

## PTA Annual Plan for Academic Year 2016/2017

Month	Events and activities	Week implementation				Responsibility for implementation	Implementation Progress		Notes
		1	2	3	4		yes	NO	
August	1) Preparatory meeting			X		Head of PTA	X		Done
	2) 1 <sup>st</sup> PTA Meeting with School Staff				X	Head of PTA	X		Done
September	1) Update portal			X		Head of PTA	X		Done
	2) KG Annual Events schedule			X		Head of programs, activities & events subcommittee	X		Done
	3) Road safety awareness				X	Head of programs, activities & events subcommittee and Head of Social subcommittee	X		Done
	4) Introduction of sport activities				X	Director of Sports			Done
	5) Follow up with cafeteria changes	X				Head of Health & Environment subcommittee			
	6) Meeting with SOCAT & OIG representatives			X		Head of PTA			Done

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	7) Upload PTA Annual Plan on the school's portal				X			
October	<p>1) PTA welcome meeting with parents (1<sup>ST</sup> meeting)</p> <p>2) Follow up meeting with primary and secondary heads</p> <p>3) First assessments' statistics for primary &amp; secondary.</p> <p>4) Meeting with SOCAT &amp; OIG representatives</p> <p>5) Check updates on maintenance, OIG systems, first aid training &amp; Safety issues</p> <p>6) Running different competitions between students for health, social &amp; safety awareness.</p> <p>7) Check cleanliness of toilets, classes &amp; cafeteria</p> <p>8) Establish Drama Club</p> <p>9) Self-defense awareness assemblies</p>	X	X	X	X	<p>Head of PTA</p> <p>Head of PTA</p> <p>Head of PTA</p> <p>Head of Health &amp; Environment subcommittee</p> <p>Head of programs, activities &amp; events subcommittee</p> <p>Head of programs, activities &amp; events subcommittee and Head of Social subcommittee</p>		

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						Head of Social subcommittee			
	<b>10) Recycling waste presentation</b>			X					
<b>November</b>	<b>1) PTA meeting with students</b>	X	X	X		<b>Head of PTA</b>			
	<b>2) Uniform changes update</b>	X			X				
	<b>3) PTA Meeting with school staff</b>								
	<b>4) Follow up meeting with programs, activities &amp; events subcommittee members regarding national day, teachers' day &amp; grade 9 boys' football tournament</b>	X				<b>Head of programs, activities &amp; events subcommittee</b>			
			X		X				
	<b>5) Follow up on Sports day</b>				X				
	<b>6) Meeting with SOCAT &amp; OIG representatives</b>				X	<b>Head of Health &amp; Environment subcommittee</b>			
	<b>7) Raising students' awareness of eating behaviors, wellness and hygiene through competition</b>		X	X					
	<b>8) Check cleanliness of toilets, classes &amp; cafeteria</b>				X				
<b>9) Regular safety evacuation</b>				X					
<b>10) Policy on how to use cameras when</b>				X					

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	needed  11) Charity auction				X	Head of Social subcommittee			
December	1) Follow up meeting with primary and secondary heads  2) Check cleanliness of toilets, classes & cafeteria 3) Meeting with SOCAT & OIG representatives	X				Head of PTA  Head of Health & Environment subcommittee			
January	1) First semester's grades statistics 2) Advising week for secondary students (grade 8) 3) PTA Meeting with Parents (2 <sup>nd</sup> meeting)  4) Check cleanliness of toilets, classes & cafeteria 5) Meeting with SOCAT & OIG representatives  6) Follow up on international day preparations  7) Educational presentations		X		X	Head of PTA  Head of Health & Environment subcommittee  Head of programs, activities & events subcommittee			

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February	<p>1) Follow up meeting with primary and secondary heads</p> <p>2) Check cleanliness of toilets, classes &amp; cafeteria</p> <p>3) Meeting with SOCAT &amp; OIG representatives</p> <p>4) Running different competitions between students for health, social &amp; safety awareness.</p> <p>5) Book week preparations</p> <p>6) Presentation on environment</p>	<p>X</p>	<p>X</p>	<p>X</p>	<p>Head of PTA</p> <p>Head of Health &amp; Environment subcommittee</p> <p>Head of programs, activities &amp; events subcommittee and Head of Social Subcommittee</p> <p>Head of Social Subcommittee</p>			
March	<p>1) Check cleanliness of toilets, classes &amp; cafeteria</p> <p>2) Meeting with SOCAT &amp; OIG representatives</p> <p>3) Primary Arabic Kids story writer (Book Week)</p>	<p>X</p>	<p>X</p>		<p>Head of Health &amp; Environment subcommittee</p> <p>Head of Social Subcommittee</p>			

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<b>April</b>	<p>1) Follow up meeting with primary and secondary heads</p> <p>2) Meeting with SOCAT &amp; OIG representatives</p> <p>3) Check cleanliness of toilets, classes &amp; cafeteria</p> <p>4) Follow up on Concerts' preparations</p>		X				Head of PTA			
			X				Head of Health & Environment subcommittee			
		X			X		Head of programs, activities & events subcommittee			
<b>May</b>	<p>1) Check cleanliness of toilets, classes &amp; cafeteria</p> <p>2) Meeting with SOCAT &amp; OIG representatives</p> <p>3) Present Safety &amp; Health Manual</p>	X					Head of Health & Environment subcommittee			
			X			X				
<b>June</b>	<p>1) PTA Meeting with school staff</p> <p>2) Meeting with SOCAT &amp; OIG representatives</p>		X				Head of PTA			
			X				Head of Health & Environment subcommittee			