

School Plans Development Policy

Believing in the importance of institutional work based on planning, development, and anticipating the future, the Academy prepares a strategic plan, an operational plan, and an action plan. These plans encompass all objectives aimed at developing the Academy's work and include the necessary elements for efficient and effective implementation of institutional processes.

First: Strategic Plan

Persons involved in setting the policy

- Senior Management

Approval authority

- Academy Owner
- Academy Principal

Policy review cycles

- Every 3–5 years, or annually as per national educational planning requirements.

General Policy Items:

When preparing the strategic plan, the following should be considered:

- Alignment with the Academy's mission, goals, values, and Ministry of Education and Higher Education laws and regulations.
- Inclusion of main goals and both long-term and short-term objectives.
- Integration of core activities.
- Specification of a clear timeline.
- Estimation of expected financial costs.
- Identification of the necessary human resources for each area.
- Addressing potential risks and implementation obstacles.
- Definition of expected initial outputs and performance indicators that are measurable and relevant to the Academy's context.
- Inclusion of all stakeholders in the planning process.
- Reflection of future indicators, considering national educational plans and global developments, especially in career and education advancements.
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Second: Operational Plan

The Academy's executive plan underpins institutional operations across all aspects of the educational process, based on:

1. The strategic plan.
2. Results of the Academy's self-evaluation.
3. The Academy's strengths, which are effectively and efficiently managed.
4. Agreed-upon daily tasks for all departments.

Persons involved in setting the policy

- Senior and middle management, including department heads in collaboration with their teams.

Approval authority

- CEO
- Academy Principal

Policy review cycle

- Annually

General Policy Items:

The operational plan should include:

- All elements necessary to achieve the Academy's vision, mission, and Learning outcomes.
- Alignment with the strategic plan's items.
- Reflection of the Academy's strengths and effective management practices.
- Outcomes of the self-evaluation, with involvement from all stakeholders.
- Clarity for all staff, including teachers, administrative staff, the Board of Trustees, and the elected Mothers Council.
- General and specific objectives for each item, along with measurable performance indicators.
- Detailed activities, tasks, assigned personnel, and timelines for achieving objectives.
- Identification of personnel responsible for follow-up and reporting.
- Estimated costs, resources, and sources for execution.
- Evaluation methods for each objective, with measurable outcomes and reporting mechanisms.

Third: Action Plan

The action plan is the main driving force directing efforts toward areas of improvement that the academy needs to address and ensure development. This is based on the self-evaluation conducted by the academy, in which all stakeholders participated and several points requiring improvement agreed upon, along with a focus on addressing them. Additionally, the plan includes several proposed points from the strategic plan. The development of the plan relies on the outcomes of student academic evaluations, learning outcomes, as well as performance evaluations of teachers, administrative staff, and academy leaders.

Persons involved in setting the policy

- Middle Management
- Department Staff
- Subject and Class Teachers.

Approval authority

- Academy Principal
- Senior Management
- Board of Trustees

Policy review cycle

- Annually

General Policy Items:

- The action plan must align with the vision, mission, and objectives of the academy.
- The action plan should correspond to the items outlined in the strategic plan.
- The action plan must accurately reflect the areas of improvement identified in the academy's performance evaluation and assessments' results.
- It should highlight the areas of improvement identified through the analysis of student results in academic subjects and international assessments.
- The plan must address the actual needs of staff, teachers, and leaders that require development and improvement.
- New methods should be introduced to achieve objectives, considering the latest developments in the educational process locally and globally.
- The action plan should clearly define the general objectives for each item, the sub-objectives, and performance indicators that specify expected improvement rates for each goal.
- It must detail the activities and tasks required to achieve the objectives, including the names of individuals responsible for implementation and the timeline for achieving the goals.
- The action plan should specify methods for measuring impact and assessing to what extent objectives have been achieved.
- The plan must be explained to all staff within the academy, highlighting each person's specific tasks to work on and improve.