

**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** \_\_\_\_\_

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|--|
| <p style="text-align: center;"><b>PART 1- Instructional Effort</b><br/><b>(refers to the School Year Under Review)</b></p> |
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**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

## **PART 2- Planning & Administration**

### **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**