

HASIS School

Al Najah Education Transition Project Key Considerations – Information to Parents

The HASIS school transition project is for the recruitment of staff and the consulting services for the transition to the new building. The project role will be overseen by the Project Director (Head of BD, Al Najah Education, Dubai) who will have a Projects Manager based at Sur and also support from the experts from the Dubai office of Al Najah Education to complete the project. The purpose of this project is to ensure HASIS Old to New School building Transition Planning and handholding support.

What follows is not a definitive list of actions but general outlines of consideration over the coming months. This is constantly being reviewed and updated as necessary to ensure that the school is open and functioning in September. As we progress further specialists, consultants and appointments will arrive to work on the lead in to ensure its success.

Activity	Approx. Start Date	Approx. End Date	Focus areas
1. Recruitment	15 Jan	31 May	Ensuring the school is staffed based on the prepared staffing plan and the job description.
2. Human Resources	1 Feb	1 Sept	<ol style="list-style-type: none">1. All the school staff is on boarded with all contracts signed and visa process completed.2. The current school staff is managed and the operation is run smoothly3. HR policies, procedures and employment contracts are in place4. Approved staff budget is in place
3. School Development Plan	1 st Apr	1 st Sept	Ensuring that the following are in order and communicated to the respective stakeholders: <ol style="list-style-type: none">1. Ethos of the school2. Teaching and learning strategies3. Staff development plan4. School development plan5. Resource plans6. Key targets and performance indicators for the school
4. Education Action Plan	25 Feb	30 June	Confirming the following is completed and further actions taken: <ol style="list-style-type: none">1. School academic audit based on DSIB standards2. Staffing model for the school3. Curriculum plan: including teaching and assessment plan4. Extra curriculum plan5. Enrichment, Individual Education Plan, Pastoral and Personal Development Plans considered6. Academic calendar and timetabling7. School policies and framework8. School internal governance, self-evaluation and Improvement plan9. Parental engagement plan10. Student welfare policy and parent engagement plans11. HSE Procedures, risk assessment and reporting policy

5. Student and Parent Action Plan	1 Mar	1 Jun	Implement the following: 1. Awareness building about the new HASIS facilities and new school organisation. 2. Admission and registration planning and setup. 3. School tours and induction program 4. School security and access plan 5. School maintenance plan
6. Procurement Plan (procurement is HASIS responsibility any delay in the delivery and installations will not be the PM's liability)	1 Mar	1 May	Ensuring the procurement and installation of the following is complete: 1. Classroom furniture and fixture 2. School ICT requirements 3. Laboratories 4. Outdoor, indoor play areas & Sports hall 5. Transportation agreement 6. Catering agreement 7. School uniform creation and distribution plan. 8. Extracurricular activities – outsourcing 9. School maintenance agreement
7. Post Academic Session Start	1 Sept	30 Oct	Monitoring the operations of the school and implement any corrective actions required.

Recruitment

Activity	Approx. Start Date	Approx. End Date	Activity
1 Manpower Planning	1-Feb	27 - Feb	A report on the efficient and effective deployment of the teaching and non-teaching staff for the optimal achievement.
2 Manpower Budget	22 - Feb	4-March	HASIS approved annual budget for the human capital expenses in the school. Include: i. HASIS staff salary structure review ii. Staffing structure
3 Job Description	1 - Feb	8-March	Job description document for all the positions identified in the manpower planning with their relevant qualifications and skills required
4 Advertisements for positions	12- Feb	31-March	Positions advertised through various channels including online and headhunting portals.
5 Candidate Selection	3- March	31 March	List of candidates shortlisted.
6 Reference check	22-April	30- April	List of shortlisted candidates who have cleared the reference check.
7 Candidate Approval	1-May	1-May	Approved list of the candidates
8 Offer Letter	2-May	3-May	LNG to provide offer letter to the selected candidates.

Consulting

Activity	Approx. Start Date	Approx. End Date	Activity
Human Resources	18 Feb	23 Aug	<ul style="list-style-type: none"> a. Staff Plan <ul style="list-style-type: none"> i. Ensuring the appropriate staff – numbers & qualification ii. Ensuring appropriate remuneration scale and benefit package iii. Staff Budget preparation and approval iv. Implementation of staff record process and maintenance b. Staff Onboarding <ul style="list-style-type: none"> i. Appropriate accommodation & relocation for overseas staff ii. Staff Induction program c. Contract <ul style="list-style-type: none"> i. Reference check validation ii. Sample appointment letters iii. Job roles and specification iv. Prepare sample contracts d. Staff development plan e. Training and support for new HASIS PRO, HR and administration staff <ul style="list-style-type: none"> i. Selected staff documentation collection and verification. Approval by MOE, MOM, ROP and other Ministries ii. Staff induction, training, tickets, relocation and accommodation plan, basic needs at accommodation iii. Receiving staff and salary advance, feedback and assessment for probationary period iv. Staff confirmation
School Development Plan	11 Mar	15 Apr	<ul style="list-style-type: none"> a. Preparation, approval and communication of school ethos b. Creation, approval and implementation of teaching, learning and assessment strategies c. Additional education needs strategy creation and implementation plan d. Parent and local community links strategy and implementation plan e. Preparation of school key targets (long term)
Education Action Plan	25 Feb	11 Mar	<ul style="list-style-type: none"> a. Creation and implementation of <ul style="list-style-type: none"> i. the performance standards in line with KHDA DSIB standards ii. curriculum

			<ul style="list-style-type: none"> iii. learning skills iv. leadership v. Inclusion vi. Evaluation against international benchmarks vii. Evaluation against curriculum standards viii. Teaching and learning plans for existing students ix. Pastoral and personal development plans x. Extra-curricular provisions xi. Assessment and reporting protocols and analysis of existing students <ul style="list-style-type: none"> b. Operation - creation and implementation of <ul style="list-style-type: none"> i. Academic calendar ii. Performance framework iii. Academic policies c. Academic Governance - creation and implementation of <ul style="list-style-type: none"> i. Organisation chart ii. Self-evaluation iii. Parental engagement d. Child Protection and safety recommendations and policies
Governance Plan	22 Apr	29 Apr	<ul style="list-style-type: none"> a. Approved new Board of Governors b. Modified governance process and outcomes
Financial Plan	1 Apr	26 Apr	<ul style="list-style-type: none"> a. Approved financial projection for 5 years b. Approved operational budget c. New school finance, banking, governance system setup
Registration and Fee Structure	22 Apr	31 May	<ul style="list-style-type: none"> a. Finalise and approve tuition and other fee Structure if appropriate b. School admission process and policies for internal and external students if appropriate c. External community enrollment plan if desired in initial phase
School Promotion	1 Apr	30 Jun	<ul style="list-style-type: none"> a. Distribute a school factsheet and future vision b. Induction pack for parents c. Regular school tours d. Parent feedback process e. Engagement / Meetings <ul style="list-style-type: none"> • Parents engagement session regarding recruitment, new school transition plan • HASIS current Staff engagement session • HASIS New staff engagement session – Aug '18 upon school starting. • Fortnightly progress update to HASIS management In charge – Rashid Al Nasri

			<ul style="list-style-type: none"> • Meeting with Board of Trustees for progress update (as required by HASIS Management In charge) • Meeting with any other OLNG authorities as required for progress update (Management Team etc.)
School Management System	1 Mar	31 Aug	New School Management System Implementation support
Procurement (Advise)	18 Feb	30 Apr	<ul style="list-style-type: none"> a. Information technology b. Furniture c. Outdoor play equipment d. Classroom resources e. Laboratory resources f. Learning activity resources (Sports, Music and Drama) g. Swimming pool equipment h. School management software and systems i. School maintenance
Other Revenue items (Advise)	29 Apr	31 May	<ul style="list-style-type: none"> a. Transportation b. Uniforms c. Catering services d. Extra-curricular Activities