



Regenerating Schools : Regenerating Communities

Through

Public Private Partnerships

For

School Improvement

School Improvement is a process based programme involving Four Phases:

4 Steps to partneringA Comprehensive Guideline

Phase I

School Identification & Orientation to the Whole School Improvement Program

Phase II

Partnership—People's Mobilization / Changing Attitude

Phase III:

School Development Planning and Implementation—Changing Practices

Phase IV

Exit Strategy—Partnerships for Sustainability



PHASE

School Identification & Orientation to the Whole School Improvement Program

A Dossier On Steps, Tools, Materials and Duration

- i. Introduction of Idara-e-Taleem-o-Aagahi
- ii. Nomination of a WSIP Coordinator
- iii. Presentation (Orientation) on Whole School Improvement Programme to Education Department and City District Government
- iv. Obtain a list of potential schools for Partnership from Education Department
- v. Nomination of a Cluster Coordinator
- vi. The organization or concerned group should nominate a regular focal person/s to work with a specific school
- vii. Identify and select potential sites
- viii. Arrange with the Education Department a joint introductory and observation visit to the potential School/s
- ix. Visit the school a second time and fill out a Need Assessment Form (Annex # 1) with the Head Teacher and Staff (Obtain a copy of the latest Goshwara)

This may take from one week to four weeks

Phase I: STEPS

STEP | 1

Introduction of Idara-e-Taleem-o-Aagahi

Tools:

- Presentation to the staff of Education Department

Material:

- Brochure
- Four Phases
- School Improvement Plan (Format)

Duration: 3 Hours

STEP | 2

Nomination of a Whole School Improvement Program Coordinator

Tools:

- Advertisement
- Interviews
- Selection
- Orientation

Material:

- Appointment letter
- ToRs of WSIP

Duration: One Month

STEP | 3

Presentation (Orientation) on WSIP to Education Department

Tools:

- Presentation

Material:

- Blank Charts
- Markers
- Brochure
- Albums
- Four Phases Chart
- Dossier Box File
- Camera

Duration: 3 Hours

STEP | 4

Obtain a list of potential schools for Partnership from Education Department

Tools:

- List of Schools from Education Department

Material:

- Conveyance

Duration: One tour to Education Department

STEP | 5

Nomination of a Cluster Coordinator/EP

Tools:

- Advertisement
- Interviews
- Selection
- Orientation

Material:

- Appointment letter
- ToRs of WSIP

Duration: One Month approx

STEP | 6

Identify and select potential sites

Tools:

- Through discussion

Materials:

- Charts
- Markers
- Tape
- Camera

Duration: One Week approx



PHASE



**Partnership -
People's Mobilization /
Changing Attitude**

Steps, Tools, Materials and Duration

- i. Make a decision to adopt the school/s
- ii. Sign a Memorandum of Understanding (MoU) with the Education Department (Annex # 2)
- iii. School Development Begins with UNDERSTANDING ITS PEOPLE FIRST I.E TEACHERS, STUDENTS AND PARENTS
- iv. Form a School Council (SC) by calling a General Body meeting of all parents and teachers to identify school problems and select the most appropriate parent/teachers representatives (One nominee from Education Department to be co-opted to the SC—for monthly meeting)
- v. Open an SC account (with a scheduled bank) for the benefit of the School

As this phase deals with people, attitudes and mobilization it may take up to six weeks and sometimes two months.

People's Mobilization: Changing attitude

STEP | 1

Make a decision to make a partnership with the School

Tools:

- Observation
- Analysis of Need Assessment form
- Discussion with ITA Staff

Materials:

- Charts
- Markers
- Photographs

Duration: One Week

STEP | 2

Sign a Memorandum of Understanding (MoU) with Education Department

Tools:

- MoU and obtain NOC from Dist Govt. of selected school
- Visit to Education Department

Materials:

- Copy of MoU
- Copy of List of Schools for obtaining NOC
- Conveyance

Duration: One to Three Months

STEP | 3

School Development begins with understanding its people first i.e. Teachers, Students and parents

Activity 1

- Fear and Hopes session with Staff

Tools:

- Planning
- Discussion with Head Teacher and School staff
- Session with Head Teacher and Teachers
- Feedback from Teachers

Materials:

- Charts
- Markers
- Tape
- Camera

Duration: 3 Hours

Activity 2

- Creative Session with Students on what they want in their school

Tools:

- Planning
- Provide material to volunteer students
- Facilitation of students
- Feedback from students

Materials:

- Charts

- Markers
- Color Pencils / Crayons
- Camera
- Pencils
- Eraser
- Chalk
- Sharpener

Duration: 3 Hours

STEP | 4

Form a School Council (SC) by calling a General Body Meeting of all parents and teachers to identify school problems and select the most appropriate parents / teachers representatives (One nominee from Education Department to be co-opted to School Council—for monthly meeting)

Activity 1

- Call a General Body Meeting

Tools:

- Planning (Date decide)
- Inform the parents / teachers and community
- Session with teachers / parents and community
- Feedback

Materials:

- Blank Charts
- Markers
- Four Phases Chart
- PTA Charts
- Tape
- Camera
- White Board
- White Board marker

Duration: 3 Hours

Activity 2

- Selection of School Council (SC) Members

Tools:

- General Body Meeting
- Selection of Volunteer Members
- Maintenance of School Council (SC) register
- Fixing a date of monthly meeting
- Feedback from the community

Materials:

- SC books
- Charts
- Markers
- Tape
- Responsibility Charts of SC Members
- Camera
- School council (SC) register

STEP | 5

Open a School Council (SC) account (with a scheduled bank) for the benefit of the school

Tools:

- Account opening for from a scheduled local bank
- School Council (SC) stamp
- Initial account opening balance

Duration: 3 Hours (for Session); Two Days (for Account Opening)

Activity 1

- First School Council (SC) Meeting

Tools:

- Setting of agenda of SC Meeting with the help of secretary and chairperson of SC
- Session of all members of SC on school issues and account fund opening in local scheduled bank
- Decisions by SC members on issues
- Feedback

Materials:

- SC register
- Fund receipt book
- Joint account-opening form
- Initial account-opening balance
- Blank Charts and markers
- Camera

Duration: One Hour

STEP | 6

Arranging with Education Department a joint introductory and observational visit to the potential schools

Tools:

- Observation
- Staff from Education Department
- Staff from AAS Programme

Materials:

- Conveyance
- Camera
- Notebook
- Pencil

Duration: 5 Hours approx

STEP | 7

Visit a School second time and fill a Need Assessment Form with head teacher and staff: (Obtain a copy of latest Goshwara)

Tools:

- Discussion

Materials:

- Need assessment Form
- Copy of latest Goshwara
- Camera
- Pen

Duration: 3 Hours approx



PHASE



School Development Planning and implementation=Changing Practices

Steps, Tools, Materials and Duration

1. Create a School Development Plan with the assistance of the SMC and all staff (Annex111)
2. Mobilize the appropriate resources as per the phase of implementation
3. Implementation of the School Development Plan begins.
4. Monitoring of School Development Plan's implementation

This is the longest phase and work is iterative in nature. This is the most challenging of phases, where managing change and practices is the central activity .this is not just improving a school but also its institutional and long term relationship to the community, teachers and the education directorate. This phase call for readiness to work with old and new skills, instincts, patience, ability to respond to unexpected, opportunities

STEP | 1

Create a School Development Plan

Tools:

- Discussion with School Council (SC)
- Analysis of Need Assessment Form

Material:

- Blank charts
- Markers
- Tape
- Camera
- Format of School Development Plan
- Calendar

Duration: 3 hours

STEP | 2

Mobilize the appropriate resources as per phase of implementation

Tools:

- Planning
- SC fund raising
- Copy of education Department budget for particular school

Material:

- SC receipt book
- SC register
- Latest copy of Goshwara of school
- Approval letter from Education Department for utilization of school budget

Duration: Two Months

Implementation of School Development Plan begin

Activity 1

Hiring of new teachers

Tools:

- Advertisement
- Test of Candidates
- Interview of Candidates
- Discussion with Head Teacher and ITA Curriculum Co-ordinator
- Selection of teacher
- Orientation of teachers in different schools
- Signing a teacher's contract

Duration: One Month (approximately)

Activity 2

Repair and Maintenance of School

Tools:

- Observation
- Analysis of Need Assessment Form
- School Development Plan and Monitoring Form
- Mobilizing Education Department/ITA/Community resources
- Provide Facilities

Material:

- Need Assessment Form
- SDP
- Budget

Duration: One Month

Activity 3

Maintenance of Discipline

Tools:

- Planning with ITA Staff
- Session with Head Teacher and Teachers
- Student Passes
- Monitoring
- Feedback from School

Material:

- Monthly Monitoring Form
- Weekly Monitoring Form
- Cluster Co-ordinator Checklist
- Classroom Observation
- Student passes
- Session's record

Duration: Two Months

Activity 4

Starting of Nursery Class/early Childhood Education

Tools:

- Approval of Class Nursery by Education Department
- Repairing of Classroom and provide furniture
- Hire new teacher for Nursery Class
- Admission of Nursery Class of 3-4 Years old
- Purchasing nursery class material
- Provide nutrition to students
- Maintaining of class students

Material:

- Approval letter by Education Department
- Furniture
- Nursery Class Material
- Nursery Admission Form
- Taleemi Basta
- Cabinet
- Art Material

Duration: One Month

Activity 5: School Health Plan

Tools:

- Planning
- Approval by Education Department
- Formation of Health Monitoring
- Check list of Health Monitoring
- Feedback

Material:

- Approval letter
- Check list

Duration: Three Weeks

Activity: 6 Summer School

Tools:

- Planning
- Approval from Education Department
- Timetable
- Different material relating with topic
- Display and Feedback

Material:

- Approval letter to the Education Department
- Performa for students

Duration: 3 Weeks

Activity: 7 Training or Workshops

Tools:

- Planning
- Approval from Education Department
- Invitation related people

- Sessions
- Feedback

Material:

- Approval letter
- Charts
- Papers
- Files
- Markers
- Handouts

Duration: Two-Six days: Two Weeks

Activity: 8
Classroom Observation

Tools:

- Planning
- Checklist Classroom Observation
- Session with Head Teacher and Teachers
- Observation
- Analysis of Checklist with Teachers and Head Teacher
- Feedback

Material:

- Classroom Observation Checklist

Duration: Primary Class: One Day, Middle Section Class: Half Day

Activity: 9
Annual Review

Tools:

- Planning inform the particular school
- Session of programme co-ordinator with Head Teacher and Teachers
- Feedback

Material:

- Blank charts
- Markers

- Tape
- Camera

Duration: 3 Hours

Activity: 10 **Co-curricular Activities**

Tools:

- Planning with Head Teacher (Date Fixing)
- Approval by Education Department
- Mobilizing Resources
- Implementation
- Feedback

Material:

- Approval letter
- Particular material
- Camera

Duration: One Day



STEP | 4

Monitoring of School Development Plan

Activity 1: Weekly Monitoring

Tools:

- Planning
- Preparation of weekly monitoring list
- Session with Head Teacher
- Observation and filling of monitoring form
- Feedback

Materials:

- Weekly monitoring checklist
- Pencil

Duration: One Day

Activity 2: Monthly Monitoring

Tools:

- Planning
- Preparation of monthly monitoring form
- Session with Head Teacher and filling the monitoring form
- Feedback

Materials:

- Monthly Monitoring Form
- Copy of latest Goshwara
- Pencil

Duration: One Day

Activity 3: Students Monitoring through Assessment Portfolios: Student Files

Tools:

- Planning
- Preparation of Assessment Portfolios
- Session with Head Teacher and Teachers
- Feedback

Materials:

- Student Files

Duration: Once a Month



PHASE

IV

Exit Strategy = Partnerships for Sustainability

Steps, Tools, Materials and Duration

Phase IV:

- i. Exit strategy (over 2-3 years) defined collaboratively with the School Council (SC) at the end of the first year (fundraising / enhanced resource mobilization from regular Education Department budgets, regularization of teachers from adopter to Education Department on contracts, income generation capability at the school)
- ii. Capacity built of the entire school and Education Department through a well designed and fully agreed plan to take over the sustainability of the IMPROVED SCHOOL

Work on this phase begins during Phase II. This phase overlaps as strategies are developed for sustainability across the School Improvement Process

STEP | 1

Exit strategy (over 2-3 years) defined collaboratively with the School Council (SC) at the end of the first year (fundraising / enhanced resource mobilization from regular Education Department budgets, regularization of teachers from adopter to Education Department on contracts, income generation capability at the school)

Tools:

- Arrangement of Tuck shop (income generation capability in school)
- Arrangement of IT centre (income generation capability in school)
- School Council (SC) fund raising (Strategy)

Materials:

- Approval letter for Tuck shop
- MoU of IT
- School Council (SC) account / Receipt book

Duraion: On going