

# Certification Inspection Report

## BRITISH COLUMBIA PROGRAM

*at*

HAYAT UNIVERSAL SCHOOL

DOHA

QATAR

NOVEMBER 8-10, 2015

### INTRODUCTION

On November 8 - 10, 2015 a Certification Inspection was completed on Hayat Universal School (HUBS) in Doha, Qatar, termed the School in this report. The purpose of this inspection was to determine whether the requirements for the British Columbia (BC) education program have been met, according to the *BC Global Education Program – Offshore Schools Certification Agreement*. The inspection team (the Team), appointed by the Director of International Education (the Director), British Columbia Ministry of Education (MoE) in accordance with the *BC Global Education Program – Offshore Schools Certification Agreement (the Agreement)*, consisted of Mr. John Simpson and Mr. Raymond Sutton (Chair).

The School's BC Program has an enrolment of 1008 students, in Grades K -9. During their visit to the School, the Team reviewed all standards required in the *BC Global Education Program – Offshore Schools Certification Agreement and Operating Manual* and met with the School's Owner/Operator, BC Principal, who is also the Ministry Liaison (ML), BC Program Administrators, BC Teachers, Vice-Principal (Arabic) and the Pre-School Director.

The Owner/Operator, EduGlobe Corporation, is responsible for the BC Program as well as an approximately 200 student Early Childhood Education program on the same property. The focus of the ECE program is to prepare students for the BC Program. The majority of students who enrol in Kindergarten in the BC program come from the School's Early Childhood Education program. In addition, the School operates an Indigenous Program to fulfil its bilingual mission. The School implements the Qatar National Curriculum for Arabic Language, Islamic Education and Qatar Social Sciences.

The BC Program's philosophy and mission is stated as, "providing a high quality bilingual Canadian education that balances core subjects and life skills, knowledge and application, and cultural identity and openness; all interweaved to develop students to be well-rounded individuals and life-long learners prepared for a challenging future". In order to achieve this the School focuses on refining the qualities of:



- moderation and rationalization,
- respect and appreciation of universal values and cultural diversity,
- sound understanding, and love for our Islamic religion,
- communication proficiency in Arabic and English,
- leadership, life planning, teamwork, problem solving and decision making.

The Team would like to thank Hayat Universal School for its hospitality, cooperation and preparedness for the inspection visit.

**The School has satisfactorily addressed requirements contained in the previous inspection report.**

Requirement Met       Requirement Not Met

**Comment:**

The School worked with the TRB to ensure the one teacher who was not certified at the time of the last inspection became accredited.

The School has put in place a plan that will respond to many of the suggestions made in the last report especially as it relates to the offering of the first year of the BC Graduation Program in September 2016.

**OWNERSHIP AND AGREEMENTS / BUILDING AND SAFETY COMPLIANCE 2.0**

**2.1 The Owner/Operator meets all other requirements as set forth in the BC Global Education Program Offshore Schools Certification Agreement (The Agreement).**

Requirement Met       Requirement Not Met

**Comment:**

The experience of the leadership of EduGlobe Corporation in the field of education has resulted in HUBS being established with a very strong foundation with clearly stated vision, goals and beliefs. Their commitment to providing a quality BC Program in quality facilities led by a team of well qualified educators is very evident.

The Team confirms that the Owner/Operator meets all other requirements as set forth in the BC Global Education Program Offshore Schools Certification Agreement and accurately outlined in the Inspection Catalogue and Business Plan.



**2.1 (v) The Owner/Operator has completed and filed the Business Plan section with the BC Ministry of Education, confirming the sustainability of the Program.**

Requirement Met       Requirement Not Met

**Comment:**

The Business Plan filed with the Ministry of Education shows clearly the sustainability and potential growth of the program at HUBS.

**Commendation:**

The Team commends the Owner/Operator on the extensive and thorough business plan they submitted to the Ministry.

**2.2 The School meets local building, safety and cafeteria codes and regulations. The facilities are deemed to be suitable to support the BC Program.**

Requirement Met       Requirement Not Met

**Comment:**

Current documentation was made available, along with official translations, showing that HUBS meets Qatar's building and safety requirements. In the opinion of the Team the facilities are suitable and adequate to support the BC Program.

Plans have been drawn up for the construction of a new school which will contain; sixty classrooms, a gymnasium, auditorium, science labs, specialist teaching areas and the necessary support spaces. The new school will be situated in a rapidly expanding residential area approximately 12 km from the present school and is expected to be ready by the start of 2017 at the latest.

**Commendation:**

The School is commended on its vision for the new campus and its commitment to making it a reality sooner rather than later.



### ADMINISTRATION 3.0

**3.2 Offshore Program Consultant (OPC) - The Owner/Operator may appoint an individual to act as Offshore Program Consultant. This individual must be confirmed by the Province and must meet all of the requirements set out in Section 14 of the Agreement.**

Requirement Met       Requirement Not Met

The Principal serves as the Ministry Liaison for the School.

**3.3 The Principal meets the requirements as outlined in Section 3.3 of the Inspection Catalogue for Offshore Schools.**

Requirement Met       Requirement Not Met

Comment:

The Principal is an experienced BC educator with over 20 years of administrative experience in BC schools. He is currently in his third year at HUBS.

The Principal has been appointed to be the primary liaison and legal representative with the Ministry. In the opinion of the Team he is able to do this as he is assisted by a team of five full time, experienced administrators three of who have been at the School from when it was started. Three of the administrators function as BC Program Heads for the three divisions of the program (K-2; 3-5; 6-9), the fourth is the locally hired Vice Principal who works in general school administration, government relations and parent relations; and the fifth one is responsible for the ECE program. In addition, the previous principal who now resides in BC acts as a “Superintendent” representing the School at the meetings called by the BC Ministry of Education, assisting with teacher recruitment and providing advice to the current principal. There is a close working relationship between the Principal and the Owner /Operator of the School.

**3.4 The School meets the Administrative Support requirements as outlined in Section 3.4 of the Inspection Catalogue for Offshore Schools.**

Requirement Met       Requirement Not Met

Comment:

As outlined in Section 3.3 the Principal is supported by a strong team. In addition to those identified above HUBS employs an extensive staff working in finance and facilities, IT, HR, transportation, security and promotion.



### 3.5 The School meets the Student Record requirements as outlined in Section 3.5 of the Inspection Catalogue for Offshore Schools.

Requirement Met       Requirement Not Met

**Comment:**

Hard copies of Student records are filed in fire resistant filing cabinets in a secure room. Files are arranged alphabetically by class. The Team reviewed the files and found them to be well organized and up to date. A member of the clerical staff is assigned responsibility for creating and maintaining files. The files contain the registration form and medical information sheet along with the English Language entrance assessment. The medical information is shared with the School's onsite medical staff who are responsible for informing teachers and teaching assistants of any medical alerts.

The Team found that files contained the Permanent Student Record (1704) with all the necessary information entered. Copies of past report were on file, when applicable, as well as signed BC Ministry of Education personal information consent forms.

The School is in the process of purchasing *Rediker* a school administration software package with the intention of moving towards storing all student records electronically.

### 3.6 The School meets the Teacher Certification requirements as outlined in Section 3.6 of the Inspection Catalogue for Offshore Schools.

Requirement Met       Requirement Not Met

**Comment:**

At the time of the Team's visit one teacher in the BC Program was not BC certified. He has been assigned a file number by the TRB and has a valid Criminal Record Checks on file. In an emailed letter dated October 20, 2015 signed by the Director of International Education, the Ministry approved the exemption of the teacher for a period of eight weeks from the date of the letter. The School does not have any exempted courses so no locally certified teachers are teaching in the BC Program.

Teacher files are well organized and up to date and contain TRB certification, except for the one teacher identified above, a copy of the teacher's contract, teacher observation and evaluation reports. BC Ministry Personal Information Consent forms have been completed by all BC teachers.

Criminal Record Checks are on file for the non-teaching staff who have contact with the students.



## EDUCATIONAL PROGRAM 4.0

### 4.1 The School meets the requirements for English Language Assessment and Acquisition as outlined in Section 4.1 of the Inspection Catalogue for Offshore Schools.

Requirement Met       Requirement Not Met

**Comment:**

HUBS has their own entry assessment instrument for each grade level. The grade specific assessments are conducted by BC Teachers and supervised by the Principal who has final say on all admissions.

Entry assessments for Elementary grades primarily cover English language and Math but English abilities are the main factor for making admission decisions. Competition for entry has increased in recent years and only students whose performance in the entrance examination is at or close to grade level expectations of the BC Program are accepted. Students with marginally acceptable skills are given 'conditional' entry and are enrolled and placed in the School's Student Support Program. Parents are notified of their child's provisional admissions status.

A school-wide strategic plan to support English language development for all students has been developed. Classroom teacher assessment is an ongoing process. All students have performance standards identified and filed and 3 school-wide writes can contribute to school wide intervention strategies. HUBS has developed guidelines for criterion-referenced assessment for reading in each grade. The school has levelled guided reading, buddy reading and the robust Student Support Program addresses ELL needs as well as other mild academic and behavioral needs.

The Student Support Program team have grown from a team of 3 in the 2014/15 school year to a team of 6 in 2015/16 that now includes a Program Head, a Literacy Specialist and 4 ESL Instructors. Additional support will be added to the team during the current school year.

**Commendation:**

The school is to be commended for hiring English speaking TA's to assist Teachers in every classroom. Many of these TA's can also speak Arabic and their assistance with translating to parents is very helpful.



**4.2 The School meets the Course Credit requirements (equivalency, challenge, exemptions and BAA courses) as outlined in Section 4.2 of the Inspection Catalogue for Offshore Schools.**

Requirement Met       Requirement Not Met       Not Applicable

**Comment:**

As HUBS students have not yet advanced into grade ten and the Graduation Program, course credit requirements with regard to equivalency, challenge, exemptions and BAA courses are not yet “in play”.

The school has expanded with a strategy to add one grade per year, and next year will mark the entry of the first class to the Graduation Program.

**4.3 The School meets the Course Overview requirements as outlined in Schedule B Part I (d) of the Agreement; namely, that all BC Program courses offered in the School meet or exceed the learning outcomes identified in the Educational Program Guides for each course, with a course overview for each course that includes content, teaching strategies, evaluation and assessment methods which are clearly linked to the BC learning outcomes.**

Requirement Met       Requirement Not Met

**Comment:**

The principal and administrative team have provided staff with a template to record their classroom plans for student learning for the entire year. This template does include curricular content, teaching strategies, evaluation and assessment methods and learning outcomes. These plans are filed with the appropriate Vice- Principal, the Principal, and each Teacher keeps their own copy. Many “daybook style” class records are kept digitally on teacher’s computers and some teachers had the current week of planning available in hard copy, for inspectors.

**4.4 The School meets the Instructional Time Allotments requirements as outlined in Section 4.4 of the Inspection Catalogue for Offshore Schools, including the requirements set out in sections 1.1 to 6, with the exception of s. 4(5)(b), of Ministerial Order 41/91, the Educational Standards Order, enacted under the Independent School Act.**

Requirement Met       Requirement Not Met

**Comment:**

The school meets the Instructional time allotments as outlined in the relevant regulations. However, maintaining Arabic language, and Islamic culture courses throughout the grad program, as parents seem committed to, will present a challenge. Likely some additional instructional minutes will need to be added to meet the program requirements of the Grad Program next year.



The topic of Daily Physical Education has been a topic at professional development. Teachers are providing DPA as required.

The school has invested in providing opportunity for teachers to undergo professional development directed at increasing skills to address English language learners. The two week introduction to the school prior to school opening has considerable focus on teaching ELL. Pro-D throughout the school year continues to address this topic. The use of guided reading, self-directed reading, and assessment information from school-wide writes, PM benchmarks and one-on-one oral and written comprehension assessments feed the function of the Student Support Model.

Further, teachers have scheduled collaboration time with grade level colleagues and with their respective program heads, within the timetable. This time allows them to work collaboratively to develop instructional plans to enhance English language development for all students.

**Commendation:**

Regularly scheduled collaboration time is a valuable asset in providing for support and advancement in all aspects of instruction. The school is to be commended in providing this opportunity for all teachers.

**4.5 The School meets the Assessment Methods requirements as outlined in Section 4.5 of the Inspection Catalogue for Offshore Schools.**

Requirement Met       Requirement Not Met

**Comment:**

At this point in time, no student has entered the Grad Program and therefore no student will be writing Provincial Exams in this academic year.

Within the student assessment practices currently in place, the effective use of performance standards and the ongoing use of formative and summative assessment provides solid information to contribute to both student performance and reporting of student performance.

**4.6 The School meets the Learning Resources requirements as outlined in Section 4.6 of the Inspection Catalogue for Offshore Schools.**

Requirement Met       Requirement Not Met

**Comment:**

The school has an adequate inventory of Learning Resources to deliver the current curriculum. The Library has a satisfactory collection of fiction and non-fiction reading materials in both English and





Arabic for K-Grade 9. The School also has two class sets of recommended novels for each grade level and lit kits to support guided reading. The potential to move to a new school facility next school year will provide a larger library space and increased holdings.

In addition to the library there is a well-equipped computer lab, a computer in each classroom, and wireless internet access throughout the school. Currently there are 20 smart boards in all classes above grade 3 that assist teachers with instruction.

The school owners provide generously for additional resources as they are requested.

#### **4.7 The School meets the Student Progress Report requirements as outlined in Section 4.7 of the Inspection Catalogue for Offshore Schools.**

Requirement Met       Requirement Not Met

**Comment:**

The School maintains thorough up to date student files containing report cards, entry assessments and relevant information. The School provides parents with three formal reports of student progress and schedules two teacher parent meetings. To further enhance communication with parents, when necessary, the School uses Arabic staff as translators.

### **POLICY DEVELOPMENT 5.0**

#### **5.1 The School meets the Parent / Student Handbook requirements as outlined in Section 5.1 of the Inspection Catalogue for Offshore Schools.**

Requirement Met       Requirement Not Met

**Comment:**

The Parent/Student Handbook has been updated for the current school year. The Handbook is well laid out and comprehensive. A complete set of relevant policies and procedures are incorporated including policies concerning the appeals process, admissions, discipline and student supervision. The handbook is on the School website and made available electronically to families.

**Commendations:** The Team commends the School on the excellent handbooks that have been developed.



## 5.2 The School meets the Teacher Handbook requirements as outlined in Section 5.2 of the Inspection Catalogue for Offshore Schools.

Requirement Met       Requirement Not Met

### Comment:

Teachers are being well compensated and have been provided with quality accommodation and access to recreational facilities. The hiring of a Canadian social coordinator, who has lived in Doha for a number of years, ensures that new teachers have the support they need when settling into life in Doha.

HUBS has developed a very comprehensive Teacher Handbook, which teachers report has been very useful to them both before they arrive in Qatar and during their time at the School. The handbook does not cover all the School's policies and procedures but it does include those that are essential for a teacher to know. An electronic copy of the handbook is sent to new teachers when they are hired by the School. The handbook and the orientation information and sessions given at the start of each year ensure the teachers are given a good understanding of the educational expectations of HUBS and what they can expect when living in Qatar.

The School has recently updated their Operations Manual which is made available to the teachers.

### Commendations:

The Inspection team was very impressed by the efforts being made by HUBS to ensure the teachers have a positive experience while working at the School and living in Doha. The Inspectors talked to all the BC certified teachers and without exception they all expressed satisfaction with the manner in which they were being treated.

## CONCLUSION

### Commendations

The Inspection Team wishes to recognize the Owner/Operator, Principal and staff of Hayat Universal School for:

- The extensive and well thought through business plan the Owner/Operator submitted to the Ministry.
- The School's vision for the new campus and its commitment to making it a reality sooner rather than later.
- Their commitment to providing a quality BC education



- The excellent handbooks that have been developed
- Hiring additional experienced leaders for the BC Program
- Providing regular collaboration time for the teachers
- For hiring English speaking TA's to assist Teachers in every classroom. Many of these TA's can also speak Arabic and their assistance with translating to parents is very helpful.
- The appointment of a "Social Coordinator" to assist teachers as they adjust to life in Qatar
- The efforts being made by HUBS to ensure the teachers have a positive experience while working at the School and living in Doha.

### **SUMMATIVE RECOMMENDATION**

**The Offshore Inspection Team recommends to the Director of International Education that the British Columbia Program offered at Hayat Universal School be recognized as a British Columbia Certified Program.**

