School Self –Evaluation Time lime and Structure

School coordinators (Mr. A & Mr. Daniel) → SDT→ HOS →Lead Teachers & Coordinators → Teachers → students /parents

Phase	Time Period	Work Item	Persons in charge	Comments
Implementation	Sept '23	- SDT to formulate school year plan(SYP) '23-24 - Each dept. / year group formulates year plan 23-24 - Use SDP/SYP to formulate focused plans - Convene regular meetings	- KG, Prim & Sec - HOS - Subject & year lead teachers - Finance, admin & events managers - IEU coordinator	Complete B-17 enrollment form SYP to be completed asap
	Oct '23	- Review plans - Make amendments if needed - evaluation meetings	-	All plans to be submitted via HOS to SDT
	Feb '24	Stakeholders questionnaires: - parents - teachers - P3-F6 students SAAD assessment P4-F6 students	- HOS - Lead Teachers - IEU coordinator - Admin - Evaluation coordinators	QR codes to be sent to parents, questionnaire promotion; students & teachers complete in school
Mid-term review	March '24	- Conduct review of school year plan; school leadership; Curriculum & Teaching; Student support - Amendments if needed - Progress reflection	- SDT	

	May - June '24	• Write summary report	- KG, Prim & Sec - HOS - Subject & year lead teachers - Finance, admin & events managers - IEU coordinator	
Final review	June '24	• Review of SYP; school leadership; Curriculum & Teaching; Student support • Write review on effectiveness and major concerns • Complete school self-evaluation review forms	- SDT	Write about the effectiveness and reflection on each evaluation area
Report writing	Jun – Jul'24	• Write School Year Report to review implementation of SYP and performance of day-day operations	- School evaluation coordinator	
Feedback	Jul – Sep'24	• Save school evaluation documents / information • Write a new SYP(24-25) based on content of current SYP	- School evaluation coordinators - SDT	