

**Education
Excellence Day**

Nomination Form

Excellent School

Vision:

Contribute to the promotion of innovation and excellence in the Qatari community.

Mission:

Inspire creativity and excellence in the Qatari people and advance educational progress by adopting international standards, implementing quality programs, and integrating individual and institutional efforts in education.

Objectives:

1. Recognize the outstanding students of Qatar, honor them and celebrate them.
2. Inspire educational excellence and encourage all individuals and educational institutions to improve their performances.
3. Advocate for knowledge and scientific research.
4. Encourage innovation among students, researchers and educational institutions.
5. Promote a spirit of competition between individuals and educational institutions.
6. Guide individuals and institutions to strive for excellence in all fields that serve to achieve the State's development.

General Guidelines

1. School administration must fill out the nomination form and verify the authenticity of the information.
2. Provide photocopies of the required documents and keep the originals.
3. Be sure that the documents attached to the nomination form are clear, specific, and reflect the school's actual performance.
4. Any unofficial documents that are void of stamp, date, and signature will not be considered in the assessment process.
5. The assessment criteria total score will not be considered if any accompanying documents or evidence are missing.
6. Acceptable attachments include A4 size papers, audio cassettes, video tapes, CDs, DVDs, photographs, or evidence and documents with colorful graphs and diagrams.
7. Field visits to the nominated schools may be conducted to verify presented documents.
8. Use the same criteria reference number to reference the attached documents. example:
(If the criteria reference number is 1/1/1, the documents associated with this particular criterion should be numbered 1/1/1).
9. If you have more than one attachment for a particular criterion, attachments should be numbered as follows:
Attachment (1), Attachment (2), Attachment (3) . . . and so on.

1/1/1 Attachment (1)	1/1/1 Attachment (2)	1/1/1 Attachment (3)
Schools Strategic Plan	Study of the School Affairs	The Approved Scientific Model for Setting the Plan

10. Arrange the attachments and evidence with their affiliated criterion, and separately from the other attachments. They are to be indexed like this:

Criteria	1. Leadership and educational administration	Attachments
3/2: student academic attainment	3/1/2: school plan to improve students attainment - Procedural developing plan for English Language Subjects - Plan to improve students' skills in mathematics - Plan to improve students' proficiency in Arabic language - Various work sheets match student ability - Reward students for making progress in attainment level.	Attachment (1) Attachment (2) Attachment (3) Attachment (4) Attachment (5)

The decisions of the judging committees are final and not open for revision or modification

School Data

Name of School:

Year Established:

Name of Operator:

School Level: Elementary Preparatory Secondary

Number of Classrooms :

Number of Students: Percentage of Students that are Qatari %

Number of Teaching Staff:

Number of Administrative Staff:

School Address:	Area	Street Name	Street Number
	Telephone	Fax	P.O. Box

Email Address:

Internet Website:

School Assessment Criteria

1. Leadership and educational administration

1/1. Planning

No.	Items	Evidence	
		Available	Not Available
1/1/1	Clear and declared strategic plan.		
1/1/2	Annual executive plan.		
1/1/3	Operational plan for programs and projects		

1/2. Administrative Organization

No.	Items	Evidence	
		Available	Not Available
1/2/1	Clear and declared organizational structure.		
1/2/2	Documented job description for all employees.		
1/2/3	Regulations and guides to facilitate school business.		
1/2/4	Dissemination of the business guides and regulations to all employees		

1/3. Follow Up and Assessment

No.	Items	Evidence	
		Available	Not Available
1/3/1	Follow up and assessment of student and staff performance.		
1/3/2	Assessment of plans, programs, and projects.		
1/3/3	Employment of assessment results to improve school performance.		

2. Resource Management

2/1. Management of Human Resources

No.	Items	Evidence	
		Available	Not Available
2/1/1	Recognition of staff training needs.		
2/1/2	Professional development plan.		
2/1/3	Promotion of professional development.		

2/2. Management of Financial Resources and Assets

No.	Items	Evidence	
		Available	Not Available
2/2/1	Clear and documented policy for the school budget.		
2/2/2	Special programs for the development of financial resources and assets.		
2/2/3	Maintenance of school resources and facilities.		

3. Development and Welfare of Learners

3/1. Students Academic Achievement

No.	Items	Evidence	
		Available	Not Available
3/1/1	Results of student academic achievement in the last two years.		
3/1/2	School's plan to enhance students' achievement level.		
3/1/3	Use of the results of the statistical analysis to improve education process.		

3/2. Care for the Various Categories of Students

No.	Items	Evidence	
		Available	Not Available
3/2/1	Special plans and programs for various categories of students (outstanding students, gifted students, and students with special needs)		
3/2/2	Programs and activities implemented to care for the various categories of students		

3/3. Religious and Behavioral Values

No.	Items	Evidence	
		Available	Not Available
3/3/1	Identification of negative and positive behavior in the schools.		
3/3/2	School programs and activities that promote educational values and remedy negative behaviors.		
3/3/3	Assessment of the impact of the programs and the activities on student behaviors.		

4. Educational Performance and Learning Environment

4/1. Pedagogy and Teaching Methods

No.	Items	Evidence	
		Available	Not Available
4/1/1	Implementation of modern and varying teaching techniques.		
4/1/2	Use of technology and modern tools in teaching.		
4/1/3	Measurement of the impact of using modern techniques in teaching on student learning.		

4/2. Teaching and Learning Environment

No.	Items	Evidence	
		Available	Not Available
4/2/1	Attractive learning environment.		
4/2/2	Varying learning resources.		
4/2/3	Displays of the works and achievements of staff and students in the school.		

5. School Activities and Competitions

5/1. School Activities

No.	Items	Evidence	
		Available	Not Available
5/1/1	Implementation of various school programs and activities during the school year.		
5/1/2	Student councils and groups.		
5/1/3	Motivation to increase the number of		

	participants in activities.		
5/1/4	Assessment of the impact of the implemented school activities.		

5/2. Competitions

No.	Items	Evidence	
		Available	Not Available
5/2/1	Participation in local		
5/2/2	Awards and prizes the school won at the students level		

6. Community and Parental Partnership

6/1. Parents Participation

No.	Items	Evidence	
		Available	Not Available
6/1/1	Programs and activities to promote parent participation in the school environment.		
6/1/2	Parent participation in achieving school objectives.		
6/1/3	Parent satisfaction with the schools performance in general.		

6/2. Mutual Relation of Cooperation Between the School and the Community

No.	Items	Evidence	
		Available	Not Available
6/2/1	Community contributions to the school for the implementation of school plans and programs.		
6/2/2	School contributions toward local community activities.		

Declaration:

I, the undersigned,, acknowledged that the data and documents attached to the nomination application are valid and true.

School Stamp	Name of School Operator	
	Signature	
	Date	/ /