

Sangam School of Excellence - **Action Plan**

Chart 7: Update of action plan

- Schools are required to use this template to submit their plan in order to continue implementing the programme for the next five years. It is organized according to the headings of the *Programme standards and practices*.
- The school will include objectives drawn from the outcomes of the self-study questionnaire.
- Add rows as necessary.

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A: Philosophy

The school's educational beliefs and values reflect IB philosophy.

Objective	Actions	Date to be achieved	Person/group responsible for achieving this objective	Budgetary implications	Evidence of achievement or of progress towards achievement of the objective
A-3 To make sure that the school community demonstrates very good understanding of ,and show commitment to, the programme.	School needs to frequently organize sessions to ensure parents involvement in the ongoing development in the program	Periodically (Aug 2015 to Dec 2018)	Team-A Ms MadhuNagpal Mr. Arpit Sharma Mrs. SwetaBatra Mr. Pradeep Sharma Mr. AchalMandot Mrs. Ankita	N/A	Annual Planner Website Forum for Parents
	The parent community needs to show deeper understanding and enthusiastic commitment towards the program	Periodically (Aug 2015 to Dec 2018)			Feedback from parents on different occasions and aspects. Master List of occasions/ reasons when to collect feedback
	Strong system of collecting feedback and analysing the feedback data received from the community.	Periodically (Aug 2015 to Dec 2018)			Suggestion ,analysis of feedback to be included in different published document and school website
	IB community at school needs to provide varied platforms for whole school involvement.	Periodically (Aug 2015 to Dec 2018)			Minutes of the regular orientation of whole school communityabout IB and its evolution
	Steps to be taken to publicize the IB into massess to a large extent.	Periodically (Aug 2015 to Dec 2018)			Publicize th program through print media, ,social networking site, counselling session of the local professional community

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A-4 To develop IM in the whole school program .To foster LP attributes throughout the school	Regular orientation and reflection on both IM and LP for whole school	Periodically (Aug 2015 to Dec 2018) Twice a year	Team-A Ms MadhuNagpal Mr. Arpit Sharma Mrs. SwetaBatra Mr. Pradeep Sharma Mr. AchalMandot Mrs. Ankita		Minutes of session Annual Planner Feedback
	Teachers self assessment on inclusion on both IM and LP				Format and minutes of collaborative session
	Opportunities for the stakeholders of the school to understand multiculturalism				Quarterly newsletter of the school to include a report on development of IM at SSE
	Scholastic and Co scholastic activities to promote IM and LP.				
	To get accreditation from CIS and Round Square				
	To get International school award from British Council	By 2018			

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	Stronger CAS activities to promote both IM and LP	2017-2019			
A-5 To build up stronger connects within and beyond the school community to take responsible actions.	<p><u>Within School</u></p> <p>1. School has taken up a literacy program for the support staff of school and school aims to carry on and reach a 100% literacy among the support staff and training on soft skills.</p>	2018	Dr.Tyagi SwetaBatra AchalMandot all IB students	As per suggestion of group responsible and approval from sanctioning authority.	Project outline including all required details
	<p>2. School aims to become a Green School.</p> <p><u>Outside School</u></p>	2020	Consultant Mr. Pradeep Sharma Science department	As per suggestion of group responsible and approval from sanctioning authority. Including the implementation expenses and consultancy fee.	Proposal by the consultant.
	3. School aims to increase the number of Super 15 to super 30.	2018	Ms. MadhuNagpal Mr. Mayank	2 Lac Rs per student per year.	Proposal by Mr. Mayank approved by Chairman
	4. School aims to further strengthen and provide extensive support to the adopted school.	2017	Ms. MadhuNagpal Mrs. SwetaBatra Mr. HemendraAdhikari Alumni (SAME) Mrs SwetaBatra All IB Students	As per the reports by the team responsible and sanctions by the authorities and funds by Alumni.	The proposal signed by the SSE as well as the Headmaster of the adopted school.

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	5. Effective and frequent awareness campaigns in city on social issues.	Annually	Team as per the events will be composed	As per the requirements put up by the organizing team	Proposed planner
A-8 School aims to participate in the IB world community more frequently and actively.	Participation in IB world students conference and the Regional Conferences To engage with IB Global Engage	2016 and then annually	DPC	As per the fee decided by the IB.	Presentation and proposal
A-9 School has been very strong at its belief that the full diploma is a great qualification and has been low profile on IB certificates and now aims to propagate the certificates extensively	The students at Sangam have always been either taking a full CBSE or a full Diploma. We have to promote the IB Certificates.	2015 onwards	DPC	--	Presentation on Advantages of Certificates

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B: Organization

B1: Leadership and structure

The school's leadership and administrative structures ensure the implementation of the Diploma Programme.

Objective	Actions	Date to be achieved	Person/group responsible for achieving this objective	Budgetary implications	Evidence of achievement or of progress towards achievement of the objective
B-1 (5C) To strengthen and develop on our SEN policy.	School intends to appoint an SEN Advisor/ Counselor To prepare teachers on the ways to identify and deal with the SEN cases	August 2015	Principal and DPC	As per the rules of honourarium	Policy document
B-1(6)To strengthen our procedures and systems to ensure smooth continuity and ongoing development of the programme.	School is going to carry out a system and procedures annual audit using self study questionnaire in the April of every year.	2016 onwards annually	TEAM B	--	Audit Report
B-1(7) To identify all the opportunities when to take feedback and ensure active involvement of all stakeholders for successful programme evaluation.	To prepare a feedback manual for ongoing feedback collection.	2015 onwards	Team B AchalMandot Poonam Puri Ankita AtulSoral	--	Feedback Manual Feedback forms

B2: Resources and support

The school's resources and support structures ensure the implementation of the Diploma Programme.

Objective	Actions	Date to be achieved	Person/group responsible for achieving this objective	Budgetary implications	Evidence of achievement or of progress towards achievement of the objective
B-2 (1) (b) To enhance the allocation funds for TOK	Organise TOK in house workshop	May -2015 And May-2017	Mr. Arpit Sharma Mr. Pradeep Sharma	As per IB fees	Invoice Certificates
B-2 (3) To ensure that teachers and administrators receive IB-recognized professional development on an ongoing basis.	To organise more inhouse workshop on formative assessment, TOK, IM, EE, ATL, Self evaluation	May-2015 onwards annually	DPC	As per IB fees	Invoice Certificates

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Objective	Actions	Date to be achieved	Person/group responsible for achieving this objective	Budgetary implications	Evidence of achievement or of progress towards achievement of the objective
B-2 (3a) To enhance the areas of professional development to support the Diploma Programme.	Prepare 5 Yr PD Planner	July 2015	Team B And DPC	As per IB Fees	Planner
B-2 (5) To develop an appropriate virtual learning environment to support the physical learning and create a stronger IT support system.	To carry out a study to find what all could be created or procured that will strengthen the program implementation. To put things in place as per the recommendations by the study team.	July 2015	Team B and the IT Dept. (Mr. Imran)	As per the recommendations of the study team and sanctions from the management.	IT policy
B-2(6) and (6)(a) Library to be a strong resource centre and optimally utilised	1.To increase in number of library holdings.	By August 2016	Ms. MadhuNagpal Team B And DPC	As per suggestion and requirements of Team B and DPC	-Stock register -New Librarian -Change in Library Manual
	2.To appoint a new and effective Librarian who could integrate with curriculum, support research and referencing and organise library.				
	3.Opening Timings till 5:30 and four hours on sundays				
	4.Staffing-students volunteer				
	5. To provide Intranet in Library.				

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Objective	Actions	Date to be achieved	Person/group responsible for achieving this objective	Budgetary implications	Evidence of achievement or of progress towards achievement of the objective
B-2 (7) School to further build on its resources on varied disciplines and perception	To increase the resources on diverse background with global perspective	Ms. Madhu Nagpal Team –B DPC	Ongoing	As per suggestion by team and sanction	Library stock register
B-2 (8) To support learning and/or special educational needs.	To appoint a counsellor To have in house workshop for SEN To strengthen SEN policy	Principal DPC	August 2016	As per suggestion by Principal and DPC --	Appointment Letter Of Counsellor Certificate
B-2 (9) To upgrade the UGC (University Guidance and Counseling) cell and equip the counselor with appropriate resources to help students with this process.	Prepare a planner for the UGC cell to be functionally set.	Principal, University Guidance Counselor, and DPC.	July 2015	As per the proposed plan and the approval from the sanctioning authorities	Planner from the UGC Cell.
	Integrated with students schedule		April 2015		Student schedule
	To host career fair every year		August 2015		Photograph with university representatives and Feedback of counselling sessions
	Introduction of preparatory classes for SAT and IELTS in school		April 2015		Contract letter with VERITAS
B-2 (11) School needs to tap and utilise the resources from the community	To prepare a planner includes human resource and visits to local resources	DPC Team B	July 2015	As per the norms of school and suggestion by DPC (in case if it is a visit)	Planner

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Objective	Actions	Date to be achieved	Person/group responsible for achieving this objective	Budgetary implications	Evidence of achievement or of progress towards achievement of the objective
B-2 (12)To strengthen the practices in school library as a resource centre	1.To increase in number of library holdings.	By August 2016	Ms. Madhu Nagpal Team B And DPC	As per suggestion and requirements of Team B and DPC	-Stock register -New Librarian -Change in Library Manual
	2.To appoint a new and effective Librarian who could integrate with curriculum, support research and referencing and organise library.				
	3.Opening Timings till 5:30 and four hours on Sundays				
	4.Staffing-students volunteer				
	5. To provide Intranet in Library				

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C: Curriculum

C1: Collaborative planning

Collaborative planning and reflection support the implementation of the Diploma Programme.

Objective	Actions	Date to be achieved	Person/group responsible for achieving this objective	Budgetary implications	Evidence of achievement or of progress towards achievement of the objective
C-1 (1-a) To strongly integrate TOK through collaborative planning and reflection. C-1 (1-b) To strengthen the subject connections	1. In house workshop on TOK will be organized	By the end of 2015	DPC	Workshops as per the IB fees	Subscription, Certificates and Invoices
	2. Frequent Collaborative Sessions on TOK	May 2015		-----	
	3. School to subscribe to basecamp as a tool for collaboration and reflection for both teachers and students.	May 2015		25 \$ account for school and free accounts for teachers	
C-1-3 To strengthen horizontal and vertical articulation during collaboration	1. Departmental meeting every Friday where the teachers handling different programmes to collaborate.	April 2015	Principal	-	Minutes of meeting
C-1-6 Collaborative planning and reflection incorporates differentiation for students' learning needs and styles Collaboration to deliberately include differentiation on style and needs of the students	To formally include and document the incorporation of differentiation of students' learning needs and styles	July, 15	Nidhi Ladha	-	Minutes of collaboration

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C2: Written curriculum

The school's written curriculum reflects IB philosophy.

Objective	Actions	Date to be achieved	Person/group responsible for achieving this objective	Budgetary implications	Evidence of achievement or of progress towards achievement of the objective
C2-4 Teachers to be strongly adept in identifying and understanding the knowledge , concepts , skills and attitudes to be developed.	1. Master Matrix of SACK for the DP to be made which would reflect on evolution of knowledge, concepts, skills and attitudes.	May 2015	Mr. AtulSoral and DPC	none	Master Matrix of SACK
C2-5 Written curriculum to strongly integrate students responsible actions to connect with the community	1. Teachers to review their plans and ensure that responsible actions and connections with the community is taken on priority.	July 2015 to April 2016	PLT and Mrs. Anjali Maheshwari	--	Unit plans and responsible action planner.
	2. School to prepare a planner for responsible actions.				
C2-6 Written curriculum to strongly incorporate <i>experiences</i> for the students	1. Teachers to review the unit plans and include hands on learning activities for the students	July 2015 to April 2016	PLT	--	Unit plans and reports on connection with the community.

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C3: Teaching and learning

Teaching and learning reflects IB philosophy.

Objective	Actions	Date to be achieved	Person/group responsible for achieving this objective	Budgetary implications	Evidence of achievement or of progress towards achievement of the objective
C-3(1) To effectively address to the subject specific aims and objectives.	1. Collaborative sessions should more effectively focus on IM and LP also.	July 2015 onwards ongoing	Subject Teachers	--	Unit Plans and Collaborative Planning Planner and minutes
	2. Teaching and Learning should incorporate IM and LP.				
C-3(2) to strengthen a program of enquiry.	To engage students in regular and active Enquiry and Critical thinking process. Increase group activities in class	July 2015 onwards	Subject Teachers and students	--	Unit Plans
C-3 (10) Teaching and learning to strongly differentiate instruction according to the style and needs of the students	Teaching and learning differentiates instruction and also reflect the same in written curriculum.	July 2015	DPC	-	Unit plans and minutes of collaboration
C-3(12) to promote taking responsible action to strengthen teaching and learning	To prepare a responsible action planner based on subject activities that support CAS.	July 2015	Anjali Maheshwari with subject teachers	--	Responsible Action Planner
C-3(13) to effectively engage students to reflect on the process, content and purpose of learning.	We shall make use of Managebac to let students reflect.	July 2015 onwards	DPC and all subject teachers	--	Managebac
C-3(15) to engage and motivate students to demonstrate their learning in a variety of ways.	Teachers to review their unit plans and incorporate subject wise classroom activities to let students demonstrate their learning	July 2015 onwards	DPC and all subject teachers	--	Unit Plans

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C4: Assessment

Assessment at the school reflects IB assessment philosophy.

Objective	Actions	Date to be achieved	Person/group responsible for achieving this objective	Budgetary implications	Evidence of achievement or of progress towards achievement of the objective
C4-4 School to strengthen its procedure to inform student's feedback on assessment.	Teachers to complete the school prescribed format to fill in the feedback of formative assessments and share it with students and parents.	July 2015 onwards	Shiv and DPC	--	Format of formative assessment feedback.
C4-6 School to improvise its reporting systems to make it more reflective and effective	School would initiate stronger reflective reporting of students' progress	October, 15 onwards	Mr. Shiv Kathor	-	Transcript
C4-7 School to effectively analyse all its results of term end examinations.	School has formulated a cell(Result Analysis Cell) to work on the analysis of results and provide timely feedback to improve teaching and learning.	July 2015 onwards	Members of RAC 1. Mr.Shiv 2. Mr.Imran 3. Mr.Amit 4. Mr Yadav	--	Result analysis records.
C4-8 School to provide varied and effective opportunities for students participation in and reflection on assessments	Teachers to review the unit plans and ensure stronger students participation in assessments	July 2015 onwards	PLT	--	Unit Plans, FA Records