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# 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.