

Assalam o Alaikum WW,
Respected teaching staff,

This is to inform you that the school will observe Saturday, 10 January, as a working day from 09:00 a.m. to 02:00 pm.

The purpose of this working day is to prepare the required documentation and academic materials for the upcoming visit of the RAKDOK team, comprising Ms. Dimpay Chaudhary, Mr. Walid, and Mr. Mahmoud, scheduled from **Monday, 12 January to Thursday, 15 January.

The preparation will focus on the following:

- Lesson plans
- PowerPoint presentations
- Completion of data files (ensuring all provided columns are accurately filled)
- Preparation of lessons for the upcoming classroom observations by RAKDOK
- Notebook checking as per the given directives

All staff members are requested to remain vigilant, organized, and committed to completing these tasks efficiently and within the stipulated time. The detailed schedule of the visit is attached with this circular for your reference.

Your cooperation in ensuring a smooth and successful visit is highly appreciated.

Kind regards,

School Management

Day	Date	Focus Areas/Activities
Monday	12 January	KG Lesson Observation SEF Feedback session – with leaders
Tuesday	13 January	Science Lessons observations Math Lessons observations Data files check across all subjects (including MOE subjects)
Wednesday	14 January	English Lessons observations Islamic Studies and MSCS Lessons observations Notebooks scrutiny (including MOE subjects)
Thursday	15 January	Meeting with school leaders Evidence file checks

Day	Date	Attending Supervisors	Support Focus area
Monday	12 January	Mr. Mahmoud & Mr. Walid	Support with SEF/Lesson observations and students work scrutiny/ review of evidence files
Thursday	15 January	Mr. Mahmoud & Mr. Walid	Evidence file check/supporting leaders in preparation for interviews/ lesson observations