



# Quality Week Program

QCIC

## أسبوع الجودة الوطني

November 17 – 21, 2013

Day/Date	Event	Time/Location	Description	Responsible Parties	Audience
<b>1</b> Sunday November 17, 2013	Opening البرنامج الافتتاحي	Morning Assembly & Break Times	QCIC Members introduce the purpose of organizing the Quality Week in the school & explain the importance of implementing Q in school on the long/short term as well as the role of QCIC in general. They demonstrate the relevance of this week locally & internationally. They also explain briefly the program of the week to staff & students. Finally, shed light on important dates related to QCIC.	QCIC Members Department Heads	Students & Staff
<b>2</b> Monday November 18, 2013	QCIC Live لجنة الجودة على الهواء	Break Times Arabic Conference Room	QCIC Members conduct a live meeting/role play. <u>Target:</u> Reflect challenges faced during QCIC journey; demonstrate sample of the activities done during QCIC meetings; deliver message: rewarding benefit of joining QCIC & its committees	QCIC Members Committees members	Staff
<b>3</b> Tuesday Nov. 19, 2013	Quality Saloon صالون الجودة الثقافي	12:30 to 02:15 Arabic Conference Room	Quality Saloon is led by three teams: Communication, Leadership & Management Teams. Assign two teachers to lead each team (one from Arabic Section & one from Diploma). Each team should consist of at least 8 reliable & confident students from grades 8 to 12 (at least 4 from each section). Each team is granted 30 minutes in the program to demonstrate the important skills associated with Communication, Leadership or Management. Each team creatively designs the things to be showed,	Student Council	

			displayed, acted, presented, and demonstrated during the 30 min. Full plan of each team should be shared with QCIC by November 12.	QCIC Members	
<b>4</b> Wednesday Nov. 20, 2013	Alumni Open Day خريجات الحمراء	Break Time of Upper Grades (Extended 10 minutes) Inner & Outer Court	Alumni are invited to attend break with middle & high school students. They are given tags. They have free walk & talk with students. Each Alumnus is accompanied by a class leader from grades 7-12 who takes her on a tour after the break. After break, Alumni are offered refreshments. Photos are taken with staff members for memory.	QCIC Head Departments Senior Teachers Executive Secretary Activities Coordinators	-----
<b>5</b> Thursday Nov. 21, 2013	Stakeholders Day شركائنا في المسيرة	12:30 – 02:15 Arabic Conference Room	Different Stakeholders' representatives (mothers, MOE officials, AdvancED representatives, Girls Scouts' representatives, University/colleges' representatives, IT company representative, Private school directors, Class Leaders or Student Council chair students are invited officially by November 10. QCIC Members will interview the stakeholders' representative. Questions to be asked will be prepared ahead. Aim of interview is to obtain stakeholders' opinion and gather their feedback about implementing Quality in education & services offered by our school. Survey questions can be used to conduct the interview. The event should be documented by video/audio taping. Prepare special setting for the event (Rent tables & chairs). Prepare giveaways & souvenirs.	Executive Secretary Heads, Principals  Student Council Directors of Arabic/Diploma Section  QCIC  Art Teachers of the Arabic & Diploma Section  Committee Members	Free teachers

#November is the month of Quality all over the world! # نوفمبر شهر الجودة في العالم! # نوفمبر شهر الجودة في العالم! # November is the month of Quality all over the world!