

SAINT JOHN the APOSTLE'S CATHOLIC PRIMARY & ELEMENTARY SCHOOL – TOKARARA
MOTTO: "Living in the Light"

SCHOOL LEARNING IMPROVEMENT PLAN 2023 - 2028

The National Education Reform Plan, 2005 - 2014, emphasizes on the improvement of the Education Standards in every school for the benefit of the students and all stakeholders. St John the Apostle's Catholic Primary & Elementary School Administration responded to the Department of Education Reform initiative by producing the 3-year SLIP for the school from 2020 - 2023.

With the 3 years set to end in 2023, the next 5 Year SLIP which will be used from 2023 - 2028, has been developed to continue the process of improving the Education Standards in the school. And also, to continue supporting the reform plan of the National Education Department.

The initial goals and targets that were identified and established in the first 3 years of SLIP were closely scrutinized by members of the school's BOM, Administration, and Staff, during a workshop held purposely to draw up this next 3-year SLIP. The results of that workshop are captured in the final draft of this next 3-year SLIP for the school to embark on.

The SLIP is only as good as the agents or stakeholders who are responsible for its implementation. From the BOM, Administration, Staff, Students, Parents, and the Community at large - everyone must take ownership of the SLIP for it to be successful and produce results. Leadership and Direction will be provided by the School's BOM and Administration. The P&C Committee, Teaching Staff, Students, and the Wider Community are all stakeholders in the Implementation and Execution of the SLIP.

The BOM and Administration of the school would like to wish the school and its stakeholders all the best in the coming years with the success of the 3-year SLIP. May God be your guide always.

Ms. Marilyn Komeng
(On Behalf of the SLIP Committee)

SAINT JOHN the APOSTLE'S CATHOLIC PRIMARY & ELEMENTARY SCHOOL – TOKARARA

MOTTO: "Living in the Light"

ACKNOWLEDGEMENT

The "School Learning Improvement Plan" for Saint John the Apostle's Catholic Primary and Elementary School for the next 3 years from 2023 to 2026, has been developed and compiled by the combined efforts of the current school BOM, Administration and Senior Teaching Staff.

The current SLIP Committee would like to acknowledge the efforts of the past SLIP Committee who initiated and developed the 3-year SLIP plan which was in effect from 2020 - 2023. The members of that SLIP Committee were:

1. Ms. Biari
2. Mrs. Nungwehim
3. Mrs. Efi - Deputy Headteacher
4. Ms. Komeng
5. Mrs. Maloni - Headteacher.

Without your past efforts, this current Committee would not have had any document to work with.

With the next 3-year SLIP in place now, it is the conviction of the current BOM that the SLIP must be utilized as a working document so that Saint John the Apostle Catholic Primary and Elementary School will develop and excel beyond where it is now and become the best primary school in NCD and possibly in PNG.

Finally, I thank the members of the current SLIP Committee for the sacrifices and contributions they made to make the development and compilation of this 3-year SLIP document. The journey has already been started. We are just continuing on the journey. We have a long way to go. *Let us stay united, focused and determined to achieve our targets and goals.*

SAINT JOHN the APOSTLE'S CATHOLIC PRIMARY & ELEMENTARY SCHOOL – TOKARARA

MOTTO: *“Living in the Light”*

SCHOOL CONTEXT STATEMENT

SCHOOL BACKGROUND

School - Saint John the Apostle Catholic Primary and Elementary School

Location - Tokarara, NCD



1. Short Description of the Project - New 1x4 Double-story Classroom Building

The school is urgently in need of a (1x4) double classroom. This project is a must in the year 2023. It was set as a priority project back in 2020 by the previous SLIP Committee. To date, the project is still outstanding. The need for the classroom is driven by the fact that the school has increased the streams per Grade from 2 to 3. This has resulted in shortage of classroom space.

Both the current BOM and the previous BOM agree that the new 1x4 classroom building is a very much needed project that must happen soon.

2. Short Description of the Project - Renovations to the Old Classroom Buildings

Saint John the Apostle Catholic Primary and Elementary School is located in the Tokarara suburb of Port Moresby city and is run by the Catholic Church through its Saint John Catholic Parish in Tokarara. The idea to establish a school for Tokarara came about in 1990. The first double classroom for Grades one and two was built in 1992 and 1993 respectively.

The school's current facilities include 5x buildings of which four (4) are double-story. Each double-story building houses 2x classrooms and a storeroom on each story. The 5th building is a (1x8) double-story complex. This building houses the Administration office, the staff room along with 7x classrooms. These classrooms had to be partitioned to cater for the number of classes needing classrooms in the Elementary and Lower Primary Grades.

These buildings urgently require renovations and it is for the student's safety and well-being that the renovations are carried out soon.

SAINT JOHN the APOSTLE'S CATHOLIC PRIMARY & ELEMENTARY SCHOOL – TOKARARA

MOTTO: *"Living in the Light"*

3. General Objective and Justification - New Classroom & Renovations to Old Buildings

- The New 1x4 Classroom building will go a long way to eliminate the problem of classroom space. It will also help to return classrooms that have been sub-divided to 2 classrooms to the original standard size. Learning for the students will be more comfortable and enjoyable when they have their own classroom spaces from which they can have lessons with their teachers.
- For safety and better learning, renovations have to be also prioritized to the older buildings in the school. The physical well-being and safety of the students, teachers and staff is just as important as the educational development of students that these buildings are meant for.

4. Student Population and School Locality

The school caters for children who live in and around Tokarara, June Valley, Waigani and Ensisi Valley with an enrolment of approximately 1,200 students in both Elementary and Primary levels.

St John the Apostle Catholic Primary and Elementary School has gone from having two (2) streams of Grade 8s and three (3) streams from Elementary to Grade 7 since 2021, to having three (3) streams right throughout in 2022. On average, there are about 50 - 60 students in each class. The ideal or standard Teacher to Student ratio is 1:47. But in reality, the number of students per class in the primary level goes well over that, because of two (2) factors:

- The uncontrolled influx of students during enrolment in the Elementary level.
- The intake at the primary level of transferring students.

Thus, the school now has to cater for the student population number of approximately 1,200 to 1,300.

5. School Resources

The school currently has the following resources which were done up from the previous SLIP. (This is from the SLIP that was developed before the one drawn up for the term 2020 to 2023.)

SAINT JOHN the APOSTLE'S CATHOLIC PRIMARY & ELEMENTARY SCHOOL – TOKARARA

MOTTO: *“Living in the Light”*

Resources and/or Facilities already in existence at the school - Fencing; 5x Classroom Buildings; 1x Ablution Block; 1x Sporting Field; 1x Paved Assembly Area; Staff Room; Storage Rooms; Drinking Taps, 2x Reserve Tanks for Fresh Water; Rubbish Bins; and a School Bus.

1) Classroom Blocks

The school has five (5) classroom blocks - Four (4) blocks cater for four (4) classrooms in each block totaling up to 16 classrooms. The fifth (5th) block caters for four (4) classes of Elementary, one (1) class of Grade 3, two (2) classes of Grade 8, the Teacher's Staff Room and the Administration Office.

The school is still in need of another (1x4) Classroom Building to cater for the increase to three (3) streams for the Grade Seven (7) classes down to the Elementary Prep. Also, the school needs a proper School Library, and a Computer Lab. The Computer Lab won't only expand the learning environment of the Students, but it will also enhance teachers' work preparation and performance.

2) Ablution Block

The school has one (1) ablution block which has contained the male and female toilets for the staff, and also the male and female toilets for the whole student body.

The Ablution Block and surrounding physical structures such as stone walls, footpaths also need urgent renovations.

3) Sporting Facilities

The School has a good size Sporting Field which can cater for almost the whole school when it is a Sports Day. Otherwise, the School schedules the Elementary to use the field in the morning; Grades 3 to 5 after recess or 10am break, and Grades 6 to 8 after lunch or 12pm.

4) Furniture(s)

The classroom desks are just enough. That is, there is enough desks to fit into each classroom. However, with the continued increase in the number of students per class, teachers are sometimes forced to fit three (3) students to a desk meant for only two (2) students.

There should be 30 desks in any one classroom to cater for at least 60 students. Teachers also need proper filing Cabinets, tables and chairs, Shelves for books, among other things to help them to better organize their work.

SAINT JOHN the APOSTLE'S CATHOLIC PRIMARY & ELEMENTARY SCHOOL – TOKARARA

MOTTO: *“Living in the Light”*

5) Assembly Ground

The assembly ground is quite acceptable, although it caters only for Elementary Prep up to Grade 5. Grades 6 to 8 are still standing on unpaved and sloping ground.

- The pavement in the Assembly Area needs to be extended to cover the areas where the Grades 6 to 8 are currently located for assembly. A project that is necessary, and needs to be scheduled for planning, costing and eventual implementation.
- The next requirement for the assembly area which is currently being pursued by a parent, is a canopy to cover the whole section of the assembly area. The BOM needs to follow up closely on this project and intervene if the need arises.

These 2x projects along with the (1x4) Classroom Project must be prioritized in 2023 by the BOM and school Administration, and must be implemented before the end of the year.

6) Staff Room

This is a very important room for the teachers and staff to get together have their breaks. But more importantly, to do their work away from the distractions and hype of their classrooms. However, in St. John the Apostle Catholic Primary and Elementary School there is no proper Staff Room. The teachers and staff are currently using a conference room which is half filled with boxes and other stuff. It is not conducive for staff meetings and is only used for morning tea. The room needs a facelift and cleaning up to convert it into a more proper Staff Room.

- The Staff Room is a requirement for the Teachers and Staff. It must be included in the future plan and attended to. For the benefit of the teachers and eventually the students.

7) Store-room(s)

There is a total of 5x good-sized store-rooms. The store-rooms are located one between two classrooms on each floor of the respective Classroom Buildings. So, in total, there are 10x of such rooms. However, the other 5x are used as Office spaces by respective teachers.

The store-rooms can be used to store stationaries, resource materials for both Teachers and Students. Currently, 1x of these rooms is used as a tool room and another one as a store-room for the school's sports equipment.

SAINT JOHN the APOSTLE'S CATHOLIC PRIMARY & ELEMENTARY SCHOOL – TOKARARA

MOTTO: *"Living in the Light"*

- All these store-rooms need proper shelves and cabinets for orderly and durable storage and ease of access.

8) Drinking Taps

There used to be only one tap which used to cater for the whole school. Recently, another two (2) more water tap facilities were installed. One (1) of the facilities has two (2) long sinks with 4 taps to a sink. This was a timely donation by the UN. The tap facilities are mainly for washing hands and faces.

9) School Canteen

The school canteen is an important facility of the school. If managed well, the funds from the School Canteen can go a long way in helping the BOM and School Administration address a lot of the minor projects as well as the daily overhead costs incurred by the school.

After much deliberation, the previous BOM agreed to allow the St John Catholic Parish team which was led by the Parish Priest, to manage and rent out the School Canteen for a monthly rental fee. However, towards the end of 2021, the parish team handed the management of the School Canteen back to the School Administration. And so, the school administration has been managing the School Canteen since then.

- The School Canteen needs to be expanded and equipped with proper equipment to enable the canteen workers to provide a better variety of nutritious food menu for the students to buy and eat.
- The management of the School Canteen has to be sorted out so that this facility is effectively utilized to benefit the whole school overall.

10) Challenges and Issues

The school has identified some key challenges and issues that are either directly or indirectly impacting the delivery of quality and effective education to the students by the teachers.

- The switching of Curriculum systems from OBE back to SBE has greatly disadvantaged the teachers and their capacity to deliver proper lessons. The teachers lack teaching resource books while the students also lack text books. (A MUST for QUALITY LESSONS which will have great IMPACT on the students LEARNING and DEVELOPMENT).
- The school needs a Standard School Library equipped to cater for the students' and teachers' educational requirements.

SAINT JOHN the APOSTLE'S CATHOLIC PRIMARY & ELEMENTARY SCHOOL – TOKARARA

MOTTO: *"Living in the Light"*

- The school needs a Computer Lab. This is seen as a need to help students to keep up with the technological changes happening in and around the country and the world.
- The continuous distractions to students because of their access to Mobile Phones and the materials accessed on mobile phones. The school will apply strict disciplinary action to discourage students from bringing mobile phones to school. It is a school rule already.
- The school security guard has been replaced with a new security guard.
 - The school bus driver job is still an outstanding issue. Currently, the husband of the Headteacher has been humbly covering this role to assist the school and keep things running smoothly. A new driver must be recruited by the BOM in 2023.
- The canteen operators were kept from the time the management transition took place from the parish back to the school. The contracts for these two (2) canteen workers must be revisited and updated.
- An employment regulation must be put in place where ancillary staff are recruited on a contractual basis for a term no more than 3 years at a time. This agreement must be signed between the school BOM and the ancillary staff upon successful hiring of their services.
- The school and its BOM must also have an employment regulation that will prepare them to accommodate the finish pay of an ancillary staff who has been either terminated, the employment contract not renewed, etc.

11) Reserve Tank - Water

The school currently has two (2) water reserve tanks to service the school's water needs in times of water outages or shortages. The first one was bought and installed by the parish. While the second water tank was recently installed by the UN.

12) Rubbish Bins

The school has a simple outdoor incinerator which is used for burning combustible rubbish. The school also has a 12 division wheelie bins which were donated by NCDC's division for improvement and cleaning. These wheelie bins are emptied every Wednesday by NCDC's Rubbish Collection Contractor.

- The wheelie bins have been of great help to the school. However, they are getting old and will have to be replaced soon. The school must plan ahead for this as well.

SAINT JOHN the APOSTLE'S CATHOLIC PRIMARY & ELEMENTARY SCHOOL – TOKARARA

MOTTO: *“Living in the Light”*

13) School Library

The most effective and knowledge enhancing facility which is lacking in the school is the School Library. Previous school development plans never considered the establishment of a school library. To make up for the lack of this important facility, teachers are encouraged and pushed to establish mini-libraries in their respective classrooms and have their students bring reading books from home to stock up their mini-libraries.

- This important learning facility must be planned for and established soon.

14) School Programs

The following programs are given emphasis, and importance and are compulsory for all the Teachers and Students to participate in, given this is a Catholic Agency School. It is paramount that these programs are followed strictly as it will contribute to the smooth running of the school. As such, there are pre-fixed dates and schedules for these programs.

Such Programs are:

- | | |
|-------------------------------|----------------------------------|
| 1) Staff Development Programs | 4) Catholic Religious Programs |
| 2) Sports Programs | 5) Teachers' Devotional Programs |
| 3) Community-Related Programs | 6) Students' Devotional Programs |

SAINT JOHN the APOSTLE'S CATHOLIC PRIMARY & ELEMENTARY SCHOOL – TOKARARA

MOTTO: "Living in the Light"

3 YEARS - SCHOOL LEARNING IMPROVEMENT PLAN - 2023 to 2026

FOCUS AREAS/ KPAs	2023 OUTCOMES	2024 OUTCOMES	2025 OUTCOMES	2026 OUTCOMES
CURRICULUM - (Teachers’ & Students’ - Teaching and Learning Improvement Aids	Standard-Based Education – Teaching/Learning Resources and Text Books for all Grades in the Primary Division. <ul style="list-style-type: none">Every year for the next three-year period, the school must buy (10) Teacher guides and Syllabuses; and (10) Pupil Text Books per Grade/ Teacher.Purchase other teaching/learning materials like Atlases, Library Books, Radios for Broadcasts, White Boards, Projectors, Musical Instruments, TVs, and TV Racks.			
	2022 OUTCOMES – SUBJECT AREAS IN DIVISIONS ARE: - <ul style="list-style-type: none">Upper PrimaryLower Primary			
	UPPER PRIMARY - English / Mathematics / Science / Social Science / Making A Living / Physical Education / Arts / Religion Education (<i>Catholic</i>)		LOWER PRIMARY - English / Mathematics / Science / Social Science / Health / Physical Education / Arts / Religion Education (<i>Catholic</i>)	
	Buy at least ten (10) of each - Teachers Guides / Syllabuses; Pupils’ Text Books Buy (20) twenty copies per item, per teacher			

SAINT JOHN the APOSTLE'S CATHOLIC PRIMARY & ELEMENTARY SCHOOL – TOKARARA

MOTTO: *“Living in the Light”*

	2023 OUTCOMES	2024 OUTCOMES	2025 OUTCOMES	2026 OUTCOMES
STUDENT WELFARE <ul style="list-style-type: none"> Students’ health/hygiene Prefects Vests/Tags Prefect Leadership Workshops Excursions Retreats 	<ul style="list-style-type: none"> A proper incinerator is installed for the burning of rubbish School Prefects to start wearing Vests and ID Tags. Leadership workshops / Retreats - to be 	1		
	<p>organized for the Grades 8s and 7s.</p> <ul style="list-style-type: none"> Educational Excursions to be organized for senior grades in line with Curriculum topics. 			

SAINT JOHN the APOSTLE'S CATHOLIC PRIMARY & ELEMENTARY SCHOOL – TOKARARA

MOTTO: *“Living in the Light”*

STAFF DEVELOPMENT <ul style="list-style-type: none"> • Computer Studies • Entitlements (TSC) • Tax (IRC) 	<ul style="list-style-type: none"> • Teachers to be scheduled for basic computer lessons. Further lessons will depend on necessity and funding, either personal and/or school source. • Teachers must endeavor to own a laptop each. • Arrange TSC Officers to educate our teachers on their retirement entitlements. And the Tax Deductions applied. 			
MANAGEMENT AND ADMINISTRATION <ul style="list-style-type: none"> • Admission Register • Sound System • School Phone 	<ul style="list-style-type: none"> • Update the Admission Registry for accurate class roll books. 			

SAINT JOHN the APOSTLE'S CATHOLIC PRIMARY & ELEMENTARY SCHOOL – TOKARARA

MOTTO: *"Living in the Light"*

- | | | | | |
|--|---|--|--|--|
| <ul style="list-style-type: none">• School Bus• Student ID Cards• Air Condition• Admin Block Renovation• Computers• Key Storage Racks | <ul style="list-style-type: none">• Sound System has already been bought. But we need cord-connected microphones to complement to cordless microphones we have.• This needs to be sorted out and installed• The existing school bus is old but still going strong. It needs to be fully serviced or traded in and a new bus acquired.• A local contractor will be engaged to provide this compulsory requirement for the primary division students.• Admin Office to be scoped and renovated to suit current demands. | | | |
|--|---|--|--|--|

SAINT JOHN the APOSTLE’S CATHOLIC PRIMARY & ELEMENTARY SCHOOL – TOKARARA
MOTTO: “Living in the Light”

	<p>An Air Con unit will be installed for the convenience of saving the office equipment in the office.</p> <ul style="list-style-type: none">• Replace old and outdated PCs and install and proper and safer key storage rack.			
--	--	--	--	--

SAINT JOHN the APOSTLE'S CATHOLIC PRIMARY & ELEMENTARY SCHOOL – TOKARARA

MOTTO: *"Living in the Light"*

INFRASTRUCTURE DEVELOPMENT <ol style="list-style-type: none">1. 1x Double Classroom (1x4)2. School Signboard.3. Renovations of existing Classroom Buildings.4. Erecting of Assembly Area Canopy.5. Extension of the Pavement for the Assembly Area.6. School Canteen extension and install equipment.7. Renovations of Ablution Block.8. Renovation of the Admin Office.9. Renovations of the existing school fence at the Finance Compound border.10. Reinforcement of existing landscape retainment structures such as stonewalls and drainages.11. Footpaths	<ol style="list-style-type: none">1) The submission for the 1x Double Classroom is already with one donor source.2) School signboard has already been replaced with a new one.3) Await scoping to be done and then cost passed onto classroom working committees.4) Submission is being pursued by a parent.			
--	---	--	--	--

SAINT JOHN the APOSTLE'S CATHOLIC PRIMARY & ELEMENTARY SCHOOL – TOKARARA

MOTTO: *"Living in the Light"*

SCHOOL GOVERNANCE AND COMMUNITY RELATIONSHIP <ul style="list-style-type: none">• Brush Cutter• School Rules• Security (Safety)• Agency Activities	<ul style="list-style-type: none">• A brush cutter has already been purchased.• The School Rules Booklet will be updated and incorporated as one of the requirements to be agreed to and signed by any enrolling student and the parents.• A new Security Guard is working during the night at the school. So far, so good.• The school must comply with the Catholic Agency Education & Pastoral calendar as well.			
---	--	--	--	--

SAINT JOHN the APOSTLE’S CATHOLIC PRIMARY & ELEMENTARY SCHOOL – TOKARARA
MOTTO: “Living in the Light”

BUDGET ALLOCATION	<ul style="list-style-type: none">Through the approval of the BOM, the			
	school will allocate the amount of K _____ to fund the improvement exercises targeted at the identified areas of fault during this first year of the SLIP for 2023 to 2026.			

SAINT JOHN the APOSTLE'S CATHOLIC PRIMARY & ELEMENTARY SCHOOL – TOKARARA

MOTTO: *“Living in the Light”*

SAINT JOHN the APOSTLE's CATHOLIC PRIMARY & ELEMENTARY SCHOOL - TOKARARA

MOTTO : *“Living in the Light”*

SCHOOL LEARNING IMPROVEMENT PLAN 2023 - 2028

ANNUAL PLANS

No.	FOCUS AREA	PROBLEM	OUTCOMES TO BE ACHIEVED	WHAT TO DO?	WHEN TO DO IT?	RESOURCES TO BE USED	WHO WILL DO IT?	SUCCESS INDICATOR(S)	PROCESS TO GATHER DATA
1	CURRICULUM Student learning improvement outcome/plan.	1) -Teaching and learning materials/resources for Elementary - Grade 8. 2) -Specific textbooks. Eg: Primary School Atlases - (50 Copies)	1) -By the end of _____, The Administration should have bought what is not in stock.	1) An inventory list must be made of all materials in stock.	1) -By the end of term 2.	1) -Stock take sheet. 2) - Computer	1) - Headteacher 2) -Deputy Headteacher 3) -Inventory Teacher In Charge	The inventory Archive will be available in the Admin Office. In both hard copy and digital copy.	An update on the status of the Inventory list.

SAINT JOHN the APOSTLE'S CATHOLIC PRIMARY & ELEMENTARY SCHOOL – TOKARARA

MOTTO: *“Living in the Light”*

2	STAFF DEVELOPMENT PLAN/ PROGRAMS	Administrative records and procedures. (Management and Administration)	<p>Teachers have discussed at their Grade/class levels and have identified the following areas of concern: -</p> <p>1)-Class Rules; Health Rules; Book Rules; etc.</p> <p>2)-Students enrolment and admission registry must be finalized and student population confirmed by school, divisions, grades and classes.</p> <p>3)-Maintain and strengthen all disciplinary procedures as well as daily school operational procedures.</p>	<p>1)-Prepare proper record sheets to be used during enrolment.</p> <p>2)-All properly filled out student enrolment record sheets to be sorted in alphabetical order and submitted to the Admin Office for entry into the Computer.</p> <p>3)-All class records must be checked and updated accurately.</p>	<p>1)-Before start of school and enrolment.</p> <p>2)-During Enrolment and soon after completion of enrolment.</p>	<p>1)-Printed Student Enrolment Forms</p> <p>2)-Manila Folders</p> <p>3)-Class Student Roll Call Books</p> <p>4)-A4, A3 White Bond Papers</p> <p>5)-Markers, Glue & Sticky Tape</p> <p>6)-Written Class & Health Rules</p>	All Class Teachers and their Students. From Elementary up to Grade 8.	<p>1)-Classrooms have charts of Classroom Rules and Health Rules put up on the wall.</p> <p>2)-Daily Class Roll Calls are done and there is a strict monitoring of students' daily attendance to school.</p>	
---	----------------------------------	--	--	--	--	--	---	--	--

SAINT JOHN the APOSTLE'S CATHOLIC PRIMARY & ELEMENTARY SCHOOL – TOKARARA

MOTTO: *"Living in the Light"*

2	STAFF DEVELOPMENT PLAN/ PROGRAMS	Policies and Guidelines	<p>1)-Review and Improve current School Policies and Procedures</p> <p>2)-Review and Improve Student Behavioral and Attitude Management procedures.</p>	<p>1)-Review Procedures and Guidelines and identify areas that require amendments.</p> <p>2)-Do necessary amendments and changes for better results.</p>	Term 2-3 of 2023.	<p>1)-Existing Booklet for School Operational Procedures and Guidelines.</p> <p>2)-Student Handbook for School Rules.</p>	<p>1)-BOM;</p> <p>2)-Teachers,</p> <p>3)-P&C Reps;</p> <p>4)-Student Reps</p> <p>5)-Parish Reps</p>		
3	MANAGEMENT AND ADMINISTRATION	<p>1)-Students' information records. (Personal Details); IDs.</p> <p>2)-Admission Registry</p> <p>3)-Teachers' Biodata Forms</p> <p>4)-Teachers personal particulars.</p>	<p>1)-Update the students' admission records or registry.</p> <p>2)-Have teachers forward their personal information or particulars, for compilation into their personal Biodata.</p>	<p>1)-Enter information into students' admission records</p> <p>2)-Enter in Class Saps.</p> <p>3)-Fill in Class Roll Books.</p>	Term 2. Week 7 - 10 Year - 2023	<p>1)-Class Roll Books</p> <p>2)-Biodata information form.</p> <p>3)-Personal Particulars Forms.</p>	<p>1)-School Admin</p> <p>2)-Class Teachers</p> <p>3)-Students</p> <p>4)-Parents</p>		

SAINT JOHN the APOSTLE'S CATHOLIC PRIMARY & ELEMENTARY SCHOOL – TOKARARA

MOTTO: *"Living in the Light"*

4	INFRASTRUCTURE DEVELOPMENT	<p>Identified Projects;</p> <p>1)-New 1x4 Classroom</p> <p>2)-Assembly Area Canopy</p> <p>3)-School Canteen Expansion</p> <p>4)-Replacement of old School Bus</p> <p>5)-Renovations to older School Buildings</p> <p>6)-Renovation of Admin Office</p> <p>7)-Renovation of School Fence</p> <p>8)-Renovation of Stone Walls</p>	<p>By the end of 2023, the priority projects will either be: -</p> <p>1)-Completed</p> <p>2)-In Progress</p> <p>3)-About to start</p>	<p>1)-Prioritize the identified projects.</p> <p>2)-Identify and Engage appropriate Contractors to Scope, Cost, and Design each Project.</p> <p>3)-Initiate and carry out fundraising</p> <p>4)-Engage approved contractors to implement respective projects.</p>	End of 2023 Calendar Year.	<p>1)-Priority list for the Projects</p> <p>2)- Approved Quotations, Costings, And Designs.</p> <p>3)- Fundraising avenues</p>	<p>1)-BOM</p> <p>2)-Approved Contractors</p> <p>3)-P&C Committee</p> <p>4)-Teachers & Students</p> <p>5)-Parents</p>		
5	SCHOOL GOVERNANCE AND COMMUNITY RELATIONS	<p>1)-School Rules</p> <p>2)-Security & Safety</p> <p>3)-School Environment</p>	<p>Review and Adjust to fit the situations at the school.</p>	<p>1)-Develop School rules Handbooks.</p>	End of Term 1 - 2023	<p>1)-Copy of School Rules Booklet</p>	<p>1)-BOM</p> <p>2)-School Admin</p>		