
School Work Plan

1. Title

Example: "School Academic Work Plan for 2024"

2. Objective

Define the main objectives for the academic year or term.

Example: "To improve student performance by 10% and implement new extracurricular programs."

3. Scope

Outline the scope of the activities:

- **Inclusions:** Academic subjects, extracurricular activities, teacher training.
- **Exclusions:** Administrative changes.

4. Timeline

Activity	Start Date	End Date	Responsible Party
Curriculum planning	Jan 10, 2024	Jan 25, 2024	Academic Committee
Mid-term exams	Mar 15, 2024	Mar 20, 2024	Examination Department

5. Tasks and Activities

- Task 1: Conduct teacher workshops.
- Task 2: Plan student competitions.

6. Resources Needed

- Teaching aids and materials.
- Technology support for virtual learning.

7. Risk Management

Risk	Impact	Mitigation
Low student participation	High	Engage parents in regular PTMs.

8. Expected Outcomes

Example: "Higher student engagement, improved grades, and well-rounded development."

9. Monitoring and Evaluation

- Monthly parent-teacher meetings.
- Progress reports at the end of each term.