



AQBOBEK INTERNATIONAL SCHOOL

Approved by
The Director of Aqbobek International School
Borangali D.K.
August 10th, 2023

Plan of educational work for the academic year

For the 2023-2024 academic year

The problem of the school: improving the educational process based on dynamic monitoring of student development, improving the quality of education of the individual, creating conditions for the further development and realization of abilities, taking into account the individual characteristics, creative abilities and interests, educational opportunities and health of each student.

Objectives 2023-2024 school year:

- developing students' need to acquire knowledge and skills in order to implement the Law of the Republic of Kazakhstan "On Education", the State Compulsory Education Standard of the Republic of Kazakhstan;
- the formation of a personality focused on self-development, flexible, capable of using information and intellectual resources, functionally literate, educated in the national spirit;
- gradual introduction of teaching natural sciences, broken down by language, guided by trends in the program of updated educational content;
- improving the quality of students' knowledge through updating the content of education in primary, secondary and general education, developing student-teacher relationships in the educational process, strengthening intra-school control;
- organizing work with students who need knowledge correction along with the development of a gifted personality, ensuring participation in scientific project competitions, subject Olympiads, and various educational competitions;
- improving the management system and monitoring the development of primary, secondary and general education, school training in new technologies;
- providing accessible social services for children experiencing difficulties in life, education with special educational needs;
- organizing the work of amateur performances and self-government of students in training and education, educating students on Kazakhstani patriotism, patience, and high culture;
- improving the quality of teaching staff and increasing the prestige of the profession;
- creating a systematic system of subject classrooms, improving the material and technical base of the school in order to improve the content of education;
- transition from per capita financing to self-financing;
- activities in the areas of "Tugan El", "Adal Urpak", "Zhas Sarbaz", "Board of Trustees".

School development programs

- Formation of a favorable psychological climate at school.
- Strengthening the socializing, practical orientation of the educational process.
- Formation of social skills in students: communication, choice, success, tolerance, responsibility, adaptation.
- Social-pedagogical and medical-psychological support for the process of personal development of students with an emphasis on the "at-risk group" and gifted children.
- Promoting real self-organization and self-government of students.
- Expanding the scope and deepening interaction with students' parents and society.
- Accounting and modeling of the environment for the formation of students' personality.
- Organization of educational leisure activities for students.
- Improving the organizational structure, content and methods of additional education for students.

- Intensifying the use of the educational potential of local history and spiritual culture.

Regulatory legal documents:

- Constitution of the Republic of Kazakhstan ;
- Law of the Republic of Kazakhstan “On Education”;
- Law of the Republic of Kazakhstan “On languages in the Republic of Kazakhstan”;
- Law of the Republic of Kazakhstan “On the rights of the child in the Republic of Kazakhstan”;
- regulatory legal documents normalizing the activities of the organization of intra-school control;
- Methodological instructional letter “Features of organizing the educational process in organizations of general secondary education of the Republic of Kazakhstan in the 20 23 / 20 24 academic year”, compiled by the NAO named after. I. Altynsarina;
- “Sanitary and epidemiological requirements for educational facilities”, approved by order of the Ministry of Health of the Republic of Kazakhstan dated 05.08.2021 No. KR DSM-76;
- - Order of the Minister of Education of the Republic of Kazakhstan dated September 19, 2023 No. 294 “On approval of the “Unified Education Program” in educational organizations, with the exception of higher educational institutions”;
- Order of the Ministry of Education of the Republic of Kazakhstan dated 03.08.2022 No. 348 “On approval of state compulsory standards of preschool education and training, primary, basic secondary and general secondary, technical and vocational, post-secondary education”

Priorities:

- transforming the teaching experience through coaching, mentoring and lesson study with the integration of 7 modules for school teachers;
- activation of the online community;
- improving the quality of education using new technologies;
- transition to an assessment system aimed at self-education of students;
- identifying gifted students, intensifying individual work of subject teachers with them;
- motivating students through work to fill learning gaps;
- transition to inclusive education.

Results and criteria

1. Teachers adhere to a new direction in education and upbringing.
2. Subject teachers learn to work in an online community.
3. Achieve quality education.
4. Students' knowledge is really assessed, each student can evaluate himself.
5. Subject Olympiad, results of scientific projects at school.
6. Improving the quality of knowledge through creating a situation of success.
7. Obtaining new knowledge in the field of inclusive education.

Main areas of work	Events	Responsible	Deadlines
Section 1. Organization of school activities aimed at obtaining compliance with the Law “On Education”	Carrying out the “ Warm Feet ” campaign	Deputy directors, psychologist	December
	Enrolling children under 18 years of age in education and maintaining the student population. Summer traffic report	Deputy Directors	Aug. Sept
	Check children's records according to the alphabet book, student movement book, personal files	Class teachers	September
	Summarize the employment outcomes of 9th and 11th grade graduates at an administrative meeting	Director	September
	Acquisition of 1st and 10th grades	Deputy Directors	Until 1.09
	Identification of students exempt from physical education lessons	Curators, medical worker	Constantly
	Student Movement Reports	Deputy directors, curators	Once every quarter
	Implementing Home Study Programs	Deputy Directors	October
	Organization of home-based education for students as medical reports are received. Ensuring	Deputy Directors	During the school year

	quality completion of training programs		
	Organization of school records of children with deviant behavior, preparation of appropriate documentation: diaries, personal files, appointment of mentors	Director, Deputy Directors, psychologist, supervisors	October
	Organization of hot meals		During a year
	Daily check of student attendance by class teachers	Curators	During a year
	Checking students' personal files	Deputy directors, HR , curators	2 times per year: September, January
	Control of work with children at risk	Deputy directors , curators	1 time per month
	Draw up a joint work plan with the IPD for the prevention of crime among school students	Director	October
	Check the work of class teachers with school documentation. Final report of class teachers at a meeting with the director	Deputy Directors	May
	Work of the preparatory group of future first-graders	Deputy Directors	September–May
	School duty	Deputy Directors, VR	During a year
	Creating sanitary and hygienic conditions at school	Deputy Director for Administrative and Economic Affairs	
	Individual work with parents of “difficult” students, preparation of appropriate documentation	Director, psychologist	During a year
	Identification and work with underperforming, difficult	Teaching staff	During a year
	Creating conditions for students with special education needs	Subject teachers, class teachers, psychologists, speech therapist	Daily
Section 2. Work with teaching staff, advanced training, certification	Admission and registration of students to school	Administration	August
	Stocking the school library with textbooks and methodological literature	Head of the library	August
	Review of readiness of classrooms, workshops, laboratories, gym for the new academic year	Deputy directors, deputy director for administrative and economic affairs	August
	Recruitment of teaching staff	Deputy Directors	August
	Drawing up a long-term plan for professional development of school teachers	Deputy Directors, PA	August
	Inspect the readiness of classrooms, workshops, laboratories, and gyms for the new academic year	Deputy Directors, ACh	August
	Recruitment of teaching staff	Deputy Directors	August
	Drawing up a long-term plan for professional development of school teachers	Deputy Directors, PA	August
	Scheduling lessons	Deputy Directors	August
	Participation in August conferences	Teaching staff	August
	Approval of new curricula and thematic planning	Administration, class teachers	September

Working on a school methodological problem	Deputy directors, heads of methodological association	During a year
Work on the school development plan, creation of CIS focus groups	Deputy directors , mentors	During a year
Individual work with young specialists on teaching issues and working with documentation	Deputy directors , mentors	During a year
MO work	Deputy Directors	During a year
Completion of specialized education in 11th grade. Providing conditions for specialized training in grade 10. Career guidance work in 9th grade (questioning)	Deputy Director for Software	During a year
Meeting of the school methodological council	Deputy Directors	During a year
ShMU meeting	Deputy directors, mentors	During a year
Advanced training courses according to the program of FAO "NTsPK "Orleu"", SSMCTSTO, JSC "NISH"	Deputy Directors	During a year
Monitoring the work of clubs and extracurricular activities	Deputy Director for Software	During a year
Checking school documentation (in accordance with the order "On the nomenclature of school affairs")	Deputy Directors	1 time per quarter
Preparation of material for school Olympiads	Deputy Directors, Head of ShMU	2 times a quarter
Monitoring work with students with special educational needs	Deputy Directors	Once every quarter
Checking compliance with safety regulations in workshops, laboratories, and gyms	Administration	September, December, March
Analysis of the results of the first half of the year	Deputy directors, heads of methodological association	December
Analysis of the implementation of training programs	Deputy Directors	Once every quarter
Checking logs	Deputy Directors	2 times a month
Generalization of teachers' work experience	Deputy Directors, PA	November–April
Planning for certification of teaching staff; activities of the school certification commission	Deputy Directors	September
Beginning of preparatory work for transfer exams and final certification	Deputy Directors	April
Certification of school teaching staff	Deputy Directors	During a year
Conducting testing, MODO, trial testing in grades 4, 9, 11 monthly	Deputy Directors	Monthly
Diagnostics of the results of learning skills of final grade students	Deputy Directors	May
Conducting inspections of offices, classrooms, teacher's methodological area	Deputy Directors	September
Work of the school pedagogical council		During a year
View of classrooms	Deputy Directors, PA, AChCh	
Preparing and conducting final certification of students	Deputy Directors	Every quarter

	Planning for summer student employment	Deputy Directors	April May
	Diagnostics of students' educational results during ongoing certification	Deputy Directors	During a year
	Results of the circles' work	Deputy Directors	During a year
	Admission of students to 1st grade	Deputy Directors	April-July
	Conducting a meeting of the certification commission, drawing up minutes	Deputy directors, members of the certification commission	March
Section 4. Work on the continuity of primary and secondary schools	Studying the personal characteristics of 5th grade students	Deputy Directors	
	Attendance of lessons in 5th grade by primary school teachers	Deputy Directors	September October
	Control of the level of knowledge in subjects	Deputy Directors	September October
	Working with parents of fifth graders	Deputy Directors	October
	Summing up the work on continuity between primary and secondary schools	Deputy Directors	During a year
	Conducting joint meetings of the Ministry of Education of primary school teachers and subject teachers to exchange experiences	Deputy Directors	November
	Conducting control tests by middle-level subject teachers in 4th grade	Subject teachers	During a year
	Continuity work (preschool, primary, primary, secondary)	Deputy directors , subject teachers	During a year
	Work of school clubs and electives	Deputy Directors Deputy Directors	During a year
	Differentiated education for schoolchildren. Completion of specialized training in 11th grade	Deputy director for software, heads of methodological association	During a year
	Working with gifted children. School Olympiads, competitions	Deputy Directors	November-April
	School self-government. Self-government days	Deputy Directors	December, April
	Preparation and conduct of final certification	Deputy Directors	April, May June
	Physical education and health work	Deputy Directors	During a year
	Joint activities (school, universities, colleges)	Deputy director for software, class teachers	During a year
	Career guidance work	Deputy Director for Software	During a year
	The work of the school library to promote reading. Library lessons	Head of the library	During a year
Section 5 . Work on labor protection and fire safety	Conducting training evacuations with students and employees of the organization to develop an evacuation plan in the event of an emergency	Deputy Directors, teacher - organizer of initial military and technological training	Monthly
	Checking emergency exits from the organization's building	Deputy Director for ACh, Responsible for Safety	Daily
	Checking the serviceability of electrical installations, electrical switches, the presence of standard	Deputy Director for ACh, Responsible for Safety	Constantly

	fuses in electrical panels and the absence of exposed wires		
	Ensuring compliance with fire safety rules during children's matinees, evenings, New Year's holidays, and other public events	Deputy Director for HR, AChCh, Responsible for Safety	School work according to plan
	Checking the APS	Deputy Director for ACh	Constantly
	Conducting fire safety briefings, labor safety briefings, traffic rules, and actions during emergencies with students	Deputy Director for VR, Responsible for Safety	Weekly
	Formation of a regulatory legal framework for creating safe conditions for the educational process	Deputy Director for VR	Constantly
	Conducting briefings with teaching staff and service personnel on safety and fire safety. Recharging fire extinguishers. Inspection of classrooms, gyms, training workshops	Deputy Director for ACh, Responsible for Safety	August
	Training evacuation with students and employees of the organization to develop an evacuation plan in the event of an emergency. Fire safety instruction, instruction on labor protection in the workplace with teaching and service personnel of the school. Drawing up a schedule for evacuation training in case of fire, coordinating it with the head of the fire brigade	Deputy Directors, teacher-organizer of initial military and technological training , Responsible for safety precautions	September
	Training evacuation with students and employees of the organization to develop an evacuation plan in case of an emergency	Deputy Directors, teacher - organizer of initial military and technological training	October
	Keeping logs of instructions by class teachers	Class teachers, Safety Officer	During the whole year
	"Stop the Fire" event according to the monthly plan. Training evacuation with students and employees of the organization to develop an evacuation plan in case of an emergency	Deputy Directors, teacher - organizer of initial military and technological training	November
	Conditions for ensuring the strengthening and protection of the health of students in the process of educational activities	Deputy Directors, teacher-organizer of initial military and technological training , Responsible for safety precautions	
	Conducting training on fire safety and compliance with safety regulations during New Year's holidays with the teaching staff and service personnel.	Deputy Director for ACh, Responsible for Safety	

	Conducting training in case of fire during the New Year holidays		
	Availability of necessary labor protection equipment in chemistry, physics, computer science classrooms, educational workshops, and the gym	Deputy Director for ACh, Responsible for Safety	
	Fire safety instruction, instruction on labor protection in the workplace with teaching and service personnel of the school. Conducting emergency drills	Deputy Directors, AChCh, teacher-organizer of initial military and technological training , Responsible for safety precautions	
	Availability of necessary labor protection equipment in chemistry, physics, computer science classrooms, educational workshops, and the gym	Deputy Director for ACh	
	Instructions on TB in educational organizations. Carrying out defense and sports work according to the monthly plan. Training in case of detection of a foreign object at school. Training evacuation with students and employees of the organization to develop an evacuation plan in case of an emergency	Deputy Directors, teacher-organizer of initial military and technological training , Responsible for safety precautions	
	Keeping occupational safety logs in physics, chemistry, computer science classrooms, the gym, service labor and technology classrooms	Subject teachers	During a year
	Training evacuation with students and employees of the organization to develop an evacuation plan in case of an emergency	Deputy directors, teacher - organizer of initial military and technological training	March
	Correct storage of chemical reagents in the laboratory of the chemistry room		
	Instructions on actions during spring floods	Deputy directors, teacher - organizer of initial military and technological training	April
	Compliance by students with labor safety instructions during labor training lessons in training workshops	Subject teachers	Constantly
Section 6 . Work to prepare students for final certification	Meeting with the school director "Results of the UNT of the last academic year"	Deputy Directors	August
	Meeting with the school director "Organization of the activities of the teaching staff to prepare students for state certification"	Deputy Directors	September
	Organization of methodological work on preparing schoolchildren for state certification, ensuring the readiness of schoolchildren to	Deputy Directors	November

	complete tasks of various levels of complexity		
	Update of the information stand for graduating students and their parents "State Final Certification". Familiarization with the rules and format of the UNT for the 20-23 / 20-24 academic year	Deputy Directors	November
	Familiarization of students with possible options for tasks of various levels of complexity, development of skills for their implementation (conducting trial tests)	Subject teachers	September-May
	Meetings of the MO "Content of the UNT and conditions for preparing for the exam"	Heads of the methodological association	December
	Conducting psychological trainings "Land of Success" to prepare students for the UNT and state exams	Psychologists, class teachers, students	January-May
	Meeting of 11th grade students "On the procedure for preparing and conducting state certification"	Deputy directors, class teachers	January
	Meeting of the Ministry of Education: "Analysis of the results of monitoring the quality of education for the first half of the year in 11th grade"	Heads of the methodological association	January
	Instructional and methodological work with class teachers, teachers, graduates and their parents on state certification		January February
	Meeting of parents of school graduates "On the procedure for preparing and conducting state certification"	Deputy directors, class teachers	May
	Production meeting "Psychological support for state certification"	Deputy directors, psychologist	May
	Conducting rehearsal tests	Deputy directors, subject teachers	March, April
	Production meeting "Results of 11th grade performance in subjects." Subject teachers' report	Deputy Directors	March, April
	Preparation of a memo for a graduate participating in state certification	Deputy Directors	April
	Meeting with the director "Organization of the final certification of school graduates." Preparation of documentation for state certification: - preparation of written applications from 11th grade students regarding the choice of state exams; - preparation of a summary table (lists) of participants in optional examination tests	Director, deputy directors	April

	Placing the schedule for passing state certification on the information stand	Deputy Directors	May
	Preparing a schedule for consultations for students and a schedule for teachers during exams	Deputy Directors	May
	Conducting individual and group consultations	Psychologist, subject teachers	May
	Preparation of a protocol and analysis on the quality of conduct and results of state certification	Deputy Directors	June
Section 7. Strengthening the educational and material base. School facilities	Preparing the school for the new 20 23 /20 24 academic year. Drawing up a school readiness report for the new school year	Director, Deputy Director for ACh	August
	Occupational safety measures in the organization. Approval of orders for health and safety	Deputy Director for ACh	September
	Activities aimed at preserving school property	Deputy Director for ACh, class teachers	During the school year
	Improving the facilities of the gym, workshops, sports ground	School administration, physical education teachers	Aug. Sept
	Accounting and systematization of visual aids at school. Application for textbooks. Drawing up a school renovation plan for the next year (major repairs, TSA calculation)	Administration	December
	Replenishment of the school library	Head of the library	Aug. Sept
	Measures to comply with the network and thermal conditions of the school	Deputy Director for Administrative and Economic Affairs	During the school year
	Work on current repairs of the school	Deputy Director for Administrative Affairs, School Administration	June
	Write-off of unusable equipment and used materials	School administration	During the school year
	Creation of conditions for compliance with sanitary, hygienic and fire safety requirements	Deputy Director for Administrative and Economic Affairs	During the school year
	Creation		
	Study explanatory notes for curricula, methodological letters and other regulatory documents	Administration, leaders of the methodological association	Systematically
Section 8. Organizational and pedagogical activities	Collection of information on software and methodological support for the educational process	Deputy Directors	September
	Approval of calendar and thematic plans	Deputy Directors	September
	Preparation of statistical reporting. RAM, tariffing	Deputy Directors	September
	Drawing up schedules for tests, laboratory and practical work, lesson schedules, electives, subject clubs, SOP and SOC	Deputy Directors	September

	Scheduling open lessons and extracurricular activities	Deputy Directors	September
	Organization of succession work. Meeting of teachers of grades 4–5	Deputy Directors	September
	Drawing up a school duty schedule for teachers	Director	September
	Tariffication of teaching staff	Deputy Directors	September
	Organization of work to provide students with free meals	Deputy Directors	October, May
	Organization of work with special education children	Deputy Directors	1 time per month
	Summing up the work	Deputy Directors	Once every six months
	Organization of a special adaptation regime for students in grades 1, 5, 10	Deputy Directors	September
	Transfer control. Monitoring the quality of knowledge of 4th grade students	Deputy Directors	April
	State (final) certification of graduates of 9th and 11th grades	Deputy Directors	May June
	Organization of additional education	Administration	September
	Organization of work on traffic rules and student health protection	Administration	September
	Organizing and holding an open day for future first-graders and their parents	Methodical association of primary school teachers	February
	Recruitment of 1st and 10th grades	Administration	August
	Control raids on the school district to account for students who must undergo training both in educational organizations and at home	Administration	August-January-April
	Organization of circles, clubs and sections	Deputy Directors	September
	Organization of a school duty system	Deputy Directors	September
	Organization of vacations for students	Deputy Directors	September