

# Al Arqam Academy for Girls



## Strategic plan

2020 – 2025



## **Our Vision**

To prepare a generation of students who are; faithful to their origins, committed to values, dedicated to academic excellence and connected to humanity.

## **Our Mission**

Al Arqam Academy focuses on providing a quality education based on Islamic principal and values, critical thinking, responsible citizenship and leadership to prepare students to face modern challenges and contribute to local and global society. The Academy ensures a healthy and safe school environment that supports the development of students in all areas.

## **Our Values.**

- Honesty
- Respect
- Responsibility
- Sincerity
- Sisterly Love

## **Learning Outcomes**

1. Al Arqam Academy students will be devoted and thoughtful Muslims who adhere to the teachings of the Holy Quran and the traditions of Prophet Muhammad (PBUH), which will clearly affect their manners, behavior and life style. They will be independent thinkers who are proud of their Arabic and Islamic identity.
2. Al Arqam Academy students will demonstrate 21st century skills such as critical thinking, self-motivation and reflection, problem solving and adaptability, using technology responsibly, to allow them to succeed in achieving their academic and personal goals.
3. Al Arqam Academy students will have a well-balanced lifestyle understanding the importance of physical, and mental health.
4. Al Arqam Academy students will be able to communicate clearly and confidently with others in both English and Arabic using all four skills. (Speaking, listening, reading and writing)
5. Al Arqam Academy students will demonstrate a commitment to making real and positive contributions to their school, national and global environments while being aware of their responsibilities as global citizens.

## Strategic plan 2020– 2025

### Statement of intent

#### Strategic Focus Areas 2020-2025

1. Educational leadership
2. Educational Performance and Learning Environment
3. Development and Care for Learners
4. Resource Management
5. Parental and Community Partnership

Educational Leadership (QNSA Area(s) 1)					
Strategic Goal 1					
Leadership team that is; aware of global educational trends with a vision (mustashrifa) of the future with the ability to lead school development and the ability to manage crisis					
Projects	Performance Indicators	Target		Actions	Timeline
1. Leaders are aware of global educational trends with a vision of the future	1. Every leader has developed her <ol style="list-style-type: none"> <li>a. awareness of global educational trends and her vision of the future</li> </ol>	2020-2025  100 %	2020-2025 20% yearly	1. Leaders are aware of global educational trends with a vision of the future <ol style="list-style-type: none"> <li>a. Communication with schools and universities; National and International.</li> <li>b. Attend conferences,</li> <li>c. Have a subscription to educational journals, on line lectures.</li> <li>d. Have a membership in international educational organizations</li> <li>e. Read a book together and discuss in the SLT group</li> <li>f. Read “ Maalem Alyawm Alaakher fi Alquraan wa Alsunnah” book. معالم اليوم الآخر في القرآن والسنة</li> </ol>	2020 - 2025

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2. Ability to lead school development	2. .Each leader has the ability to lead school development and solve school problems	2023-2025 100 %	2023-2024 50% yearly	2. Ability to lead school development  Each leader: a. conduct a research project related to the development of the school (or solving a problem in the school) and prepare an implementation plan b. Apply the approved implementation plan	2023-2025
2. Ability to manage crisis	3. Each leader has the ability to manage crisis	2020-2025 100%	2020-2021  20% Yearly	3. Ability to manage crisis a. set up a crisis management committee b. set up the policies for this committee c. attend training for crisis management	2020-2025
3- Ability to manage the total Quality and continuous improvement	4- Each leader has the ability to apply the standards of total quality management and continuous improvement.	2022-2025 100%	2022-2025 100%	4- Ability to manage the Total Quality A- set up a total quality management team. B- Set up the role and the polices of the committee. C- Put the total quality management and continuous improvement plan.	

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Educational Leadership (QNSA Area(s) 1)					
Strategic Goal 3					
Optimal use of technology in the school					
Projects	Performance Indicators	Target		Actions	Timeline
1. Develop and improve use of technology in the school	1. The percentage of technology used in the school has improved	2020-2025 75%	2020-2021 15% yearly	1. Develop and improve use of technology in the school a. Assess the technology environment in the school b. Identify improvements required for development of the technology environment in the school c. Create a development plan and policies for the required development d. Restructure the IT department in the school and develop their abilities e. Identify and suggest a new school management system that meets all the needs of the school	2020 - 2025

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Educational Performance and Learning Environment (QNSA Area(s))					
Strategic Goal 5 Electronic educational system					
Projects	Performance Indicators	Target		Actions	Timeline
1. Develop a mixed educational system that is electronic and traditional.	The educational system in the school is based on a mix of electronic and traditional teaching	2020-2023 100%	2020-2021 30%	1. Develop a mixed educational system that is electronic and traditional. a. Indicate the percentage of the online system usage for all the areas of teaching and learning. b. Establish electronic system and indicate the program with the requirements to apply them. c. Apply the approved programs	2020-2023
2. Al Arqam Channel for Educational Resources.	The educational resource channel for the school is established.	2023-2025 100%	2021-2022 35%  2022-2023 35%  2022-2023 50% Yearly	2. Al Arqam Channel for Educational Resources. a. Research the best way to set up the channel b. Prepare the policies for content and usage c. Prepare the resources to be put on the channel	2023-2025

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Educational Performance and Learning Environment (QNSA Area(s))					
Strategic Goal 6					
Teaching and learning based on research, discovery and projects.					
Projects	Performance Indicators	Target		Actions	Timeline
1. Develop the teaching and learning methods in Al Arqam to be based on research, practical experiments, discovery, projects and critical thinking	1. 50% of all lessons use the techniques such as research, practical experiments, discovery, projects and critical thinking	2020-2022 100%	2020-2021 Yearly 50%	1. Develop the teaching and learning methods in Al Arqam to be based on research, practical experiments, discovery, projects and critical thinking <ul style="list-style-type: none"> <li>a. Establish policies for teaching and learning in Al Arqam Academy</li> <li>b. Train the teachers for teaching skills based on research, discovery, practical experiments, projects and critical thinking.</li> </ul>	2020-2022

Educational Performance and Learning Environment (QNSA Area(s))					
Strategic Goal 7					
Integrated Curricula in English and Arabic that supports the ongoing achievement of the goals and vision of the school					
Projects	Performance Indicators	Target		Actions	Timeline
1. Develop a system for the English and Arabic curricula to be integrated and achieve the goals and vision of the school	1. The school has an approved system for the English and Arabic curricula to be integrated and achieve the goals and vision of the school	2020-2023 100%	2020-2021 40%  2021-2022 30%  2022-2023	1. Develop a system for the English and Arabic curricula to be integrated and achieve the vision of the school <ul style="list-style-type: none"> <li>a. Establish a committee to integrate the English and Arabic curriculum of the school to achieve the vision and goals</li> <li>b. Collect all needed information</li> <li>c. Put full image to the project</li> </ul>	2020-2023

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			30%	d. Apply the project plan e. Follow the procedures to apply	
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Educational Performance and Learning Environment (QNSA Area(s))					
Strategic Goal 8					
Curriculum for the perfection of the students understanding, reading and pronunciation and application of Quran					
Projects	Performance Indicators	Target		Actions	Timeline
1. Develop a Quran Unit that works towards the perfection of the students understanding, reading, pronunciation and application of Quran	1. The school has a Quran Unit for each section of the school	2022-2025 100%	2022-2023 50%  2023-2024 25%  2024-2025 25%	Develop a Quran Unit that works towards the perfection of the students understanding, reading and pronunciation and application of Quran a. Formalize the agreement with Specialized institute (Qitaf) with a complete curriculum to set up the project b. Establish the plan for the project c. Establish the procedures for how the program will be managed and run	2020-2023

Educational Performance and Learning Environment (QNSA Area(s))					
Strategic Goal 9					
Indicate and present a suitable curriculum to prepare students for their future role as mothers					
Projects	Performance Indicators	Target		Actions	Timeline
1. Develop and deliver a curriculum suitable for preparing students for their future role as mothers	1. Students are attending lessons and activities that achieve the approved curriculum (Years 7-12)	2022-2024 100%	2022-2023 50% yearly	1. Develop and deliver a curriculum suitable for preparing students for their future role a. Decide the subjects and skills that will be taught b. Decide the suitable place and time for the subject to be taught.	2022-2024



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				c. Hire Professional and suitable teachers for the curriculum to be taught	
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### Development and Care for Learners (QNSA Area(s)3)

#### Strategic Goal 11

Ensure that students have the appropriate skills required for successful transition to university.

Projects	Performance Indicators	Targets			Timeline
1.Prepare students with required skills for successful transition to university	1.Students have the agreed upon skills for successful transition to university	2020-2024 100%	2020-2021 25% yearly	1. Prepare students with required skills for successful transition to university a. Questionnaire for students to see what problems they faced in their transition to university b. Research the required skills for university by doing research online and communication with the universities c. Identify the required skills for successful transition to university d. Prepare a plan to ensure the required skills are taught and assessed e. Students attend conferences that prepare them for university	2020-2022

### Development and Care for Learners (QNSA Area(s)3)

#### Strategic Goal 12

Build a strong cooperative relationship between the students and the school.

Projects	Performance Indicators	Targets	Actions	Timeline
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1.Students have appropriate opportunities with the school administration to express their opinions.	1.There are clear, positive and cooperative communication channels between the students and school	2021-2024 100%	2020-2021 40%  2021-2022 30%  2022-2023 30%	1. <u>Students have appropriate opportunities with the school administration to express their opinions</u> a. Establish system or policy for the student participation. b. Have meetings with the students and school administration c. Competition for the best ideas for the development of the school d. Develop an electronic system for students to express their opinions e. Questionnaires f. Student Management day g. Outstanding students meet with admin and make class visits	2021-2024
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### Resource Management (QNSA Area(s) 4)

#### Human Resources

#### Strategic Goal 13

Teachers and staff have a high level of professional and technological abilities to face the challenges and requirements of change.

	Performance Indicators	Targets		Projects	Timeline
1. Raise the required level of professional and technological abilities for all teachers and staff in the school.	1.Teachers and staff in the school demonstrate a high level of professional and technological abilities according to the expectations of the school.	2020-2025 100%	2020-2021 Yearly 20%	Raise the required level of professional and technological abilities for all teachers and staff in the school.  a. Identify the professional standards that meet the expectations of the school including and especially the areas of professional appearance and beliefs. b. Update the hiring policy c. Choose new teachers and staff based on clear and high professional standards d. Gather evidence of the level of the employee from the beginning of the year	2020-2025

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				e. Update the job description and evaluation of staff, leaders and teachers.	
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Resource Management (QNSA Area(s) 4)					
Financial Resources					
Strategic Goal 16					
Development of the school libraries to be modern resource and learning centers with a high level of resources and programs					
Projects	Performance Indicators	Targets		Actions	Timeline
1.Develop the libraries of all three schools to be learning resource centers.	1.The school has learning resource centers that have modern resources and programs.	2021-2025 100%	2021-2022 25% Yearly	1. <u>The school has learning resource centers that have modern resources and programs.</u>  a. Update the KG library b. Update the Primary library c. Suggest ideas for the Secondary library d. E-Library for Al Arqam Academy for the three schools	2020-2025

Parental and Community Partnership (QNSA Area(s) 5)				
Strategic Goal 17				
To achieve a high level of professional customer service				
Projects	Performance Indicators	Targets	Actions	Timeline

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1. Provide a high level of professional customer service that reflects the level of recent developments in customer service in the world.	1.The school provides a high level of customer service.	2020-2023 90%	2020-2021 40%  2021-2022 25% 2022-2023 25%	1. <u>Provide a high level of professional customer service to parents that reflect the level of recent developments of customer service in the world.</u> a. Prepare a Call Center including mobile phones for the agreed upon departments of the school. b. To hire a professional customer service representative to represent all three schools c. Evaluate the members of staff who are in direct contact with the parents to ensure they have the required communication skills to meet the needs of the customer. d. Training for all staff to provide a warm welcome to the reception of parents and providing information and the required assistance. e. Ensure that all rules and policies of the school are clear to all parents and applied fairly, firmly and consistently. This is to ensure mutual respect between all stakeholders. f. Direct communication with parents in a timely manner and follow-up on the situation from the responsible person. g. Recording the phone calls for quality assurance	2020 to 2023
2. Develop the services we can provide using	2.Technology is used to provide a high level of customer service	2020-2025 100%	2020-2021	2. <u>Develop the services we can provide using technology in the area of customer service.</u>	2020-2023

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technology in the area of customer service.			<b>20% yearly</b>	<ul style="list-style-type: none"> <li>a. Develop the website to be more customer friendly</li> <li>b. Send regular questionnaires regarding parent satisfaction</li> <li>c. Prepare an FAQ document to be used on the website and other social media</li> <li>d. Send a message to ask parents to evaluate the quality of the level of service provided</li> </ul>	
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Parental and Community Partnership (QNSA Area(s) 5)					
Strategic Goal 18					
Positive and effective participation of families					
Projects	Performance Indicators	Targets		Actions	Timeline
1.Positive, effective participation of parents with the school administration	1.Parents participate with the school administration in a positive and effective way	2020-2024 80%	2020-2021 20%	1. <u>Positive effective participation of mothers with the school administration</u> <ul style="list-style-type: none"> <li>a. Provide opportunities for parents to participate in more decisions that relate to them.</li> <li>b. Have parents participate in group projects and activities with students</li> <li>c. Invite mothers to do activities with her daughter's class that are appropriate for the student level and the vision of the school.</li> <li>d. Provide opportunities for open discussions between parents and school staff</li> </ul>	2020 - 2024

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Parental and Community Partnership (QNSA Area(s) 5)					
Strategic Goal 19 Community projects to support the environment and community development.					
Projects	Performance Indicators	Targets		Actions	Timeline
1.To be an environmentally friendly school	1.The school has projects that work towards protecting the environment.	2022 - 2025 100%	2020-2021 50 %  2022-2023 50 %	1. Environmentally friendly school a. Green School (planting) b. Reduce/Re-use/Re-cycle 1. Water 2. electricity 3. plastic	2020 – 2023
2.To participate in social development projects	2.The school has projects that work towards social development	2020 - 2022 100%	2020-2021 50 % 2021 50 %	2. <u>Social development projects</u> a. Participate in competitions in Qatar b. Participate in the Charity programs c. Active participation with the social development groups and educational groups in Qatar. d. Lectures for parents and the outside community organized by the school either in school or on-line.	2020-2022