

MODEL SAFE SCHOOL PROGRAMME TRAINING

NOVEMBER 6-10, 2017 | GUYANA

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AGENDA

Guyana, 6 to 10 November 2017

Time	Monday, 6 November 2017 National Centre for Educational Resource Development (NCERD)
08:30-09:00	Registration
09:00-09:30	Opening Ceremony
09:30-10:00	Session 1: Introduction to the MSSP Training <i>Participants introduction. Review the training roll-out. Review of the administrative and logistical arrangements.</i>
10:00-10:30	Session 2: School Safety in the Caribbean <i>This session will introduce participants to the MSSP and its contribution to the Regional CDM Strategy 2014-2024 and the Sendai Framework for Disaster Risk Reduction 2015-2030; the Worldwide Initiative for School Safety; the Comprehensive School Safety Framework; the Inter-Agency Network for Education in Emergencies; and the Caribbean School Safety Initiative.</i>
10:30-10:45	Coffee break
10:45-11:15	Session 3: MSSP Overview <i>This session will provide participants with an overview of the MSSP structure, as well as the programme's approach to Safety and Sustainability.</i>
11:15-12:30	Session 4: The Assessment tool <i>This session will present the school certification process and the structure of the assessment tool. Key elements of the latter are addressed, including scoring, Critical Standards and assessment tailoring based on type of educational facility to be assessed, and preparing an Initial Talk with school authorities.</i>
12:30-13:30	Lunch
13:30-15:00	Session 4: The Assessment tool (continuation)
15:00-15:30	Coffee break
15:30-16:15	Session 5: Initial Talk with school authorities <i>During this session participants will conduct a roleplay exercise in preparation to the initial talk to be held with school authorities during the assessment.</i>
16:15-17:00	Session 6: Improvement Plan <i>During this session participants will learn how to develop an improvement plan and the overall structure of the assessment report.</i>

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Time	Tuesday, 7 November 2017 Diamond Secondary School
09:00	Gathering at Diamond Secondary School.
09:00-10:15	School Assessment: daily assessment tool research and planning <i>Each group will familiarise themselves with the tool to be applied by each for this day. Participants will organise themselves and plan their assessment strategy.</i>
10:15-10:45	<i>Coffee break</i>
10:45-12:30	School Assessment: information gathering <i>Each group will conduct the relevant interviews and gather the necessary data needed to inform the MSSP assessment tools.</i>
12:30-13:30	<i>Lunch</i>
13:30-15:30	School Assessment: data processing and development of improvement plans <i>Each group will enter the collected information into the MSSP assessment tools spreadsheet and develop the improvement plans for the school.</i>
15:30-16:00	<i>Coffee break</i>
16:00-17:00	School Assessment: plenary feedback <i>Each group will present their main findings and improvement plans.</i>
17:00	<i>Return to point of departure.</i>

Time	Wednesday, 8 November 2017 Tucville Secondary School
09:00	Gathering at Tucville Secondary School.
09:00-10:15	School Assessment: daily assessment tool research and planning <i>Each group will familiarise themselves with the tool to be applied by each for this day. Participants will organise themselves and plan their assessment strategy.</i>
10:15-10:45	<i>Coffee break</i>
10:45-12:30	School Assessment: information gathering <i>Each group will conduct the relevant interviews and gather the necessary data needed to inform the MSSP assessment tools.</i>
12:30-13:30	<i>Lunch</i>

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13:30-15:30	School Assessment: data processing and development of improvement plans <i>Each group will enter the collected information into the MSSP assessment tools spreadsheet and develop the improvement plans for the school.</i>
15:30-16:00	<i>Coffee break</i>
16:00-17:00	School Assessment: plenary feedback <i>Each group will present their main findings and improvement plans.</i>
17:00	<i>Return to point of departure.</i>

Time	Thursday, 9 November 2017 South Ruimveldt Secondary School
09:00	Gathering point at South Ruimveldt Secondary School
09:00-10:15	School Assessment: daily assessment tool research and planning <i>Each group will familiarise themselves with the tool to be applied by each for this day. Participants will organise themselves and plan their assessment strategy.</i>
10:15-10:45	<i>Coffee break</i>
10:45-12:30	School Assessment: information gathering <i>Each group will conduct the relevant interviews and gather the necessary data needed to inform the MSSP assessment tools.</i>
12:30-13:30	<i>Lunch</i>
13:30-15:30	School Assessment: data processing and development of improvement plans <i>Each group will enter the collected information into the MSSP assessment tools spreadsheet and develop the improvement plans for the school.</i>
15:30-16:00	<i>Coffee break</i>
16:00-17:00	School Assessment: plenary feedback <i>Each group will present their main findings and improvement plans.</i>
17:00	<i>Return to point of departure.</i>

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Time	<p style="text-align: center;">Friday, 10 November 2017 National Centre for Educational Resource Development (NCERD)</p>
09:00-09:30	<p>Session 7 - School Safety Good Practices Contest <i>Introduction of the invitation to participate in the School Safety Good Practices Contest.</i></p>
09:30-10:30	<p>Session 8 – Improvement Plan & Report development <i>Based on the collected information and the preliminary improvement plans, participants will develop the final improvement plans as well as the written school assessment reports. Participants will prepare a presentation with the main findings for each school, to be presented to stakeholders in during session 9.</i></p>
10:30-11:00	<p><i>Coffee Break</i></p>
11:00-12:30	<p>Session 8 – Improvement Plan & Report development (<i>continuation</i>)</p>
12:30-13:30	<p><i>Lunch</i></p>
13:30-15:30	<p>Session 9 – Feedback to stakeholders <i>Participants will present their findings, for each school assessed, to relevant national stakeholders.</i></p>
15:30-16:00	<p><i>Coffee Break</i></p>
16:00-16:30	<p>Session 9 – Feedback to stakeholders (<i>continuation</i>)</p>
16:30-17:00	<p>Session 10 – Closure</p>

