

## Annex 1: School Action Plan 2013

Our School Priorities

1. Improvement In Academic Performance
2. Sustained Good Discipline
3. Increased Students' Participation In Co-Curricular Activities (National and International)
4. Staff Development Programmes
5. Enhance Stakeholders Involvement And Networking
6. Strengthening Relationship With Non-Teaching Staff
7. School Programmes
8. Improve Social Networking

Areas	Specific	Target	In-charge	Time Frame	Review
<b>1. Improvement In Academic</b>		Subject teachers		First term	
	a. Lesson Observation	teaching	Principal (P), Deputy Principals(DPs), Head of Departments (HoDs) and Senior Masters (SMs)	January to March	
		Year 10 and			
	ENGLISH (ENG)	Year 8			
	MATHEMATICS (MATHS)	at least 2 teachers			
	PURE SCIENCE/COMBINED SCIENCE	from each			
	ISLAMIC RELIGIOUS KNOWLEDGE (IRK)	subject			
	SASTERA(MALAY LITERATURE)				
	ENGLISH	Subject teachers		February	
	MATHEMATICS	teaching			
	SCIENCE (SCI)/PURE SCIENCE	Year 7 and 9			
	ISLAMIC RELIGIOUS KNOWLEDGE (IRK)	at least 2 teachers			
	BAHASA MELAYU (BM)	from each subject			
	b. Work Review/Target Setting	All HoDs	HoDs	Termly	
	c. Fostering Programme(PKS)	Selected Students	PKS Committee	April to October	
	d. Star Programme YEAR 11 Students	Selected Students	P, DPs and SMs	Second term	
	e. Informal Meeting With Year 11 Students	All Year 11 Classes	P, DPs, SMs and Subject Teachers	April to October	
	f. Enhance Intensive Enrichment(EIE) Proprogramm	Year 10	P, DPs, SMs & Subject Teachers	June to September	

	BM, ENG, SCI, IRK	Selected Teachers		
	GEO, SASTERA	Selected teachers		
g. Departmental Assessment Policy: Students' Early Intervention	Students taking Course Work			
Book Inspection			January and February	
GEOGRAPHY (GEO)			April and May	
HISTORY/SOCIAL STUDIES				
BAHASA MELAYU (BM)				
COMPUTER STUDIES				
COMMERCIAL STUDIES				
FOOD AND NUTRITION				
ART & CRAFT				
BUSINESS, ART & DESIGN				
h. Motivational Talk	Year 9 & Selected Year	Deputy Principal Academic (DP Acd)	27-28 March	
Workshop on Skills to Score	10 students from Cluster 3	Senior Mistress Academic (SM Acd)		
i. Sharing Learning Expertise Among Students	Year 11		April to June	
j. Reading Programme To Improve Literacy Including Al-Quran	ALL LEVELS	P, DPs , SM Acd, HoDs, BM, IRK & English Teachers	January to November	
k. Monitor The Performance Of Year 8	Year 8	DP Acd & SM Acd	January to February	
l. Monitor The Usage Of Reading Books At Least One Student Have 500 - 1000 Vocabulary	Year 7, 8 & 9	English teachers	January to November	
m. Involve Show And Tell For Year 7 and 8 In Class & During Assembly	Year 7 and Year 8	SM Acd, Hod English & English Teachers Year 7 & 8	January to June	

n. Practice Oral English As Compulsory	Year 10	HoD English & Year 10 English Teachers	February to June	
<b>MATHEMATICS</b>	Year 7, 8 & 9		January to November	
To Improve Numeracy In Year 7 & 8	Year 7, 8 & 9	Mathematics Teachers	January to February	
To Identify Students Who Are Weak And Average In Mathematics Using Diagonistic Test		Year 7 & 8	January	
To Give Remedial Classes To students Identified		HoD Mathematics & Mathematics teachers		
*Mathematics Quize	All students	HoD Mathematics & Mathematics teachers	January to June	
*PMP (Practice Makes Perfect)	Year 9, 10 & 11	Year 9, 10 & 11	January to September	
<b>SCIENCE</b>				
To Increase Number Of Students In Science Classes In 2014	Target More Than 60 Science Students in 2013	DP Acd, HoD English, Science & Mathematics		
* Science Camp	Year 7	Science Department	June	
* Science Educational Visit	Year 8	Science Department	April to June	
Monitor The Result Of Year 8 Students In Science, Mathmatics And English		SM Acd, HoD English, Science & Mathematics		
Achieve GCE O Level Result 2013 Pure Science Subjects 95% Above		DPS, SMs & Examination committee	January to September	
<b>2.Sustained Good Discipline</b>	To Make Sure All Students Obey School's Rules & Regulation During Registration, Lesson and Examination	All students	SM Students' Affairs, Registration, Academics, Subject teachers & Discipline committee	During Assembly & Patrolling

<b><i>To Instill Good Morale And Behaviour</i></b>	Discipline Meeting		P, DPs, SMs & Students' Affairs committee	Termly	
<b><i>- To Cultivate Good Character And Personality</i></b>	a. To Call Parents Immediately If Cases Need Attention		Principal, DPs, SM Students' Affairs & Counsellor		
	b. To Identify Students' With Learning Problems	Repeaters	Class and Subject teachers	January	
	& To Discuss With Parents For Improvement	Low achievers	Teachers & Parents	February	
	c. Organise 'Courtesy Month'	All students	P, DP, SM & Students' Affairs committee	April	
	d. "Hajat" Praying After Qualifying Examination To Seek For Forgiveness & Success	Students Year 8 & 11	All teachers & HoD IRK	September	
<b><i>3.Increased In Students' Participation In Co-Curricular Activities (CCA) National And International Levels</i></b>	a.To Open Up Relevant CCA For Students With Proper Schedule & Venues	All students	DP, SM & Head of CCA	January to July	
	b. To Provide Teachers' Training For CCA	Selected teachers	DP & CCA committee	Term 1, 2 & 3	
	c. To Hire Coaches In Certain Activities	P, DP & CCA committee	P, DP & SM CCA		
	a. Induction Course For New Teachers With General Order & School Policy	New Teachers With Than Less 4 Years Teaching Experience	DPs & SMs	End of January	

<b>4. Staff Development Programmes</b>	b. Sharing Session By Teachers Who Attended Course /Workshop/Working Visit/Seminar Overseas	Pre-Vocational & Special Applied Programme Teachers	P, DPs & Cluster 3	March, June & October	
	c. Working Visit To Other Ministries	Head Of Department &	Counsellor	November	
<b>5. Enhance Stakeholders Involvement And Networking</b>	a. "Hajat" Praying After Qualifying Examination To Seek For Forgiveness & Success	Chairman, Advisor & A team	PTA, Parents & All Year 8 & 11 Teachers	September	
	b. Share Parenting Skill	PIBG members			
	c. Community Outreach(Project Manager: Ustaz Azrul)	Selected students	HEP & KAK committee	June & July	
<b>6. Strengthening Relationship With Non-Teaching Staff</b>	a. Organise Motivational Talks For Non-Teaching Staff	All Non-Teaching Staff	P, DPs, SMs & PIBG	July	
	b. Organise Working Visit	Non-Teaching Staff	Administrators	November	
	c. Organise Family Day	Non-Teaching Staff With School Administrators & Teachers	Administrators	September	
	d. To identify Non Teaching Staff With Good Performance And To Award Them During End Of Year	Non-Teaching Staff	DPs, SMs, HoDs & HoS	January to August	
	e. Meeting With Non-Teaching Staff To Identify Areas Of Concern	Non-Teaching Staff	P, DPs & SMs	Termly	
	a. Life Skills On Making Handicraft	Students	SMs & Subject Teachers Of BAT, ART, Pre-Voc & 3R Club		
	b. Health Activities:	All Students			

<b>7. School Programmes</b>	Fruitful Monday, Biggest Loser, Health Awareness Day & Fitness (Aerobic & Zumba)	All Students, Teachers & Non-Teaching Staff	P, DPs, SMs & Health Promotion committee	February to November	
	c. Outreach Programme	Parents of Year 7 & 8	P & DPs	February to May	
	d. Environmental Friendly Programme	All Students, Teachers & Non-Teaching Staff	P, DPs, SMs, Committee of 3 R Club, Energy Club & Gardening Club	January to November	
<b>8. Improve Social Networking</b>	a. Internal:	All teachers	Administrators		
	- Stakeholders such as STEP Centre, JASTRe, Health Promotion Centre & Relevant Private Sectors	All teachers			
		All students			
	b. International :				
	- Organise visit to:		Administrators		
	LABUAN (MALAYSIA)	Teachers		1st March	
	SINGAPORE	Teachers & students		4-9 March	
	SEMBAWA(INDONESIA)	Teachers & students		3-7 June	
	KUALA LUMPUR(MALAYSIA)	Teachers & students		13-18 October	
	THAILAND	Teachers & students		19-25 November	