### horizontal line**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.