



# **Report of Activities**

## **2009-10**

## September –October 2009

- 1. Evaluation of the Existing School Model and Curriculum completed and documented. This was done through-**
  - Observations throughout the day
  - Evaluation of documents and records
  - Evaluation of the available resources (human , time, material, equipment etc) in the organization and their utilization
  - Observation and evaluation of HR systems and policies being followed
  - Observation and evaluation of systems and policies being followed for students and families
  - Feedback from staff and a few parents
- 2. A numbers of areas were identified and then addressed while designing the school curriculum framework**

## October-November 2009

- 1. Designed a curriculum framework that encourages meaningful and quality education for all children**
- 2. Started Implementation of the curriculum frame work. This involved the following steps-**
  - Sharing the purpose as well as details of the framework with the staff
  - Reorganizing the existing school model (structure) to make it more inclusive and participative
  - Reorganizing service delivery(ie, conducting sessions) within the school to make it more inclusive
- 3. Training and workshops attended outside the organization-At AADI on volunteer management-**

Neelam/kanwal

## November-December 2009

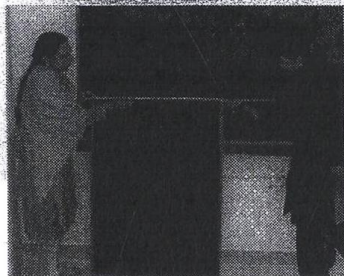
- 1. Introduce systems and procedures that will facilitate -**
  - Encourage staff to work as a team*** An Employees handbook was drafted and shared with all the staff members. in November 2009. The purpose is to maintain transparency and to follow a common code of conduct amongst the staff which is crucial for team building. We started implementing it w.e.f. 1 December 2009.
  - Efficient utilization of resources (financial, human, time and space)*** A number of systems have been put in place to ensure efficient utilization of resources. These systems have also been documented in the handbook. This includes the identification and purchase of equipment for the new school.

2. **In service trainings /sessions** These have been used as the medium for implementing the new curriculum framework. The following areas have been covered in the period - meaning of inclusion, holistic planning, planning and working as a team, assessments of our current students , planning and organizing of learning experiences, guidelines for working with parents.

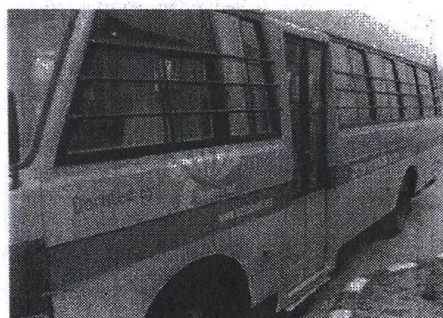
### January -February 2010

#### 1. Preparation for shifting to the new school

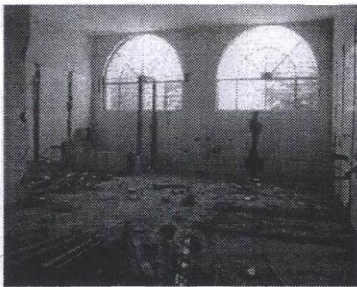
- i. Finalizing the text books for the new session
- ii. Teaching learning material development –workbooks and training manuals to support implementation of the curriculum
- iii. Ordering and Purchase of children books, educational aids and equipment
- iv. Ordering/purchase of training devices (LCD projector,screen etc) as well as books staff and parent training
- v. Designing the inclusive playground
- vi. Designing and ordering furniture for various age groups for the new school



- vii. New school bus comes with modifications and adaptations for the new school



viii. Follow up of adaptations and modifications in the new building



ix. Puja ceremony with children, parents, staff and volunteers in the new school building



**2. Content /material for website collated and handed over for designing**

**3. Training and workshops attended outside the organization-AADI-Disability Act 2010- Ruchi/kanwal**

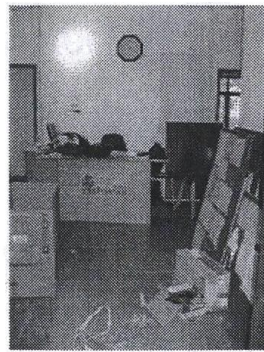
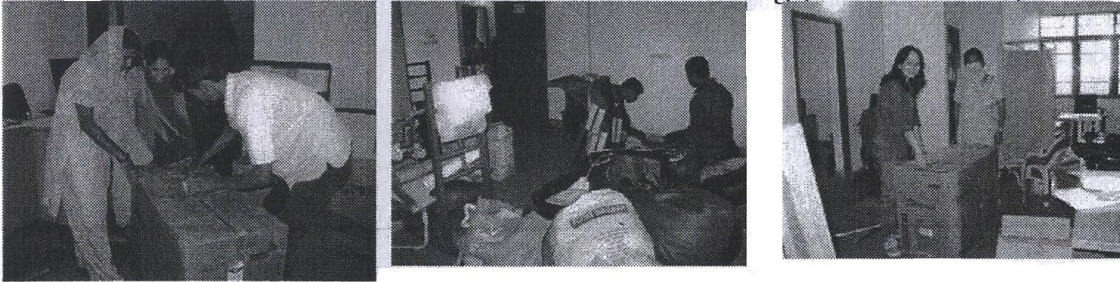
-Meeting on SNAC/SNAP by National Trust

at VYK- Neelam/Kanwal

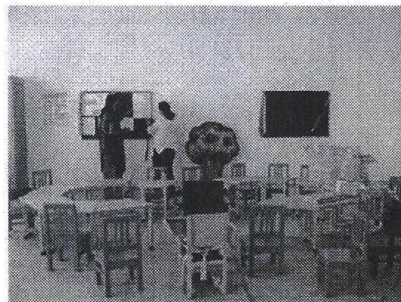
**4. Training given by our staff outside the organization-NIPCED-by Ruchi**

March 2010

**1. Handed back the old school building ( sushant lok I)**



**2. Moved into the new school building on 8<sup>th</sup> March**

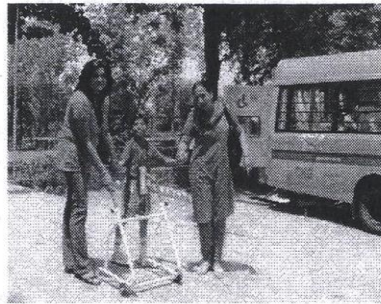
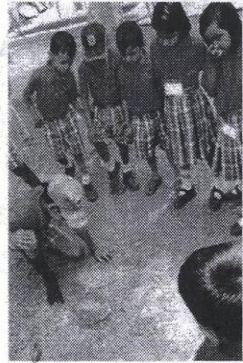


## April 2010

1. 3 New staff recruited and 3 volunteers inducted in the school
2. New session began on the 5<sup>th</sup> of April with 62 children
3. Organizing the classes-, assessments of the new children ,new grouping ,integrating speech

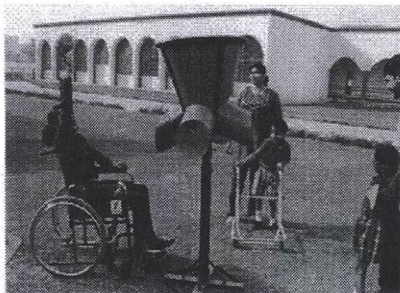
and therapy sessions and finalizing the timetables timetables

4. Field trip at Sohna



## May 2010

1. Setting up of the outdoor swings / play area



2. Adult group starts with 6 young adults with various disabilities





### 3. Term end assessments , report writing and PTM

### 4. Preparations for new admissions for the session starting in April 2010

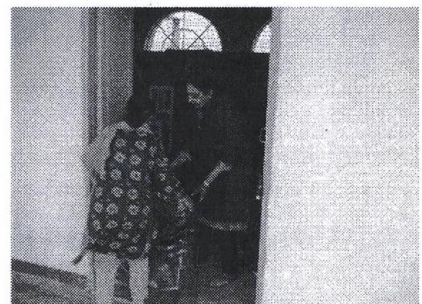
- Registration and Admission forms revised
- Contacted and fixed meetings with children/parents on the wait list
- New admissions taken in -Students from the old school in March'10-28

-New admissions taken- 34 students

(between 3-12 years)



- Ordered uniforms for the new term
- Planning and setting up the therapy room



- New transport routes worked out to accommodate new students and an additional bus put on the route

### 5. Training and workshops attended outside the organization-Inter country meet-Inclusive growth- Organized by Amarjyoti – attended by Neelam/Kanwal (4 March 2010)