

# PRINCIPAL'S REPORT

18 SEPTEMBER 2009

ABBY WYNTER

## OVERVIEW

The PTA Address is divided into four sections: academic programme, staff, grounds and fundraising/donations. I have almost completed a collated SWOT analysis comprised of the combined results of parents' and teachers' SWOT analyses. The collated SWOT analysis will help to inform the School Development Plan for the 2009–2011 period. The last report covered the 2006-2009 timeframe.

## THE ACADEMIC PROGRAMME

### A. Electronic Lesson Plans

Teachers have been submitting their lesson plans electronically since 9 September. As a result, I have a clear picture of what happens in each class throughout the school. The electronic lesson plans have provided the following benefits:

1. An overview of the curricula across the grades.
2. Prevention of a duplication of efforts.
3. Enabled me to provide teachers with immediate feedback on their lesson plans.
4. Enabled me to provide teaching resources and professional development opportunities.
5. Provided opportunities for team-teaching.
6. Provided opportunities for older students to teach younger students.

### B. Observations and Evaluations

I have made daily visits to classrooms to observe lessons. Daily **observations** have provided insights into the teaching and learning at the School. As a result of classroom visits, some positive changes have also been made, such as the Assistant Teacher in grade 3 now dividing her time between grade 3 and grade 2 where an assistant is required given the make-up of the class.

Formal **evaluations** of the teachers will begin the week of 28 September, starting with grade 6 and working down through the grades and across the special subject teachers. All fulltime class teachers will be evaluated this academic year. Formal evaluations will provide the following benefits:

1. Teachers get in-depth feedback about their teaching.
2. Teachers' strengths and areas to be addressed will be identified.
3. In-house professional development can be arranged on a needs basis.

### **C. Technology in the Classroom**

A number of teachers have been using the donated laptop (or their own personal laptop) to present lessons using the projector donated by Mr Bethune. Mrs Barrett (IT), Mrs McNaughton (Art), Mrs Taylor (grade 6), Mrs Rawle (grade 5) and Mrs Robinson (K1) in particular have been presenting their lessons using this method. Students have responded well to this 'new' type of instruction.

### **D. Grade 1 Testing**

Mrs Prendergast-Smith conducted the Ministry's grade 1 Learning Profile testing the first week of school.

### **E. GSAT Accommodations**

Mrs Lodenquai has notified by letter those parents whose children require psycho-educational testing so as to receive accommodations for GSAT. The parents have been notified that the deadline to submit such evaluations is 9 October 2009.

## **STAFF**

### **Professional Development**

A number of teachers are pursuing their own professional development; some received support from the School.

As a result of reading the lesson plans and observing the classes, the following professional development opportunities are being investigated and/or undertaken:

1. Teachers to attend a workshop at Hillel in October; the workshop aims to offer ideas for teaching and learning differentiation.
2. Mrs Barrett provides IT assistance to teachers to facilitate them writing their lesson plans.
3. Mrs Grant has arranged for Assistant Teachers to receive instruction from teachers at Amy Bailey Primary School in preparing Lesson Plans.

## **GROUNDS**

The following maintenance works were undertaken or are scheduled to take place this term:

1. Painting the corridors.
2. Removing fallen trees and garbage from the perimeter fence area.
3. Planting trees along the perimeter fence.

4. Planting flowers in barrels near the hall.
5. Filling in the fishpond with soil and planting flowers.
6. Planting fruit and vegetables in the back garden.
7. Refurbishing the boys' and girls' bathrooms.
8. Installing a roof and doors on the caretaker's bathroom and storage room.

## **FUNDRAISING AND DONATIONS**

We have received the following generous donations:

1. Mr W. Bethune – Dell projector
2. Mr Oliver Clarke – desktop computer (used by Secretary in the Office)
3. Mr Philip Schwapp – laptop computer (used by Special Subject Teachers)
4. PetroJam Ltd. - \$40,000.00 to cover the cost of a teacher's laptop
5. JMMB – two desktop computers (used in the Resource Room)
6. Food for the Poor – 6 new Dell computers (used in the IT lab)
7. Forestry Board of Jamaica – 10 Poui and Neam trees and Barbados Pride shrubbery
8. Jamaica Broilers - manure
9. Shields and Shields – flowers

We have planned the following fundraisers:

1. 50<sup>th</sup> Anniversary t-shirts
2. Jeans days on which students wear their 50<sup>th</sup> anniversary t-shirts and pay \$100 to wear jeans
3. 50<sup>th</sup> anniversary stationery and mugs
4. 50<sup>th</sup> Anniversary Cocktail Party for St Hugh's Prep School's alumni
5. Evening of the Arts – bid on paintings – 5 December 2009
6. PTA Oldies Party