**GOOD FOUNDATION PREPARATORY SCHOOL**

**PROPOSED STRATEGIES FOR A BETTER SCHOOL**

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| **AREA** | **STRATEGIES/ SUGGESTIONS/ RECOMMENDATIONS** |
| 1. **H/writing** | * Follow up on the Handwriting time table * Fortnightly report from the H.O.D * Signing written cautions when pupils do not write well in a particular teacher’s book * Emphasising letter formation daily * Checking handwriting books (HOD, Class teachers and Administrators). * Subject teachers to be held accountable for bad handwriting of children in their classes. * Sample letters & words daily in every lesson and in all class. * Ensure that all children have handwriting books |
| 1. **Sluggish reading & responses** | * Emphasize speed, punctuation while reading. * Tr. should read in front of the learners. * Have a text for teachers to read during micro. |
| 1. **English speaking and self-expression.** | * Trs. Should limit Luganda during lessons. * Allocate different Trs. of English to follow up English usage in class. * Follow up the basic English practices as guided * Simple punishments e.g writing apology letters. |
| 1. **Cleanliness of the school**   **- classrooms - toilets**  **- kitchen - compound** | * Use of dust bins in classes for proper disposal. * Sensitize children on toilet manners. * Health club to serve as an example * Construction of an incinerator. |
| 1. **Smartness of pupils**   **- uniforms**  **- shoes**  **- bags** | * Evening class check up by class Trs before departure of children. (cleaning shoes,tacking in shirts) * Racks in all classes to keep bags clean. * Pupils with very old uniforms to be encouraged to buy new ones. * Put water containers in each latrine * Sensitise pupils on rubbish LAP (Look And Pick) * Allocate class on duty to help in picking rubbish at break intervals * Weekly health parade to check on the body hygiene, finger nails |
| 1. **Safety of pupils at school** | * Having an alternative in case power is off ( solar lights or the generator) * No beating should be in the school * Regular sensitisation of children on dangers of running up & down. * Boil/ treat drinkable water. |
| 1. **Safety of pupils on the road** | * Must have all askaris at the road( **shd wear reflector jackets)** * There must be at least two Trs at the road |
| 1. **Noise making at departure** | * Release pupils on time of departure as shown on the time table * Mini assemblies in class before releasing children * Caution or penalise a class teacher with the noisiest class |
| 1. **Academic performance** | * Regular training of teachers to equip them with facts, approaches and principles of their subjects * Set targets for H.O.D and subject Teachers * Evaluation meetings after tests/ Exams. * Subject workshops (Internal and External) * Micro teaching absence or late coming must have penalties * Regular Book inspection by HOD and administrators followed by a written report to the Head teacher and Director. * Plan for lessons daily * Enforce/ have competent teachers at all levels. * Develop a departmental syllabus (what to cover and in which class) * Enforce proper handling of Home work * Come up with a remedial class for Reading * Display topical breakdown in all classes (all subjects) * Teaching both CRE & ISLAM in school * Train teachers on how to set and give a balanced assessment (exercises, tests or exams) * Ensure that children are taught to understand not to cram * Avail teachers with enough reference books so as to have a wide range of knowledge from different sources * Motivation of best performers in every assessment (pupils and teachers) * Trs should plan and submit Saturday and Preps work |
| 1. **Functional clubs** | * Follow up time management. * Weekly Club action plan submitted to the head teacher on Monday. * Have a few but educative clubs. |
| 1. **Homework** | * Subject teachers to supervise regularly. * Guide children (key words, Question approach) before it is taken * H.O.D to make a report on H/work fortnightly * Check homework books/files |
| * Tr. in Preps to sign Homework books. |
| 1. **Boarding section** | * Mending of school/ weekend uniforms. * Particular known weekend programme * Fortnight meeting with the Headteacher * Sunday meetings with boarders.   (Senior man/ woman)  - Regular body check-up of children  - Have a special meal for children on weekends  - Matrons must help children to ensure that their  clothes are washed well and clean all the time   * Teachers on duty to enforce the weekly programme. * Making roll calls before bed time |
| 1. **Lesson planning** | * Approve them daily by H.O.D and checked by the DOS or Deputy Academics. * Regular guidance to teachers on how to plan for a lesson and stages of a lesson |
| 1. **Arrival & departure time management** | * Trs should sign on arrival and not beyond the agreed time.( Penalise victims without sound reasons) * Trs. should manage time to/in class (for lessons) |
| 1. **Friday Debate, Quizzes & Clubs** | * Get a plan from class teachers a day before.   (motions, club activities or quiz arrangements)   * Ensure that all Trs are involved * Include them on all class time tables * Monthly report by the leaders of the clubs or debate |
| 1. **Assemblies**   **Every Monday Or Tuesday** | * Educative & Entertaining activities. * Reading of school, country news * Class on duty should submit plan on Thursday. |
| 1. **Holiday Package** | * Should be marked in the first week and corrections done in two weeks’ time * Class teachers and HOD should write a report after marking |
| 1. **Meals** | * Class Trs. should accompany pupils for lunch, * Have known and accurate measurements of food stuffs. * Have a well-known school menu * Ensure the quality and quantity of food served * Welfare teachers to always first taste the meals before they are served to the children * Have a change in meals at least once a week |
| 1. **Games & Sports, MDD (Co- Curricular)** | * Include PE on ALL time tables * Music lessons * Children should be taken to the field at least twice a month for talent identification and development * Availing play materials like balls, toys |
| 1. **P.7 Class** | * Examinations Calendar. * Planned assessments * Evaluation meetings after tests. * Planned topical or class revision. * Set subject targets. * Expose learners to different sets of papers * Involve external facilitators * Have a time frame for completion of syllabuses   - Motivation of best performers (both pupils and  teachers) per set done |
| 1. **P.LE targets** | * Mini UNEB with another school or schools * Set targets for candidates, departments and subject Teachers * Motivation of best candidates and teachers |
| 1. **Meeting Deadlines** | * Set manageable deadlines and be strict to whoever has not complied. |
| 1. **Support Staff** | * Always remind them of their roles and ensure professionalism while executing their duties * Attach an administrator for supervision and reporting in written about each member in relation to their duties * Fortnight evaluation meetings |
| 1. **H.O.D** | * Weekly Reports/ meetings * Make a weekly action plan ( submitted/ approved) |
| 1. **Visitation for Boarders** | * Issue visitation cards to parents /guardians * Limit the rampant visitation of children( unless for health issues) |
| 1. **Staff absence** | - Fill the absence form  - Limit frequent excuses of absence |
| 1. **Sick, maternity or paternity leave** | - Seek permission from the Head teacher  - A one month leave with pay to the female teacher  from the day of delivery  - A four-day leave to a male teacher whose wife has  given birth |
| 1. **Communication** | -Have a functional WhatsApp group for all parents  - Appoint a communications officer for the school  who will always make the official statement about  anything in the school. Phone calls, sms for VD,  Academic days, school fees etc.  -Have a suggestion box at school so as to get  information, suggestions, feedbacks on different  issues and from different people. |
| 1. **Reading** | - Include Reading on all timetables  - Have Library time on the time table  - Develop our school Reading syllabus (what to cover  and in which class)  - Enforce DEAR day every term  - Have reading materials in the school library  - Train all teachers the basic Reading skills |
| 1. **Pupils’ discipline** | -Train children to respect school property  -Have a culture where a child stands for a visitor in  school to pass  -To teach children how, why to pray  -Have some life skills & values put on the trs weekly  duty rota as themes to emphasise at assemblies and in  class  -Have class, gender meetings by Senior woman/man |
| 1. **Fees Collection** | -Set demand dates and means of communication (sms,  phone calls, demand notices, sending children back  home.  -Have payment plans for parents/ guardians. |
| 1. **Teachers’ Smartness** | -Have staff uniform atleast thrice in a week  -Agree on the types of shoes, hairstyles, skirts and  pairs of trousers to wear  -Discourage indecency |
| 1. **Pupils’ Uniforms** | -Have uniforms of different measurements at school so as to have the child fit-in and be given the uniform immediately |
| 1. **Financial Welfare** | -Establish a sacco for teachers |
| 1. **Social Welfare** | -Have constitutional contributions for staff in times of  introductions, weddings, death of biological father,  mother, son, daughter, brother and sister  -Have a small package for teachers at every end of  term (sugar, rice, flour, soap etc)  -End of year party for teachers where the best  performers are rewarded and also exchange of gifts  among staff members is done  -End year party for pupils  -Yearly edutainment activities e.g music galas, sports  Days, tours etc |
| 1. **Sacking And Recruiting Staff** | -This should be done professionally following the  right channels of administration i.e involving all  responsible stakeholders |
| 1. **Religion** | -Core values of the religion on which the school was  founded should be developed in school  -There should be respect for other religious beliefs and  should be given time to exercise their freedom of  worship |
| 1. **Office of the Head teacher** | -The head teacher should spearhead all the activities in  the school and report directly to the Director  -The office should be facilitated in terms of  Communication, education meetings, caught doing  right tokens and any emergencies at school |
| 1. **School Attributes** | * The school should ensure that all attributes of the school are enforce e.g proper singing of the Anthems |
| 1. **40. School- Parents’ relationship** | -The school should hold parents’ meetings to discuss, share and agree on so many issues.  -Parents should be notifies of all school activities in time and through the right channels. |