FORM J

SUMMARY REPORT OF SCHOOL ACTIVITIES/ACHIEVEMENTS

SCHOOL: ___________________________________________ ___________________

PERIOD ________________TO____________________

DATE:_____________________________________________

A consensus report to be completed by the Principal in consultation with Deputy/Senior Teacher(s) and Heads of Departments/Units at all schools. This Report should be submitted annually at the end of every school year. The Report should review the present school year and plans for the next school year.

This Form is divided into five (5) sections

Part 1- Instructional Effort
Part 2- Planning and Administration
Part 3- Provision Resources
Part 4- Needs and Projections
Part 5- General

Please make brief comments under each section

Principal’s Signature ___________________________ Date_________________
Deputy/Senior Teachers Signature _________________ Date _________________
PART 1- Instructional Effort
(refers to the School Year Under Review)

1. **Main Goals**
   Comment

2. **Planning Sessions (comments on process used to achieve goals)**
   Comment

3. **Record Keeping**
   Comment

4. **Targets Set**
   Comment
5. **Pupil Performance (append summary reports to support information provided)**
   a) **Internal Examinations**
      Comment

   b) **External Examinations**
      Comment

   c) **Disciplinary Systems**
      Comment

6. **School Climate**
   Comment
1. **Decision-making Processes**
   Comment

2. **Staff Meetings**
   Comment

3. **Communication Systems that Exist**
   Comment

5. **Contact with Parents**
   Comment
PART 3- Provision of Resources

1. Staffing
Comment

2. Facilities
Comment

3. Materials
Comment

4. Finance
Comment
PART 4- Needs and Projections
(for the next School Year)

1. Goals/Targets
   Comment

2. Personnel Required
   Comment

3. Training Needs Identified
   Comment

4. Infrastructure Needs
   Comment
5. **Financial Needs**
   Comment

6. **School Climate**
   Comment

7. **Other**
   Comment
PART 5 - GENERAL

1. **Major Strengths/ Achievements of the School**
   Comment

2. **Main Difficulties/Obstacles within the School**
   Comment

3. **Recommendations**
   Comment

General Comments