

[Ferncourt High School]



Department Profile 2021-2024

[English and Modern Languages
Department]

[EMLD]



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Overview of Department



Marsha Grant-Palmer-(Head of Department)

The English and Modern Languages Department (EMLD) consists of sixteen (16) teachers, making it one of the largest departments at Ferncourt High School. This department includes three (3) teachers of Spanish, eleven (11) teachers of English, one (1) Teacher-Librarian and one (1) Literacy APSE Coach. Two (2) of the teachers in the department are currently assigned to the school's Brittonville Empowerment Campus. The department is currently working assiduously to improve students' performance in English and Spanish in the CSEC exit examinations as well as in the City and Guilds English examination. As a results of this, various intervention programmes will be implemented including the re-deployment of teachers, integration of the National School's Curriculum, differentiated instruction, implementation of a Reading and Intervention Programmes for especially APSE 2 & 3 students on both campuses, English/Spanish Week/ Languages Day, the integration of technology and ICT in instructions, internal and external workshops for both teachers and students, frequent 'Walk Throughs' and monitoring of teachers, the sharing of best practices in scheduled Common Planning, Grade 11 English and Spanish Marathons, internal and external Debating Competitions, JCDC speech and drama competitions, participation in essay and poetry competitions, Department's Newsletter, Grade 9 Languages Quiz Competition, Action Research, projects, portfolios and the use of Alternative Assessment strategies and the teaching of drama as outlined in the Ministry's framework for secondary education and the National Standards Curriculum. Currently, the department's target for passes in the CSEC English A examination is at least Eighty percent (80%), Eighty percent (80%) for English B and Eighty percent (80%) for Spanish by the end of the school year. The teachers of the department are cognizant of the fact that for the past five years, the students' weakest area based on results of the CSEC English A profile is in the area of "Expression" and so this year the department is tackling this weakness from as early as the Grade 7 level to ensure that improvement will be realized in this area sooner than later. More creative strategies will be employed in the subject areas in order to improve the students' performance and Field trips will be mandatory. The department is also catering for the Grades 10, 11 and Grade 12 and Sixth Form students through the offering of CAPE subjects such as Communication Studies and Literatures in English and City and Guilds English Stages 2 and 3. The students at the Brittonville Campus will be given the opportunity to sit the City and Guilds English exit examination. This is to ensure that all students will be able to leave school with a certification in English A. The members of the department will be guided by the department's core values, the mission and vision statement of the school involving all our stakeholders, collaborating effectively to become a department of '**Excellence**' at the Ferncourt High School.

Subjects offered

Provide an outline of subjects offered per grade level

| Grade level | Subject | No. of sessions/periods per week | Total no. of hours/week |
|--------------------|--|---|--------------------------------|
| 7 | English Language & English Literature | 7 sessions per week | 4 Hours |
| 8 | English Language & English Literature | 7 sessions per week | 4 Hours |
| 9 | English Language & English Literature | 7 sessions per week | 4 Hours |
| 10 | English Language & English Literature | 5 sessions per week | 3 Hours |
| 11 | English Language & English Literature | 5 sessions per week | 3 Hours |
| 12 | Communication Studies, Literatures in English (CAPE) | 8 sessions per week | 5 Hours |
| 11 &12 | City and Guild English | 8 sessions per week | 5 Hours |
| 7 | Library and Research Skills | 3 sessions per week | 2 Hours |
| 7 | Spanish | 4 sessions per week | 2 Hours |
| 8 | Spanish | 4 sessions per week | 2 Hours |
| 9 | Spanish | 4 sessions per week | 2 Hours |
| 10 | Spanish | 5 sessions per week | 3 Hours |
| 11 | Spanish | 5 sessions per week | 3 Hours |

Additional Activities

Provide details about additional activities undertaken by the department in service to the school or community

- *The teachers in the department will be engaged in Action Research to address challenges and problems encountered in their instructions or in the school as a whole.*
- *Teachers and students will be engaged in Intervention workshops in order to effectively navigate Blended/ Online teaching and learning to improve students' academic performance, teachers' efficacy and capacity in this era of new normal.*
- *The teachers will guide the students as they participate in various debating and essay writing competitions.*
- *The teachers of the department along with students will be hosting English/Spanish Week.*
- *The teachers will be publishing a Departments Newsletter on a Semester basis.*
- *An active Academic Board will be established in the department.*
- *The Spanish teachers in the department will prepare the students to participate in a number of external Spanish Competitions.*
- *All teachers in the department will be actively involved in the life of the school where students' social skills and personal growth will be the driving force behind their endeavours. The teachers will also assist in building students' skills in clubs and society and field trips among other programmes outside of their specialized areas.*

Members Profile

Provide information on department members here (example provided below)

| Teacher Name | Qualification | Major | Minor | Subjects (currently teaching) | Grade | Role | Additional duties |
|------------------------------|-----------------------------------|-------------------------------|---------------------------|--|--------------|------------------------------------|--|
| Marsha Grant-Palmer | M.Sc. B.Ed. T.T. Dip. Ed | Reading and Language Arts | None | English Language | 10 11 | Subject Teacher, Senior Teacher | Head Of Department- Modern Languages and English Department Staff Advisor: Literary and Debating Club |
| Jodi- Ann Ricketts-Reid | B.A. T.T. Dip. Ed | Psychology | Literacy Studies | English Language English Literature | 7,8, 9 | Subject-Teacher, Senior Teacher | Grade 7 Coordinator Staff Advisor: Speech APSE Coordinator |
| Jade Cross | B. A. T.T. Dip. Ed. | Literatures in English | None | English Language English Literature | 10 11 | Subject Teacher, Senior Teacher | Cultural Agent Staff Advisor: Literary and Debating Clubs and Culture Club |
| Ugochukwu Durueke | B. A. | English & Literary Studies | None | English Language | 8,9 | Subject Teacher, Form Teacher | Staff Advisor: Literary and Debating Club |
| Sharon Green-Burey | B.A. T.T.Dip.Ed. | Guidance and Counseling | English & Library studies | English Language English Literature | 7, 8 | Subject Teacher Form Teacher | Staff Advisor: Literary and Debating Club and 4H Club |
| Antricia Whittingham-Francis | B.Ed. T.T. Dip. Ed. | English Language & Literature | None | English Language English Literature | 7,8 | Subject Teacher | None |
| Patricia Clarke | B.A. T.T. Dip. Ed. | English | Mass Communication | English Language | 10,11 | Subject Teacher, Form Teacher | Staff Advisor: Literary and Debating Clubs |

| | | | | | | | |
|------------------------------------|-------------------------------------|---|-----------------------------|---|-----------------|--|---|
| <i>Jan-Micheal Cooke</i> | <i>B.Ed. Primary Ed.</i> | <i>Literacy Studies</i> | <i>Visual Arts</i> | <i>English Language & English Literature</i> | <i>9,10, 11</i> | <i>Subject Teacher, Form Teacher</i> | <i>Staff Advisor: Sports and Wellness and Art Club</i> |
| <i>Charmaine Brooks- Coote</i> | <i>B.Ed- Primary Ed.</i> | <i>Literacy Studies</i> | <i>None</i> | <i>English Language English Literature</i> | <i>7,8,9</i> | <i>Subject Teacher, Form Teacher</i> | <i>Staff Advisor: Culture Club APSE Teacher</i> |
| <i>Savita Dickson</i> | <i>B.Ed T.T. Dip.</i> | <i>History and Culture</i> | <i>English</i> | <i>English Language English Literature Com. Studies</i> | <i>8,9, 12</i> | <i>Subject Teacher</i> | <i>Staff Advisor: Cadet and Culture Club</i> |
| <i>Tavia Parker- Whithorn</i> | <i>B. Ed. T.T. Dip. Ed.</i> | <i>Library and Informatio n Studies</i> | <i>None</i> | <i>Library and Information Studies</i> | <i>7, 8, 9</i> | <i>Subject Teacher, Form Teacher</i> | <i>Teacher Librarian Staff Advisor: Tourism/UN Club</i> |
| <i>Taneisha McIntyre</i> | <i>B. A T.T. Dip. Ed.</i> | <i>Media & Communi cations</i> | <i>Spanish</i> | <i>Spanish</i> | <i>8, 9</i> | <i>Subject Teacher, Form Teacher</i> | <i>Staff Advisor: Spanish Club</i> |
| <i>Kristal Wilson- Anikey</i> | <i>B. Ed. T.T. Dip. Ed</i> | <i>Language and Literacy</i> | <i>None</i> | <i>English Language</i> | <i>10,11</i> | <i>Subject Teacher, Form Teacher</i> | <i>Staff Advisor: Speech and Drama Club</i> |
| <i>Verona Henry</i> | <i>B.Ed. T.T. Dip. Ed</i> | <i>English Language & Literatur e</i> | <i>None</i> | <i>English Language & Literature</i> | <i>7,9</i> | <i>Subject Teacher, Form Teacher</i> | <i>Staff Advisor: Speech and Drama Club</i> |
| <i>Carmen Menzies</i> | <i>B. Ed T.T. Dip. Ed</i> | <i>Special Educatio n</i> | <i>Literacy Studies</i> | <i>Literacy</i> | <i>7-9</i> | <i>APSE Coach</i> | <i>None</i> |
| <i>Paul Miller</i> | <i>B. Ed T.T. Dip.</i> | <i>Spanish & French</i> | <i>None</i> | <i>Spanish</i> | <i>7,8</i> | <i>Spanish</i> | <i>Staff Advisor: Spanish Club</i> |

[Please provide copies of teachers’ timetable/workload with this document]

Subject Profile

Internal

Academic Performance per. Subject per. Grade

Provide trend data on student performance per subject (internal Exams) per grade by number. (You may make a different table per grade level. Separate male from female students)

| INTERNAL PERFORMANCE PER GRADE/SUBJECT | | | | | | | | | | | | | | | | | | | | | | COMMENTS | |
|--|-------|-------------|-------|-------|-------|-------|-----|-------|-------------|-------|-------|-------|-------|-----|-------|-------------|-------|-------|-------|-------|-----|----------|--|
| | | 2018 - 2019 | | | | | | | 2019 - 2020 | | | | | | | 2020 - 2021 | | | | | | | |
| SUBJECT | GRADE | 00-39 | 40-49 | 50-59 | 60-69 | 70-79 | 80+ | Total | 00-39 | 40-49 | 50-59 | 60-69 | 70-79 | 80+ | Total | 00-39 | 40-49 | 50-59 | 60-69 | 70-79 | 80+ | Total | |
| English | | | | | | | | | | | | | | | | | | | | | | | |
| Male | 7 | 30 | 70 | 40 | 44 | 20 | 0 | 204 | 32 | 85 | 35 | 47 | 22 | 2 | 223 | | | | | | | | |
| Female | | 18 | 49 | 34 | 50 | 46 | 9 | 206 | 29 | 30 | 28 | 53 | 40 | 15 | 195 | | | | | | | | |

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|--------|----|----|----|----|----|----|-----|-----|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Male | 8 | 45 | 59 | 60 | 30 | 10 | 0 | 204 | | | | | | | | | | | | | | | | |
| Female | | 6 | 70 | 25 | 51 | 14 | 2 | 168 | | | | | | | | | | | | | | | | |
| Male | 9 | 29 | 80 | 45 | 40 | 18 | 0 | 212 | | | | | | | | | | | | | | | | |
| Female | | 0 | 22 | 26 | 55 | 50 | 18 | 171 | | | | | | | | | | | | | | | | |
| Male | 10 | 98 | 40 | 45 | 12 | 0 | 255 | 98 | | | | | | | | | | | | | | | | |
| Female | | 25 | 23 | 11 | 30 | 15 | 114 | 25 | | | | | | | | | | | | | | | | |
| Male | 11 | 33 | 40 | 35 | 20 | 25 | 12 | 165 | | | | | | | | | | | | | | | | |
| Female | | 0 | 51 | 20 | 68 | 66 | 21 | 226 | | | | | | | | | | | | | | | | |

External

Provide trend data on external examination performance per subject

| GRADE 11 AVERAGE PERFORMANCE PER SUBJECT | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--------|-----|------|------|------|---------|------|------|-----|----------|--------|-----|------|------|------|---------|------|------|-----|----------|--------|-----|------|------|------|---------|------|------|-----|----------|
| SUBJECT | 2019 | | | | | | | | | | 2020 | | | | | | | | | | 2021 | | | | | | | | | |
| | COHORT | SAT | GR 1 | GR 2 | GR 3 | # PASS. | GR 4 | GR 5 | UNG | % PASSES | COHORT | SAT | GR 1 | GR 2 | GR 3 | # PASS. | GR 4 | GR 5 | UNG | % PASSES | COHORT | SAT | GR 1 | GR 2 | GR 3 | # PASS. | GR 4 | GR 5 | UNG | % PASSES |
| English A | 248 | 243 | 22 | 71 | 89 | 182 | 45 | 16 | 0 | 74.8 | 223 | 212 | 25 | 74 | 88 | 187 | 24 | 01 | 0 | 88.2 | | | | | | | | | | |

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|------------------------|----|----|---|---|----|----|----|----|---|------|----|----|---|----|----|----|----|----|----|------|--|--|--|--|--|--|--|--|--|--|
| English B | 38 | 38 | 0 | 2 | 16 | 18 | 13 | 07 | 0 | 42.1 | 38 | 37 | 4 | 12 | 17 | 33 | 04 | 00 | 00 | 89.1 | | | | | | | | | | |
| Spanish | 45 | 40 | 0 | 6 | 15 | 21 | 13 | 05 | 0 | 52.5 | 22 | 22 | 3 | 6 | 8 | 17 | 04 | 01 | 00 | 77.2 | | | | | | | | | | |
| Com. Studies | 82 | 74 | 2 | 6 | 21 | 69 | 28 | 12 | | 93.2 | 83 | 73 | 1 | 5 | 23 | 71 | 27 | 15 | 00 | 97.2 | | | | | | | | | | |
| Lit. in English Unit 1 | 05 | 04 | 0 | 0 | 0 | | 3 | 01 | 0 | 100 | 01 | 01 | 0 | 0 | 01 | 01 | 0 | 0 | 00 | 100 | | | | | | | | | | |
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Key

Cohort – No. of students enrolled in subject per grade level

Sat – No. of students sat the examination

No. of Passes – No. of students achieving grades 1-3 at CSEC level or Grades 1-5 at CAPE level

% Passes – Percentage rate of No. Sitting and No. of Passes

[Department may use graphs and additional tables to represent data on Examinations and Academic Performance]

% Passes – Percentage rate of No. Sitting and No. of Passes

[Department may use graphs and additional tables to represent data on Examinations and Academic Performance]

Challenges

- Some teachers failed to submit requested data/records for teaching and learning and analysis on time; therefore, much improvement is needed in this aspect.
- Some students and few teachers lack of resources for online learning (devices, internet connectivity)
- Poor attendance to online classes by students
- Poor submission of class activities by students
- Lack of parental support
- Lack of motivation and online skills for some teachers and students
- Inadequate use of online tools, apps, games to motivate students in some cases due to the lack of skill in such technology by some teachers
- Meeting deadlines and submission of grades/records on time by all teachers
- Ensuring that students observe all the rules
- Teacher Efficacy: (Inconsistency in adding value to students' academic performance due to reasons outlined earlier).
- Deficiencies in professionalism by some teachers

Operational Plan

| MOE Strategic Objective 1: To maximize parental involvement in the lives of all Jamaican children by 2025 | | | | | | |
|---|--|---------------------|-------------------------------------|--|--------------|--------------------------------------|
| School Goals | | | | | | |
| Targets | | | | | | |
| Task | Indicators | Time frame | Responsibility | Resources | Cost | Verification |
| Year 1 | | | | | | |
| Establish Academic Board policies/rules/regulations | Minutes of department meetings | Sept/Oct 2021 | HOD and teachers | Computers/Laptops, Tablet, Thumb Drive, Meeting Room, Folder Leaves, Typing Sheets, Resource Personnel, Meeting Register, Refreshments, Handouts | \$50,000.00 | Procurement Committee/Administration |
| Active Social media page for the department. Parents and teachers can share ideas via web videos on your school's website | Parents and teachers can share happenings via social media such as videos, students work, and new developments within the department | Sept/Dec 2021 | HOD, parents, students and teachers | | | |
| Teachers will attend grade meetings, PTA meetings and department meetings and give support to parental workshops | Minutes of Meetings and Staff Register | Aug 2021-Monthly | All teachers | Workshop Materials, Computers/Laptops, Tablet, Thumb Drive, Meeting Room, Folder Leaves, Typing Sheets, Resource Personnel, Meeting Register, Refreshments, Handouts | \$60, 000.00 | Procurement Committee/Administration |
| Incorporate or facilitate parental involvement in department’s programs and events | Minutes of Meeting/Report of Department Initiatives and Programmes for the department are funded and implemented | Sept 2021 - Ongoing | Academic Board, HOD, Teachers | Computers/Laptops, Tablet, Thumb Drive, Meeting Room, Folder Leaves, Typing Sheets, Resource Personnel, Meeting Register, Refreshments, Handouts | \$25,000.00 | Procurement Committee/Administration |
| Establish Academic Board Executives | Reports on Academic Board projects | Oct. 2021 | Academic Board, HOD, Teachers | Computers/Laptops, Tablet, Thumb Drive, Meeting | \$15,000.00 | Procurement Committee/Administration |

| | | | | | | |
|--|--|--------------------|-------------------------------|--|--------------|--------------------------------------|
| | | | | Room, Folder Leaves, Typing Sheets, Resource Personnel, Meeting Register, Refreshments, Handouts | | |
| Year 2 | | | | | | |
| Establish Academic Board goals/objectives/projects and conduct meetings at least once per term. | Minutes of academic board meetings and active and effective Academic | Sept. 2022 | Academic Board, HOD, Teachers | Computers/Laptops, Tablet, Thumb Drive, Meeting Room, Folder Leaves, Typing Sheets, Resource Personnel, Meeting Register, Refreshments, Handouts | \$15, 000.00 | Procurement Committee/Administration |
| Year 3 | | | | | | |
| Establish Academic Board goals/objectives/projects and conduct meetings at least once per term. | Minutes of academic board meetings and active and effective Academic Board | Sept. 2023 | Academic Board, HOD, Teachers | Computers/Laptops, Tablet, Thumb Drive, Meeting Room, Folder Leaves, Typing Sheets, Resource Personnel, Meeting Register, Refreshments, Handouts | \$15,000.00 | Procurement Committee/Administration |
| | | | | | | |
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| MOE Strategic Objective 2: To minimize the number of at-risk children and youth by 50% by 2025 | | | | | | |
| School Goals | | | | | | |
| Targets | | | | | | |
| Task | Indicators | Time frame | Responsibility | Resources | Cost | Verification |
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| Year 1 | | | | | | |
| Recruit at least (25) students to the English & Modern Languages Clubs to develop social and global skills such as effective communication skills (Speaking & writing properly in English Language: debates, speeches, | Certificates/awards of participation and winnings Students can speak eloquently | Oct.2021 - Ongoing | Club Advisors and teachers | Meeting Room, Folder Leaves, Typing Sheets, Resource Personnel, | \$80,000.00 | Procurement Committee/Administration |

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|---|--|----------------------|--|--|-------------|---------------------------------------|
| essays, stories, poetry, Spanish Festivals and JCDC festivals etc.) Have inter-school Spanish competition to get the students ready for the exam and get at least 25 students to join the modern languages club. These students will motive their peers to speak the language as we intend to have internal sing-off, debating, dance-off, cook-off, modelling and also represent the school in any activity held by the National Association of Spanish Teachers (ANPE) | (whether in speech/debates/poetry recitation) in English Language Reports on Internal/external competitions | | | Meeting Register, Handouts, Computers/Laptops, Tablet, Thumb Drive, | | |
| Implement and use specific interventions/programmes for the Normative, APSE and GNAT students through common planning, purposeful deployment of teachers and research based Reading Programme and the ASPE Programme. | Enhance the quality of teaching/learning and performance in English Language-2% value added monthly/termly | Sept. 2021 - Ongoing | Administrators, APSE Coordinator, APSE Coaches, APSE Teachers, HOD, Subject Teachers, Guidance Counsellors | Meeting Room, Folder Leaves, Typing Sheets, Resource Personnel, Meeting Register, Handouts, Computers/Laptops, Tablet, Thumb Drive | \$50,000.00 | Administration/ Procurement Committee |
| Year 2 | | | | | | |
| Using differentiated instructions strategies, monthly/Termly spreadsheet to track the students' progress to improve their overall academic performance and to ensure that no child gets left behind. | Enhance the quality of teaching/learning and performance in English Language-2% value added monthly/termly | Sept. 2022 - Ongoing | APSE Coordinator, APSE Coaches, APSE Teachers, HOD, Subject Teachers, | Online Platform, Classroom/Resource Lab, Computers/Laptops, Tablet, Thumb Drive | \$15,000.00 | Administration/ Procurement Committee |
| | | | | | | |
| Year 3 | | | | | | |
| Subject teachers will integrate safety and security concept in their notes of lessons. | Lesson Plan Compliance Reports | Sept. 2023 - Ongoing | HOD, Subject Teachers, Dean of Discipline, Guidance Counsellors | Online Platform, Classroom/Resource Lab, Computers/Laptops, Tablet, Thumb Drive | \$10,000.00 | Administration/ Procurement Committee |
| | | | | | | |
| MOE Strategic Objective 3: To maximize the percentage of all Jamaican children and youth who have access to and/or attachment to quality care, stimulation, education and/or training (0-29 years) by 2025. School Goals Targets | | | | | | |
| Task | Indicators | Time frame | Responsibility | Resources | Cost | Verification |

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|---|---|-----------------------|--|--|--------------|--------------------------------------|
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| Year 1 | | | | | | |
| <p>Ensure that students of Grade 7-9 are instructed based on the National School Curriculum (NSC) and ASPE where appropriate and that the Scope and Sequence and Assessment Plans are reflecting the NSC curriculum, Grades 10-13 are instructed based on the CSEC/City and Guilds CAPE curriculum and such is reflected in the Scope and Sequence and Assessment Plans</p> <p>Register every student for an external examination such as CSEC English A & B and Spanish, City & Guilds English, CAPE Com. Studies etc.</p> | <p>Walk through reports, Scope and Sequence Plans, Assessment Plans</p> <p>Value-added performance-evidence of student performance improving</p> <p>CSEC intervention workshops and camps per term to improve students' performance in English A/B and Spanish</p> <p>All students graduate with certification in English Language (CSEC, CAPE/City and Guilds with 2%-5%</p> | Sept.2021-Ongoing | Administrators, APSE Coordinator, APSE Coaches, APSE Teachers, assessment Coordinator, HOD, Subject Teachers, Guidance Counsellors | Meeting Room, Folder Leaves, Typing Sheets, Resource Personnel, Meeting Register, Handouts, Computers/Laptops, Tablet, Thumb Drive | \$100,000.00 | Administration/Procurement Committee |
| | | | | | | |
| Year 2 | | | | | | |
| <p>Register every student for an external examination such as CSEC English A & B and Spanish, City & Guilds English, CAPE Com. Studies etc.</p> | <p>All students graduate with certification in English Language (CSEC, CAPE/City and Guilds with 2%-5% increase.</p> <p>City and Guilds training for teachers deployed to teach Grade 11 and Grade 12 students on both Main Campus and the Brittonville Campus.</p> | Oct. 2022 – July 2023 | Assessment Coordinator, HOD, Subject Teachers, Guidance Counsellors | Online Platform, Classroom/Resource Lab/E-Learning Lab/Computer Lab, Computers/Laptops, Tablet, Thumb Drive | N/A | Administration/Procurement Committee |
| | | | | | | |
| Year 3 | | | | | | |
| <p>Register every student for an external examination such as CSEC English A & B and Spanish, City & Guilds English, CAPE Com. Studies etc.</p> | <p>All students graduate with certification in English Language (CSEC, CAPE/City and Guilds 2%-5% increase.</p> <p>City and Guilds training for teachers deployed to teach Grade 11 and Grade 12 students on both Main Campus and the Brittonville Campus.</p> | Oct. 2023 – July 2024 | Administrators, Assessment Coordinator, HOD, Subject Teachers, Guidance Counsellors | Online Platform, Classroom/Resource Lab/E-Learning Lab/Computer Lab, Computers/Laptops, Tablet, Thumb Drive | N/A | Administration/Procurement Committee |
| MOE Strategic Objective 4: To maximize the use of digital technologies for the advancement of all teachers and students by 2025. School Goals Targets | | | | | | |

| Task | Indicators | Time frame | Responsibility | Resources | Cost | Verification |
|--|---|-------------------------|---|--|-------------|---------------------------------------|
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| Year 1 | | | | | | |
| Training for teachers in the use of G-Suite or other relevant online tools or digital technologies through the completion of JTC or other relevant institutions offering such courses. | At least 60% of teachers are certified in the use of G-Suite or other relevant online tools/digital technologies. | Aug. 2021- April. 2022 | Administrators, Assessment Coordinator, HOD, Subject Teachers | Meeting Room, Folder Leaves, Typing Sheets, Resource Personnel, Meeting Register, Handouts, Computers/Laptops, Tablet, Thumb Drive | \$25,000.00 | Administration/ Procurement Committee |
| | | | | | | |
| Year 2 | | | | | | |
| Training for teachers in the use of G-Suite or other relevant online tools or digital technologies through the completion of JTC or other relevant institutions offering such courses. | At least 80% of teachers are certified in the use of G-Suite or other relevant online tools/digital technologies. | Aug. 2022 – April. 2023 | Administrators, Assessment Coordinator, HOD, Subject Teachers | Meeting Room, Folder Leaves, Typing Sheets, Resource Personnel, Meeting Register, Handouts, Computers/Laptops, Tablet, Thumb Drive | \$25,000.00 | Administration/ Procurement Committee |
| | | | | | | |
| Year 3 | | | | | | |
| Training for teachers in the use of G-Suite or other relevant online tools or digital technologies through the completion of JTC or other relevant institutions offering such courses. | 100% of teachers are certified in the use of G-Suite or other relevant online tools/digital technologies. | Aug. 2023 – April 2024 | Administrators, Assessment Coordinator, HOD, Subject Teachers | Meeting Room, Folder Leaves, Typing Sheets, Resource Personnel, Meeting Register, Handouts, Computers/Laptops, Tablet, Thumb Drive | \$25,000.00 | Administration/ Procurement Committee |
| MOE Strategic Objective5: To maximize the number of children who live in a safe, secure and healthy state care environment by 2025 | | | | | | |
| School Goals | | | | | | |
| Targets | | | | | | |
| Task | Indicators | Time frame | Responsibility | Resources | Cost | Verification |
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|--|--|----------------------|---|---|--------------|---------------------------------------|
| Year 1 | | | | | | |
| Implement the SWPBIS/MOE Positive discipline policies to deal with disciplinary problems. Teachers will use exit passes for emergency exits. Teachers will attend classes punctually at least 98% of the time. | Students develop healthy relationships and a love for school. | Sept. 2021 - Ongoing | Administrators, Dean of Discipline, Grade Coordinators, HOD, Guidance Counsellors, Subject Teachers | Online Platform, Classroom/Resource Lab/E-Learning Lab/Computer Lab, Computers/Laptops, Tablet, Thumb Drive, Handouts | N/A | Administration/ Procurement Committee |
| Year 2 | | | | | | |
| Implement the Language Initiative where teachers act as mentors for students where (5) minutes of class time is used to talk to the students about spiritual well being, decorum, dress, behaviour, class issues and solutions are discussed and encouragement given to students. Teachers will adhere to schedule supervision duties; teachers will ensure the safety and protection of school property, especially ICT materials and the maintenance of English Lab and classrooms. | Improvement in the relationships among students and teachers. | Sept. 2022 - Ongoing | Administrators, Dean of Discipline, Grade Coordinators, HOD, Guidance Counsellors, Subject Teachers | Online Platform, Classroom/Resource Lab/E-Learning Lab/Computer Lab, Computers/Laptops, Tablet, Thumb Drive, Handouts | N/A | Administration/ Procurement Committee |
| Year 3 | | | | | | |
| Teachers will complete daily occurrence and incident forms for students who are truant, indiscipline and so on and submit to relevant personnel. Form teachers/subject teachers give spiritual and emotional motivational talks with students at the beginning of classes/school day. | Effective handling of critical incidents and other disciplinary problems. Improvement in the relationships among students and teachers. | Sept. 2023 - Ongoing | Administrators, Dean of Discipline, Grade Coordinators, HOD, Guidance Counsellors, Subject Teachers | Online Platform, Classroom/Resource Lab/E-Learning Lab/Computer Lab, Computers/Laptops, Tablet, Thumb Drive, Handouts | N/A | Administration/ Procurement Committee |
| MOE Strategic Objective 6: To maximize access to all official records, provide information and digital literacy by 2025. School Goals Targets | | | | | | |
| Task | Indicators | Time frame | Responsibility | Resources | Cost | Verification |
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| Year 1 | | | | | | |
| Teachers are efficient at communicating using ICT by engaging in meetings through Whatsapp groups, Google Meets, Google Classroom, SMS system etc. Teachers submit Lesson Plans, reports, students' tracking records and grades electronically. | Active Department Whatsapp Groups Electronic Folders with teachers' Lesson Plans. | Sept. 2021 - Ongoing | Administrators, Assessment Coordinator, HOD, Subject Teachers | Resource Lab/E-Learning Lab/Computer Lab, Computers/Laptops, Tablet, Thumb Drive, Handouts | \$25,000.00 | Administration/ Procurement Committee |
| Year 2 | | | | | | |
| All teachers will be trained on how to create a Digital or an Electronic Portfolio | Workshop Reports Teachers Electronic Portfolios | Sept. 2022 - Ongoing | Administrators, New Teacher Mentors, HOD, | Resource Lab/E-Learning Lab/Computer Lab, | \$25, 000.00 | Administration/ Procurement Committee |

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|--|---|-----------------------|--|--|--------------|---------------------------------------|
| | | | Subject Teachers | Computers/Laptops, Tablet, Thumb Drive, Handouts | | |
| Year 3 | | | | | | |
| All teachers are using Electronic or Digital Portfolios | Teachers Electronic Portfolios | Sept. 2023 - Ongoing | New Teacher Mentors, HOD, Subject Teachers | Resource Lab/E-Learning Lab/Computer Lab, Computers/Laptops, Tablet, Thumb Drive, Handouts | \$25, 000.00 | Administration/ Procurement Committee |
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| MOE Strategic Objective 7: To maximize the performance of all students by 2025. School Goals Targets | | | | | | |
| Task | Indicators | Time frame | Responsibility | Resources | Cost | Verification |
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| Year 1 | | | | | | |
| Implementation of Teacher Leader for each grade and compulsory Common Panning sessions. | Minutes of Meetings | Aug. 2021- Sept. 2021 | HOD, Subject Teachers | Online Platform, Classroom/Resource Lab/E-Learning Lab/Computer Lab, Computers/Laptops, Tablet, Walk Through Form/Book, Meeting Room, Folder Leaves, Typing Sheets, Resource Personnel, Meeting Register, Handouts | \$50,000.00 | Administration/ Procurement Committee |
| Implementation of STEAM/STEM/4Cs/5Es in teaching and learning across grades in the subject areas. | Lesson Plans Value added in students’ performance by at least 5% in the subject areas. 2% Improvement in CSEC/CAPE passes in the subject areas. | | | | | |
| Frequent Walk Throughs to observe teaching and learning and to provide guidance, support and feedback to the subject teachers in the department. | Walk Through Forms | | | | | |
| Intervention workshops for teachers and students to enhance students’ learning and to build teacher efficacy and capacity. | Workshop Reports Value added in students’ performance by at least 5% in the subject areas. 3% Improvement in CSEC/CAPE passes in the subject areas. | | | | | |
| Year 2 | | | | | | |
| Intervention workshops for teachers and students to enhance students’ | Workshop Reports | Oct. 2022 – April | Administrators, | Online Platform, | \$50,000.00 | Administration/ |

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|--|---|-------------------------|---|--|-------------|---------------------------------------|
| learning and to build teacher efficacy and capacity. | Value added in students' performance by at least 5% in the subject areas. 3% Improvement in CSEC/CAPE passes in the subject areas. | 2023 | HOD, Assessment Coordinator, Subject Teachers | Classroom/Resource Lab/E-Learning Lab/Computer Lab, Computers/Laptops, Tablet, Walk Through Form/Book, Meeting Room, Folder Leaves, Typing Sheets, Resource Personnel, Meeting Register, Handouts | | Procurement Committee |
| Year 3 | | | | | | |
| All teachers have at least a First Degree in their area of specializations. Effective deployment of teachers to meet students' learning needs. | Teachers' Electronic Portfolio or Personal Files Deployment Spreadsheet Value added in students' performance by at least 5% in the subject areas. 5% Improvement in CSEC/CAPE passes in the subject areas. | Oct. 2023 – April. 2024 | Administrators, HOD, Assessment Coordinator, Subject Teachers | Online Platform, Classroom/Resource Lab/E-Learning Lab/Computer Lab, Computers/Laptops, Tablet, Walk Through Form/Book, Meeting Room, Folder Leaves, Typing Sheets, Resource Personnel, Meeting Register, Handouts | \$50,000.00 | Administration/ Procurement Committee |
| MOE Strategic Objective 8: To maximize the percentage of all Jamaican educational programmes and institutions that meet prescribed standards of quality by 2025. School Goals Targets | | | | | | |
| Task | Indicators | Time frame | Responsibility | Resources | Cost | Verification |
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| Year 1 | | | | | | |
| Advertise all available positions and conduct short listing exercises and interviews | Advertisements of vacant post in local newspapers like the Gleaner or Observer | July 2021-August 2021 | Administrators, HOD | Computers/Laptops, Teacher Deployment Spreadsheet | \$8,000.00 | Administrators/ Procurement Committee |
| Encourage new members of the department to complete their JTC teacher | Teacher registration receipts | | | | | |

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|---|--|-----------------------|---|---|-------------|---------------------------------------|
| registration on the JTC website | | | | | | |
| Organize and conduct training sessions with members on how to prepare Electronic Professional Portfolios | Workshop Certificates Electronic Portfolios | | | | | |
| Year 2 | | | | | | |
| Advertise all available positions and conduct short listing exercises and interviews | Advertisements of vacant post in local newspapers like the Gleaner or Observer | July 2022-August 2022 | Administrators, HOD | Computers/Laptops, Teacher Deployment Spreadsheet | \$8,000.00 | Administrators/ Procurement Committee |
| Encourage new members of the department to complete their JTC teacher registration on the JTC website | Teacher registration receipts | | | | | |
| Year 3 | | | | | | |
| Advertise all available positions and conduct short listing exercises and interviews | Advertisements of vacant post in local newspapers like the Gleaner or Observer | July 2023-August 2023 | Administrators, HOD | Computers/Laptops, Teacher Deployment Spreadsheet | \$8,000.00 | Administrators/ Procurement Committee |
| Encourage new members of the department to complete their JTC teacher registration on the JTC website | Teacher registration receipts | | | | | |
| MOE Strategic Objective 9 : To ensure the efficient deployment of all financial and qualified human resources, safe and secure facilities, as well as equipment and other resources (technological among others) in the achievement of the Ministry's goals by 2025 School Goals Targets | | | | | | |
| Task | Indicators | Time frame | Responsibility | Resources | Cost | Verification |
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| Year 1 | | | | | | |
| Deploy teachers based on their qualification and skill sets across grades | Teacher Deployment Spreadsheet Teacher Qualification Spreadsheet Teacher Time Tables | July 2021-August 2021 | Administrators, Time Table Committee, HOD | Computers/Laptops, Teacher Deployment Spreadsheet | N/A | Administrators/ Procurement Committee |
| Continue to update Inventory of equipment in the department and request necessary resources needed using procurement procedures | Department up-dated Inventory | Sept. 2021 - Ongoing | | | | |
| Year 2 | | | | | | |
| Deploy teachers based on their qualification and skill sets across grades | Teacher Deployment Spreadsheet Teacher Qualification Spreadsheet Teacher Time Tables | July 2022-August 2022 | Administrators, Time Table Committee, HOD | Computers/Laptops, Teacher Deployment Spreadsheet | N/A | Administrators/ Procurement Committee |
| Year 3 | | | | | | |
| Deploy teachers based on their qualification and skill sets across grades | Teacher Deployment Spreadsheet Teacher Qualification Spreadsheet Teacher Time Tables | July 2023-August 2024 | Administrators, Time Table Committee, HOD | Computers/Laptops, Teacher Deployment Spreadsheet | | Administrators/ Procurement Committee |
| | | | | | | |
| MOE Strategic Objective 10: To increase compliance with all national and international standards, law and regulations by 2025. School Goals | | | | | | |

| Targets | | | | | | |
|--|---|------------------------|---------------------------------------|--|-------------|---------------------------------------|
| Task | Indicators | Time frame | Responsibility | Resources | Cost | Verification |
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| | | | | | | |
| Year 1 | | | | | | |
| <p>Conduct appraisal of teachers to assess their level of performance and competence so that they can be given the necessary support to grow.</p> <p>Encourage teachers to become members of professional bodies like JTA, NATE,ANPSE so that they keep abreast of current practices in their areas of expertise and excel in their professions. and Code of Conduct/Professionalism</p> | <p>Improvement in teachers’ efficacy</p> <p>NATE workshop receipts/certificate of participation/attendance</p> <p>ANPSE workshop receipts/certificate of participation/attendance.</p> <p>Completion of Teachers’ Electronic/Digital Professional Portfolios.</p> | Oct. 2021 – March 2022 | HOD, Administrators, Subject Teachers | Online Platform, Classroom/Resource Lab/E-Learning Lab/Computer Lab, Computers/Laptops, Tablet, Walk Through Form/Book, Meeting Room, Folder Leaves, Typing Sheets, Resource Personnel, Meeting Register, Handouts | \$25,000.00 | Administration/ Procurement Committee |
| Year 2 | | | | | | |
| <p>Conduct appraisal of teachers to assess their level of performance and competence so that they can be given the necessary support to grow.</p> <p>Encourage teachers to become members of professional bodies like JTA, NATE, ANPE so that they keep abreast of current practices in their areas of expertise and excel in their professions. and Code of Conduct/Professionalism</p> | <p>Improvement in teachers’ efficacy</p> <p>NATE workshop receipts/certificate of participation/attendance</p> <p>ANPSE workshop receipts/certificate of participation/attendance.</p> <p>Completion of Teachers’ Electronic/Digital Professional Portfolios.</p> | Oct. 2022 – March 2023 | HOD, Administrators, Subject Teachers | Online Platform, Classroom/Resource Lab/E-Learning Lab/Computer Lab, Computers/Laptops, Tablet, Walk Through Form/Book, Meeting Room, Folder Leaves, Typing Sheets, Resource Personnel, Meeting Register, Handouts | \$25,000.00 | Administration/ Procurement Committee |
| | | | | | | |
| Year 3 | | | | | | |
| <p>Conduct appraisal of teachers to assess their level of performance and competence so that they can be given the necessary support to grow</p> | <p>Improvement in teachers’ efficacy</p> <p>NATE workshop receipts/certificate of participation/attendance</p> <p>ANPSE workshop receipts/certificate of participation/attendance.</p> | Oct. 2023 – March 2024 | HOD, Administrators, Subject Teachers | Online Platform, Classroom/Resource Lab/E-Learning Lab/Computer Lab, Computers/Laptops, Tablet, Walk | \$25,000.00 | Administration/ Procurement Committee |

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|--|---|--|--|---|--|--|
| | Completion of Teachers' Electronic/Digital Professional Portfolios. | | | Through Form/Book, Meeting Room, Folder Leaves, Typing Sheets, Resource Personnel, Meeting Register, Handouts | | |
| | | | | | | |

Department Inventory

Department Inventory

MODERN LANGUAGES PROFESSIONAL LEARNING CENTRE

- | | | |
|---|-------------------|------|
| • 7 Teachers' Desk | Woodwork | Good |
| • 10 Teachers' Chair | Metal | Good |
| • 1 Bookshelf | Woodwork | Good |
| • 4 Student Chairs | Metal | Good |
| • 2 Auditorium Chairs Good | Metal | |
| • 1 Wall Fan | Metal | Good |
| • 1 Desk Top Computer Used | Metal/Electrical | |
| • 1 Lap Top Good | Metal/Electrical | |
| • 6 boxes English/Reading Games Good | Cardboard/Plastic | |
| • 1 Filing Cabinet Good | Metal | |

ENGLISH LABORATORY

- | | | |
|-----------------------|--------------------|------|
| • 1 Smart Board | Metal & Electrical | Good |
| • 30 Students' Desks | Metal & Wood | Good |
| • 30 Students' Chairs | Metal | Good |
| • 1 Teacher's Desk | Wood | Good |
| • 1 Teacher's Chair | Metal | Good |

(Stored In Computer Lab office)

- 1 Multimedia Projector Metal & Electrical Excellent
- 1 Digital Multimedia Projector Metal and Electrical Excellent
- 1 Remote and Stand for Digital Projector Metal and Plastic Excellent

Ferncourt High School

English and Modern Languages Department

EMLD

Department Budget 2021- 2022

| MOEY Strategic Objectives | A | INCOME | Projected Income |
|---------------------------|-----------|--|-----------------------|
| 9 | A1.1 | Sponsors from donors | 550,000.00 |
| 5 | A1. 2 | Sale of Newsletter | 5,000.00 |
| 9 | A1.3 | Contributions from parents | 390,000.00 |
| 9 | A1.4 | Proceeds from Tag Drive, Miss Ferncourt and other fundraising activities | 350,000.00 |
| 9 | A1.5 | Other contributions teachers, students, private sector, community, past students | 400,000.00 |
| | A1.6 | Teachers’ Salary estimate | 26, 000,000.00 |
| | | TOTAL | 26,695,000.00 |
| | | | |
| | B1 | EXPENDITURE | Estimated Cost |
| | B1.1 | INSTRUCTION | |
| | | General Class Materials: | |
| 1, 2, 3 | B1.2 | Educational CDs | 4,000.00 |
| 1, 2, 3, 4,5 | B1.3 | Resource Textbook and Workbook for students and teachers | 130,000.00 |
| 1,2,3 | B1.4 | English/Spanish Week/ Department Open Day Resources | 10,000.00 |
| 1,2,3,4,5,6 | B1.5 | Books & Software for Brittonville Campus | 30,000.00 |
| 1,2,3, 4, 5 | B1.6 | Grade 11 Interventions for English & Spanish, Easter Camp & Marathons | 65,000.00 |
| | B1.7 | Equipment for Instruction: | |
| 1,2,3, 4, 5, | B1.8 | ICT- Computers/Laptops, Tablets, Thumb drives, | 150,000.00 |

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| 10,11,12 | | Speakers, Modem, E-Books and other electronic devices etc. | |
| 1, 2, 3, 4, 5, 10 | B1.9 | Photocopying Machine with Scanner& Printer (Sponsorship) | 25,000.00 |
| 1, 2, 3, 4,5, 10 | B1.10 | Ink for Photocopying Machine (Sponsorship) | 10,000.00 |
| | | Co-Curricular Activities: | |
| 1,2,3, 7 | B1.11 | Instructional Field Trip (@ 30,000.00 per trip) | 90,000.00 |
| 1,2,3,7 | B1.12 | Debate & Essay Competition Trips | 90,000.00 |
| 1,2,3,7 | B1.13 | Speech and Drama JCDC Competition Trips & Spanish Festival | 90,000.00 |
| 1, 2, 3, 4,8 | B1.14 | Intervention Workshops for Students for Academic and Social Development | 80,000.00 |
| 1,2,3, 4, 5 | B1.15 | Incentives- Certificates and Award for teachers (Sponsorship/Fundraising) | 20,000.00 |
| 1,2,3, 4, 5 | B1.16 | Incentives- Certificates, Awards and Trophies for students | 30,000.00 |
| 1,2,3, 4, 5 | B1.17 | English Intervention Programme Materials & Maintenance of the Department's Board of Excellence | 15,000.00 |
| | | | |
| | B2 | PUBLIC UTILITIES | |
| | B2.1 | Electricity | 20,000.00 |
| | B2.2 | Water | 10,000.00 |
| | B2.3 | Telephone | 5,000.00 |
| | | | |
| | B3 | MAINTENANCE OF EQUIPMENT | |
| 1, 2, 3, 4, 5 | B3.1 | Maintenance of Instructional Equipment including Smart Board and English Lab, Spanish and English PLC electrical outlets | 50,000.00 |
| 1,2,3,4,5 | B3.2 | Maintenance of Other Equipment | 15,000.00 |
| 1,2,3,4,5 | B3.3 | Light Bulbs | 5,000.00 |
| | B4 | OTHER GOODS AND SERVICES | |
| 1,2,3,4,5 | B4.1 | Photocopying Paper | 5,000.00 |
| 1,2,3,4,5 | B4.2 | Cartridge Paper & Stationeries | 10,000.00 |
| 1,2,3,4,5 | B4.3 | Whiteboard Markers & Permanent Markers | 8,000.00 |
| 1,2,3,4,5 | B4.4 | File Jackets & Envelops | 5,000.00 |

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| 1,2,3,4,5 | B4.5 | Thumb Tacks | 1000.00 |
| 1,2,3,4,5 | B4.6 | Ponal/ Glue | 1000.00 |
| 1,2,3,4,5 | B4.7 | Scissors (2) | 1000.00 |
| 1,2,3,4,5 | B4.8 | Educational Charts | 15,000.00 |
| 1,2,3,4,5 | | Repairs done in English Labs & PLC, Spanish PLC and Upgrading of School's Library | 630,000.00 |
| | B5 | OTHER EXPENDITURE | |
| 1,2,3,4,5,11 | B5.1 | Professional Services for Teacher Training and Professional Development | 50,000.00 |
| 1,2,3,4,5 | B5.2 | Repairs of Equipment | 25,000.00 |
| 1,2,3,4,5 | B5.3 | Teachers' Monthly Salary | 26,000,000.00 |
| | | TOTAL | 26,695,000.00 |

Additional Information

Ferncourt High School

English and Modern Languages Department

EMLD

Core Values

| Core Values | Behaviour Indicators |
|---|---|
| Loyal - Leales | <p>1. This means that all members of the department will be faithful to the promotion of students' and school's success, initiatives and best practices.</p> <p>2. Members are also reliable, true, devoted, dependable and sincere in carrying out their duties and responsibilities.</p> |
| Ambitious - Ambiciosos | <p>1. All members of the department should have a desire for lifelong learning, skill building, higher educational attainment and to become a positive role- models.</p> <p>2. Members should also be aspiring, assertive, enthusiastic and determine to become information literate in order to keep abreast of current trends and practices in their field of expertise.</p> |
| Bold - Bravos | <p>1. To be courageous and daring to maintain a high standard of morals and values and discipline in the teaching and learning environment and their communities on a whole, perfecting the skill of nation builders.</p> <p>2. To be confident, dauntless, fearless and audacious individuals providing mentorship and guidance to others who they interact with on a daily basis.</p> |
| Organized - Organizados | <p>1. To maintain a systematic and coordinated approach to the integration of ideas in the department and the school on a whole where individuals are given specific tasks as part of team to achieve a common goal (being cognizant that there is no 'I' in the word 'team').</p> <p>2. Working together to create a culture that is well-ordered, well-planned, meticulous, orderly and structured.</p> |
| Respectful - Respectables | <p>1. Creating and maintaining a climate of</p> |

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| | | <p>appropriateness, decency, appreciation and honesty in relating to each other, students, parents and all stakeholders based on the code of ethics that governs our profession.</p> <p>2. We must be decent, reputable and honourable individuals in all aspects of our profession and social lives.</p> |
| Victorious | -Victoriosos | <p>1. To maintain an atmosphere of excellence and success in all aspects of teaching and learning, never settling for less and always keeping the competitive edge bearing in mind that ‘victory’ is a reward of hard work and dedication.</p> <p>2. Always striving to be triumphant and successful at whatever tasks given.</p> |
| Invaluable | - Invaluables | <p>1. To become a crucial and useful member of ‘Team Ferncourt’ playing a vital role in the school’s success stories as well as in addressing areas of shortcomings.</p> <p>2. Each member of the department will see themselves as being indispensable, priceless and precious.</p> |
| Noble | - Nobles | <p>1. To approach our duties and responsibilities with impressive or great effort thus being dignified, great, honourable and virtuous in carrying out our mandate as educators, leaders, mentors and nation builders.</p> |
| Courageous | - Corajudos | <p>1. To have a spirit of bravery in our attempts to maintain a culture of order and discipline in the teaching and learning environment as valiant and fearless individuals.</p> |
| Invincible | - Invencibles | <p>1. To be powerful and convincing in the implementation of the school’s mission and vision statements maintaining a culture of excellence in academics, extra-curricular activities and the inculcation of morals and values in our students.</p> |
| Talented | - Talentosos | <p>1. Using our talents to shape and mold young minds, helping them to become well-rounded and discipline individuals achieving excellence in all aspects of their school lives.</p> <p>2. To be aware that we are gifted, able, skilled and brilliant individuals who are using our talents to unearth hidden talents and gifts within our students, ourselves and our colleagues, hence making our talents tools for excellence and success at Ferncourt High</p> |

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| | School. |
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