



AL NAHDA NATIONAL SCHOOLS

An experience in education excellence

Al Nahda Schools Girls - Staff Orientation Schedule

Day - Monday, 4th of September

Time	Location	Activity/To be Covered	Attendance	Staff Involved
7.30-8:15 am	Main Gymnasium	Teachers gathering K-12 (<i>Coffee, Tea, Juice, Water & Snacks</i>) • Receive Master Keys.	All Staff	Dr. Rebecca Angus
8.15-8:45 am	Main Gymnasium	Welcome and General Business. • New staff welcome. • School Mission. • Where to find Teacher resources for week.	All staff	Dr. Rebecca Angus
8:45-11:00 am	Staff Rooms • KG • 1-2 • 3-6 • 7-9	Session 1: School Orientation • Welcome new teachers and introduce to mentor. • Returning staff ONLY Complete Resumption Forms (<i>Return to Section Secretaries</i>). • Time tables review. • Review how to submit Requests for Books. • Locate classrooms.	All staff	HOS K-12 <i>AfrAh Ahmed</i> <i>Rose A. Ghani</i> <i>Lina Kilani</i>
11:00-11:30 am	Morning Break			
11.30-12.30 pm	Main Gymnasium	Session 2: Reading	All Staff	Mr. Ayman
12.30-1:00 pm	Break - Lunch on Your Own			
1:00-2:30 pm	Principal Conference Room	Heads of Sections Meeting • Define roles - Principal, VP, Head of Section, Supervisor, primary coordinator, attendance liaison, etc.	Heads of Section	Dr. Rebecca Angus Ms. Lorie Easterly Dr. Susan Brenner
	Book Sale Area - Gate C	Submit Requests for Books.	All Staff	Mr. Issa Salem
	Classrooms	Check Classrooms for furniture and submit maintenance requests if needed.	All Staff	Supervisors

Al Nahda Schools Girls - Staff Orientation Schedule

Day 2 - Tuesday 5th of September

Time	Location	Activity/To be Covered	Attendance	Staff Involved
7:30-8:00 am	Main Gymnasium	Teachers gathering K-12 (<i>Coffee, Tea, Juice, Water & Snacks</i>)	All Staff	
8.00-9:00 am	Main Gymnasium	Session 3: New requirements <ul style="list-style-type: none"> • Moral Education Pillars. • My Identify Program. 	All Staff	Ms. Madiha Azmi
9:00-11:00 am	KG 1G	Session 4-Department Meetings <ul style="list-style-type: none"> • Staff Dress Code Policy. • Staff Attendance Protocol. • Curriculum Guides. • Schemes of work. • Resources. • Teaching Strategies. • Activities. 	All KG-2 Staff	Ms. Erica Brecher
	Top Gym (Primary School)		Grades 3-6 Staff	Ms. Elham Mahdy
	Main Gym (Prim. School)		Arabic Gr. KG-6	Ms. Sana Mohamed
	Senior Library		Grades 7-12 Staff	Ms. Suha Jabr
11.00-11:30 am	Break			
11:30-12.30 pm	Main Gymnasium	Session 5: SCF overview (English) <ul style="list-style-type: none"> • Aspects of SCF. • Posters. • Lesson involvement. 	All staff	Ms. Lorie Easterly Dr. Susan Brenner
12.30-1:00 pm	Break - Lunch on Your Own			
1:00-2:30 pm	Senior Library (Gate C)	Session 6: New staff orientation paperwork <ul style="list-style-type: none"> • HR input. • Staff Policies. • Responsibilities of staff. • NEW staff Complete Resumption Forms and Turn into IT to get emails created. 	New Staff	Mr. Isam Abbas-HRM Mr. Imran Khan Dr. Rebecca Angus
	Classrooms	Returning Staff prepare for week 1.	All other staff	HOS & Supervisors

Al Nahda Schools Girls - Staff Orientation Schedule

Day 3 - Wednesday 6th of September

Time	Location	Activity/To be Covered	Attendance	Staff Involved
7:30- 8:00 am	Main Gymnasium	Teachers gathering	All Staff	
8.00-9:45 am	Main Gymnasium	Session 7: Child Protection Policy <ul style="list-style-type: none"> • ADEC protection policy. • Complete tolerance paperwork. • Complete Protection paperwork. Trips and Visits Policy <ul style="list-style-type: none"> • Review trips and visits. Discipline <ul style="list-style-type: none"> • Discipline process from Kg-6 & 7-12. 	All Staff	Dr. Susan Brenner Ms. Madiha Azmi Ms. Lorie & Dr. Susan
9:45-10:00 am	Break			
10:00-11:00 am	KG1G 2A 3G	Session 8: Role of Grade Advisors-Grade KG1-6	All staff grades KG1-6	Dr. Susan Brenner Ms. Erica Brecher
	Senior Library	Session 8: Role of the Grade Advisor-Grade 7-12	All staff Grades 7-12	Dr. Rebecca Angus Ms. Lorie Easterly
11:00-12:00 pm	IT Department	Returning Staff Lap Top Check Out.	Returning Staff	
12.00-12:45 pm	Lunch break			
12:45-2:00pm	Main Gymnasium	Session 9: Assessment and exams <ul style="list-style-type: none"> • Annual assessment plan. • Breakdown of quizzes and exams preparation. • Checkpoint importance. • Early assessment. • Marking and inputting of marks. 	All staff	Dr. Bakhour Mr. Tarek Aoudi
2:00-2:30pm	Main Gymnasium	Session 10: SEN Overview (The spectrum including GT) <ul style="list-style-type: none"> • SEN policy. • Accommodations & Modifications. 	All Staff	Ms. Lorie Easterly
5:00-7:00pm	Main Gymnasium	Open House Grades 1-6	Parents Grades 1-6	All Staff

Al Nahda Schools Girls - Staff Orientation Schedule

Day 4 - Thursday 7th of September

Time	Location	Activity/To be Covered	Attendance	Staff Involved
7:30-8:00am	Main Gymnasium	Teachers gathering.	All Staff	
8:00-9:00am	Main Gymnasium	Session 11: IRTIQAA inspection	All Staff	Dr. Rebecca Angus
9:00-9:30am	Break			
9:30-10:30am	Main Gymnasium	Session 12: Health and safety brief <ul style="list-style-type: none"> • General H&S. • School maps with exit & entry points. • Staff Duties. • Evacuation procedures. 	All Staff	Ms. Soheir
10:30-11:30am	Main Gymnasium	Session 13: Staff appraisal and observations <ul style="list-style-type: none"> • Appraisal system. • Observations. • Requirements to be reviewed prior to lesson-Seen during lesson. 	All Staff	Dr. Rebecca Angus
11:30-12:15pm	Lunch on Your Own			
12:15-1:15pm	Main Gymnasium	Session 14: Outline of student arrival <ul style="list-style-type: none"> • Agenda TBD 	Staff Grades KG1-6	Dr. Susan Brenner
	Senior Library	Session 14: Outline of student arrival <ul style="list-style-type: none"> • Agenda TBD 	Staff Grades 7-12	Ms. Lorie Easterly
1:15-2:30pm	Classrooms	All classrooms need to be ready for Open House at 5pm	All Staff	HOS & Advisors
5:00-7:00pm	Start Main Gym	Open House Grades 7-12	Parents Grades 7-12	All

Day 5 is not available due to EID Holiday. SDP will be covered in full along with allocation of committees for each standard, the process to gather information to support the SDP and the expectations of school relevant information and classroom preparation.