRITERIA</b>			<p>Teachers are aware of the strengths and weaknesses of their students.</p> <p>Teachers are able to measure and follow their students' progress regularly and continuously.</p> <p>Parents inform teachers with students' interests, learning styles and aptitude.</p>		
<b>BUDGET</b>			According to the yearly approved budget.(Detailed budget with the financial controller)		