

Emaan International School



2020-2021 Annual Report



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1. Message from the Principal

Assalamualaikum Wrt.

I have a great honor to present Emaan International School's Annual Report 2021.

The year of 2021 is a challenging year when all schools in Cambodia have experienced being shut down and struggled to help Students learn from a distance due to Covid-19 pandemic. EIS and other schools over Cambodia are ordered closed from March 2021 to October 2021.

In whatever circumstances education is still the first priority for students, therefore EIS has put effort into ensuring the continuity of education for students. EIS keeps providing online lessons by posting 20 videos in a day through Facebook Messenger Group for all grades, from primary 1 to primary 5. Handouts and worksheets are also produced and collected by students from the school on a weekly basis; they then have to return the worksheet every weekend. Moreover, EIS has established a parent's support committee to communicate with parents and guardians to address issues they are facing in monitoring and supporting distance learning of their children. I as a principal together with teachers worked very hard to ensure the success of the distance learning of the students. Resulting from our effort we have successfully reached out and involved 75% of the total number of students in distance learning.

Through this Annual Report, we would like to share educational programs that we had implemented throughout the year and update the progress the school has made to ensure continuity of high quality educational opportunities for its students.

El Attry

Principal

2. Action Plan

	MAJOR CONCERN (Strategic Objective)	TARGETS (KRA)	STRATEGIES	SUCCESS CRITERIA	METHOD OF EVALUATION	TIME PERIOD	Accountable Person
1	Enhance Academic Performance of the Students (Khmer, English, and Islamic Studies)	1. Effective Scheme Of Work (SOW)	1. Training on how to create effective scheme of work	All teachers actively participate in the training	Observation	Jan to March 2021	Principal
			Production of SOW	SOW done for all subjects	Principal to inspect SOW completion	March to May 2021	HOD
			Allocate suitable portion for Iqra' in the Islamic curriculum	30% of the Islamic curriculum spent on Iqra	Lesson plan	Jan to Dec 2021	VICE-PRINCIPAL
		2. Standardization of teaching & Teaching Approach	Training on teaching approach	80% of experienced teachers trained on 3 teaching strategies (PWIM and 2 more teaching approaches)	Demonstration of teachers on the 3 approaches - observation by Principal	Jan to Dec 2021	Principal
			All subjects to be taught using the same teaching approach	All teachers are well trained and apply the teaching strategies for their respective subjects	Observation	Jan to Dec 2021	HOD
		3. Clear Defined Learning Outcomes	Training on writing learning outcome	All teachers actively participate in the training	Observation	Jan to Dec 2021	Principal
			Concentration on speaking and listening for Language teaching	Teachers teach language and ensure that students engage in speaking and listening activities 30% of curriculum time	SOW must ensure that 30% of curriculum time focus on speaking and listening activities	Jan to Dec 2021	HOD
		4. Teaching Resources	Provide enough teaching resources	1 Library: Purchase 200 English-Khmer books	Sarah to do stock check of library and check whether 200 English Khmer books are on shelves	Jan to Dec 2021	VICE-PRINCIPAL
				2 List 10 teaching aids needed, and purchase and use at least 50%	1) To do stock check of teaching aids 2) Survey at end of year on whether teaching aids are effectively used	Jan to Dec 2021	VICE-PRINCIPAL
				3 List 10 learning resources needed and purchase XX% of them	1) To do stock check of teaching aids 2) Survey at end of year on whether teaching aids are effectively used	Jan to Dec 2021	VICE-PRINCIPAL
		5. Assessment Criteria and Process	Develop 6 levels of Reading, Writing, Listening and Speaking tests.	All students in EIS are tested on Reading, Writing Listening and Speaking tests developed	Survey of teachers and staff at the end of the school year	Jan to Dec 2021	HOD
			Develop assessment standard for Khmer, Maths, and Islamic studies	Assessment criteria ready developed and implemented for all subjects	Assessment criteria document	Jan to Dec 2021	HOD
2	Fostering Student's Moral and Interpersonal Skills	1. Develop a sense of belonging	Doing activities together with classmates and schoolmates	2 activities are carried out every month	Program description	July to Dec 2021	VICE-PRINCIPAL

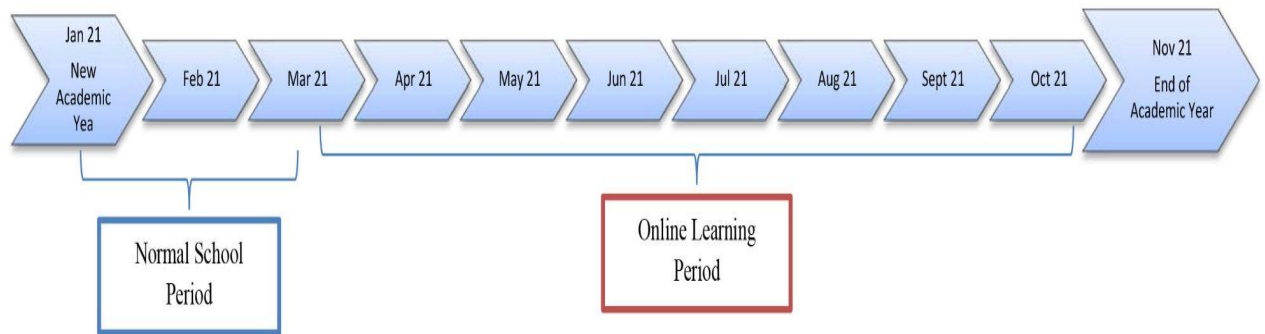
Emaan International School 2020- 2021 Annual Report

		2. Provide students with opportunity to talk about themselves – their families, dreams, wants (Focus on students who attend Boarding Program)	Students are given opportunity to talk and share about themselves	Sharing session to be carried out Once a week after Isha' prayer every Monday	Check list	July to Dec 2021	BOARDING MASTER
		3. Individualized counselling with students	Counselling program for problematic students	5 students to be counseled every month	Observation	July to Dec 2021	VICE-PRINCIPAL
		4. A transformational narrative programme which is based on Sirah of Rasulullah s.a.w and the stories of the Prophets and Messengers of Allah SWT	Play stories of the Prophets at the canteen during lunch time Twice a Week (Monday and Friday)	50% of the prophet's story has been covered	Story content	July to Dec 2021	BOARDING MASTER
		5. Instill Islamic values in students	Value of the month	1 value to be practiced every month throughout the year	Observation	July to Dec 2021	VICE-PRINCIPAL
3	Strengthening skills, competencies, and abilities of teaching and non-teaching staffs	Skillful teachers who are competent in teaching	Teacher Training to be conducted every 4 month	75% of teachers improved in their competency	Performance Review	May to Dec 2021	PRINCIPAL
		Highly engaged, and motivated staffs	Short course for non teaching staff	75% of admin works are improved	Check list	May to Dec 2021	PRINCIPAL
		Increase level of English fluency in staffs	Extra English Class	75% of staff have basic skill in English conversation	Oral test	May to Dec 2021	PRINCIPAL
		Create English Working Environment	Encourage staffs to use English in their daily communication	60% of internal communication made in English	Oral test	May to Dec 2021	PRINCIPAL
4	Community Engagement	Strengthen family-school relationship	Develop a family-school communication plan.	70% of parents actively communicate with school	Communication plan	Jan to Dec 2021	VICE-PRINCIPAL
		Strengthen relationship with community and schools in the area	Create programs involve participation of other schools	70% of the programs are successfully implemented	Programs list	Jan to Dec 2021	VICE-PRINCIPAL

3. Enrolment

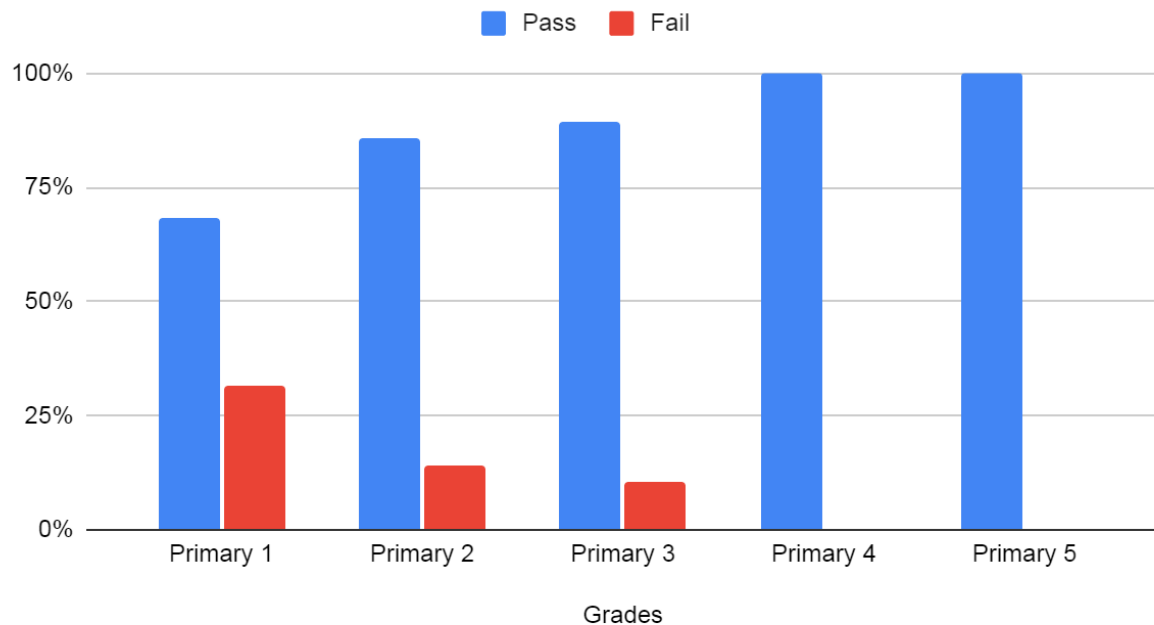
	REGISTRATION		ENROLMENT TO DATE (CUMULATIVE)					
Month	Joined	Cumulative Total	Withdrawal	Full Sponsorship	Partial Sponsorship	Paying	Total	Current Total
Jan-2021	29	117	6	15	8	94	117	111
Feb-2021	0	111	0	15	8	88	111	111
Mar-2021	0	111	0	15	8	88	111	111
Apr-2021	0	111	18	15	8	88	111	93
May-2021	0	93	2	15	8	70	93	91
Jun-2021	0	91	0	15	8	70	93	93
Jul-2021	0	93	0	15	8	70	93	93
Aug-2021	0	93	0	15	8	70	93	93
Sep-2021	0	93	0	15	8	70	93	93
Oct-2021	0	93	2	15	8	70	93	91
Nov-2021	7	98	5	15	8	77	100	95
Dec-2021	35	130	2	14	7	109	130	128

4. Academic Timeline



5. Academic Progress

Pass and Fail



6. Educational Programmes

a. Classroom

Primary 1: Split to 2 classes (P1" A" and P1 "B")

Primary 2: 1 class

Primary 3: 1 class

Primary 4: 1 class

Primary 5: 1 class

b. Curriculum

i. National Curriculum (NC)

1. Textbook= Follow the MoEY

2. Time allocation

Subject	No of period/week				
	P1	P2	P3	P4	P5
Khmer Language	10	10	10	10	8
Maths	7	5	5	5	5
Science	NA	NA	NA	2	3
Social Studies	NA	NA	NA	3	4
Science & Social Studies	3	5	5	NA	NA
Physical Education	2	2	2	2	2
Total No of Period	22	22	22	22	22

ii . English

1. Textbook:

- a. P1= Oxford Phonics World 1
- b. P2 = Oxford Phonics World 2
- c. P3 = Oxford Phonics World 3
- d. P4 = Oxford Phonics World 4
- e. P5 = Oxford Phonics World 5

2. Time allocation

Subject	No of period/week				
	P1	P2	P3	P4	P5
English Language	10	10	10	10	10
Math	5	5	5	5	5
Total No of Period	15	15	15	15	15

iii. Islamic Studies

1. Textbook

- c. Alquran= Iqra'
- d. Arabic:
P4 and P5 = Fitrah Book 1
P1, P2, and P3 = Arabic book from various sources
- e. Other subjects = Andalus

2. Time allocation

Subject	No of period/week				
	P1	P2	P3	P4	P5
Al-Quran	3	2	2	1	1
Arabic	2	2	1	1	1
Aqidah	0	1	1	1	1
Fiqh	0	0	1	1	1
Akhlaq	0	0	0	1	1
Total No of Period	5	5	5	5	5

iv. Summary of EIS Educational Programs

Program/Subject	No. of Period/week
National Curriculum	22
English	15
Islamic Studies	5
TOTAL	42

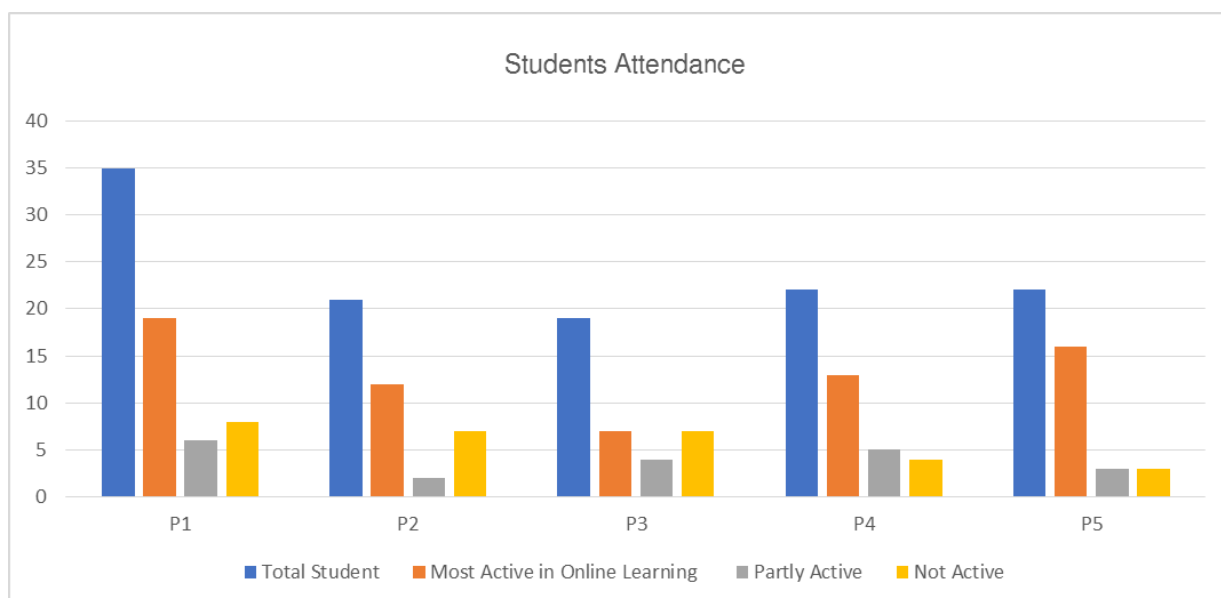
v. Online learning during Covi-19**1. Objective**

1. To ensure that students continue to learn during the school closure period
2. To raise students' awareness that school closure due to Covid-19 is not considered a school holiday, They have to continue learning at home.
3. Maintain the school-parents relationship.

2. Execution Procedure

1. Online learning is implemented through Facebook and Google Meet.
2. Two types of lessons, one is live lessons which are directly lived on FB closed groups and another one is recorded lessons which are lived after the normal record is done.
3. There are 4 subjects offered namely: Khmer language, English language, Khmer Maths, and Islamic Studies.
5. The duration for each session is 15 to 20 minutes.
6. The online class is carried on 5 days a week.
7. Those students who have no smartphone or internet connectivity are given the alternative to come to school for homework collection and teachers will do a short presentation on the lesson. About 30% of the students are among this group.
8. 15 videos of the lesson to be posted daily

3. Students attendance



4. Homework

- a. Teachers post homework at every end of the lesson
- b. Worksheet to be posted to Messenger Group every friday and to be submitted by the first day of the following week.
- c. Students come to collect worksheet from the school

1. Examination

- a. Monthly test is done by combining 4 weekly homework score and sum it up together
- b. Semester exam: Students come to school to collect the take home exam paper then they have to return it at the same day

2. Challenges

- a. Parents do not have enough money to buy devices (phones) for their children to use, which is why the number of participating students is limited.
- b. Parents do not cooperate with the school because they think that online learning is not effective.
- c. Parents do not have enough time to monitor their children, which is why they use their phones to do other things.
- d. Students do not clearly understand the lesson because the teacher explains from a distance
- e. Some areas do not have enough internet service

7. Galleries of Infrastructure and Facilities

1. Library



2. Fence & Gate



3. Parking Garage



4. Playground



5. Canteen

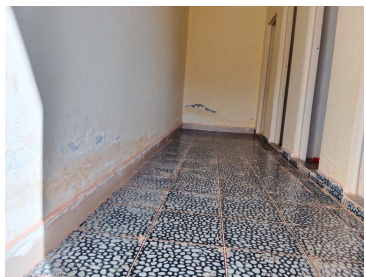


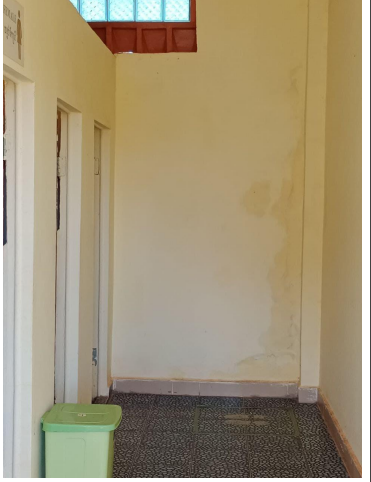
6. Dormitory



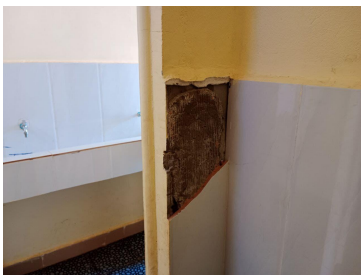
7. Defects Report

No	Location	Particular	Picture
1	Classroom	Leaking Ceiling	
2	School building (Toilet)	Leaking Ceiling	
3	School building (Toilet)	Leaking Ceiling	
4	School building (Toilet)	Leaking Ceiling	

5	School building (Toilet)		
6	School building (Front balcony)	Scratch wall	
7	Dormitory building (Toilet)	Leaking Wall	

8	Dormitory building (Toilet)	Leaking Wall	
9	Dormitory corridor	Leaking ceiling	
10	Mosque building (right wing corridor)	Leaking and broken ceiling	

11		Leaking and broken ceiling	
12	Mosque building (front corridor)	Leaking and broken ceiling	
13	Mosque building (Praying hall)	Leaking and broken ceiling	

14	School building (Toilet)	Broken tile	
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5. Inventory

Sq	Facilities	Fixtures & Equipment	Quantity	
			2020	2021
1	Library	Books	200	800
2		Reading tables	6	7
3		Reading chairs	16	19
4		Book Shelves	6	9
5		Rubber mat	60	60
6	Canteen	Dining Tables	50	50
7		Cooking Utensil	1 Set	1 Set
8		Kitchen Utensil	1 Set	1 Set
9		Refrigerator	1	1
10		Cupboard	1	1
11		Smart TV	1	1
12		Electrical Cooker	2	2
13		Cooking Stove	1 Set	1 Set
14	Dormitory	Fans	24	24

15		Double Decker Beds	36	36
16		Wardrobes	8	8
17		Light Bulbs	24	24
18		table		10
19		chair		06
20	Classroom	Study Tables	144	144
21		Fans	24	24
22		Light Bulbs	24	24
23		White Boards	12	12
24		Information Boards	12	12
25		Teacher's Tables	12	12
26		Curtain	12 Sets	12 Sets
27	Office	Desktop Computer	2	1
28		Laptop Computer	2	2
29		Printer	2	2
30		Office Desks & Chairs	3	3
31		Filing Cabinets	4	4
32		File Folders	30	40

33		Sofa	1	0
34		Key Box	1	1
35		Filing Tray	5	1
36		Kettle	2	1
37		Water dispenser		1
38		Shelf		1
39		Waiting Chair		1
40		whiteboard		2
	Principal Office	Desktop Computer		1
		Laptop Computer		1
		Printer		0
		Office Desks & Chairs		1
		Filing Cabinets		2
		File Folders		0
		Sofa		1
41	Teacher's Room	Desktop Computer	1	1
42		Printer	1	1
43		Office Desks	4	9

44		Office chair		5
45		kettle		1
46		Filing Cabinets	1	1
47	Masjid	Fans	10	11
48		Light Bulbs	8	17
49		Curtain	1 Set	1
50		Sajadah	10	01
51		Speaker	1	1
52		Microphone	1	1
53	Playground	Monkey Bar	1	
54		Playground Equipment		1set
55	Parking Lot	Covered Parking Lot for Car & Motorbike	2	2
56		Kids Athletics Game Equipment	1 Set	1 Set
57		Portable speaker	1	1
58		Microphone	1	2
59		Note Books	50	0
60		Curtain	20	0

61	Store Room	Color Pencil	30	0
62		Dust Bin	2	0
63		Chair	3	0
64		Pillow	12	0
65		Electrical Drill	1	1
66		Grass Cutter Machine	1	1
67		Big Pail	1	1
68		Mosquito Net	4	0
69		Plastic Glass	18	10
70		Female Jubbah (Kid)	10	10
71		Towel	4	0
72		Kettle	2	0
73		Plastic tent		1
74		Hammock		1
75		Mat		3
76		Banner		9
77		Water pipe		1
78		Drinking Bottle		11

79		Tennis		2
80		Plastic Tennis		5
81		Small cooking Stove		1
82		Ice Bucket		1
83		Plastic Bucket		1
84		Pot		3
85		Plastic box		2
86		Tissue Box		2
87		Soap box		5
88		Drinking Glass Container		1
89		Metal laundry tub		1
90		Rope		1
91		Paper bag		1box
92		Cardboard		1
93		Power Outlet		1
94		Fan (Broken)		3
95		Shahadah Photo		3
96		Wall broom		3

97		Plastic Food wrap		2
98		Hand wash Alcohol		1
99		Brochure		2box
100		Kite		1
101		Barbecue Stove		1
102		Podium		1
103		Gift		26 bag
104	Meeting Room	Table		11
105		Chair		14
106		Whiteboard		1
107		Air conditioner		01
108		Filing Cabinet		5
109	Sick Bay	Partition Curtain (between male&female)		1set
110		Pillow		2
111		Mattress		2
112		Blanket		2
113		Thermometer		1

114		First Aid Box		1
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6. Staff

Sq	Position	2021
1	Principal	1
2	Vice Principal	0
3	HOD	0
4	Admin Executive	1
5	Operation Executive	1
6	Assistant Admin	1
7	Teachers	8
9	Assistant Teacher	2
10	Warden	1
11	Islamic Teacher/Murabbi (Boarding Master)	2
12	Security	1
13	Cleaner	2
14	Part-Time Finance	1
15	Part-Time Operation/Marketer	1
16	School Cook	1
Total		23

7. Training

Date	Length	Topic	Participants
7/8/9/ Oct 21	3 Days	Workshop 4-6: Assessment	EIS,EEC
1/2/3/Nov 21	3 Days	Workshop 7-9: Classroom Management	EIS,EEC
1/2/3 Dec 21	3 Days	Workshop 10-12: Teaching Approach (PWIM, JIGSAW,MASTERY LEARNING)	EIS,EEC

8. Scholarship and Orphan/Needy Boarding Programme

Sq	Name	Gender	Type
1.	ZOUT SASVY	Male	Orphan
2.	OUK ROMNY	Male	Orphan
3.	NY SAMY	Male	Orphan
4.	KARIM SAFY	Male	Orphan
5.	TOUM RORSOEM	Male	Orphan
6.	MATH SAFY	Male	Orphan
7.	MATH SNAVY	Male	Orphan
8.	TOU TASNIM	Female	Orphan
9.	TOU MONTAHARY	Male	Orphan
10.	SEEN ROFIYA	Female	Orphan
11.	HIM YOUSOH	Male	Full sponsored/Needy
12.	SEAD FININ	Female	Full sponsored/Needy
13.	SA KIRIN	Male	Full sponsored/Needy
14.	CAN JULY	Female	Full sponsored/Needy
15.	NASEAT SAIFAFATTALY	Male	Full sponsored/Needy
16.	MUHAMMAD SAIFUL	Male	Partial sponsorship
17.	SARY MUSLIM	Male	Partial sponsorship
18.	SARY MUSLOEM	Male	Partial sponsorship
19.	SLES SAFY	Male	Partial sponsorship
20.	SOH HASIMAS	Female	Partial sponsorship
21.	HAMMAD FATEL	Male	Partial sponsorship
22.	FO-AT DAVOUT	Male	Partial sponsorship
23.	SEN YASMIN	Female	Partial sponsorship

9. Financial Summary for the Year of 2020-2021

Cash Summary Emaan International School For the 12 months ended 31 December 2021

	Dec 2021	Income %
Income		
Book Revenue	\$1,040.00	1.0498%
Dormitory Fee	\$372.00	0.3755%
Food Revenue	\$128.00	0.1292%
Registration Revenue	\$40.00	0.0404%
Sales	\$87,874.00	88.7005%
Sales-Transportation Revenue	\$1,270.00	1.2819%
School Fee	\$7,690.20	7.7625%
Uniform Revenue	\$654.00	0.6602%
Total Income	\$99,068.20	100.0%
Less Operating Expenses		
Accommodation/Dormitory Expense	\$836.50	0.8444%
Advertising/ Marketing Expense	\$1,310.28	1.3226%
Canteen Expenses	\$3,328.75	3.3601%
Ceremony Expense	\$1,665.77	1.6814%
Classes/Libraries Decoration	\$267.00	0.2695%
Curriculum Expense	\$2,241.33	2.2624%
EIS Petty Cash Expense	\$2,839.65	2.8664%
Entertainment	\$1,644.72	1.6602%
Fixture Expense	\$45.00	0.0454%
Gasoline Expense	\$506.51	0.5113%
Miscellaneous/Others Expense	\$480.79	0.4853%
Office Supplies	\$2,929.30	2.9569%
Online Class Expense	\$304.00	0.3069%
Playground Expense	\$6,058.03	6.115%
Repairs and Maintenance	\$1,560.13	1.5748%
School Events Expense	\$357.79	0.3612%
School Facility	\$801.90	0.8094%
Telephone & Internet	\$252.00	0.2544%
Training & Development	\$263.17	0.2656%
Uniform Expenses	\$796.00	0.8035%
Utilities Expenses	\$1,344.98	1.3576%
Wages and Salaries	\$61,833.41	62.415%
Total Operating Expenses	\$91,667.01	92.5292%
Operating Surplus (Deficit)	\$7,401.19	7.4708%
Net Cash Movement	\$7,401.19	7.4708%
Summary		
Opening Balance	\$559.53	
Plus Net Cash Movement	\$7,401.19	
Closing Balance	\$7,960.72	

Profit and Loss

Emaan International School

For the year ended 31 December 2021

Account	2021
Trading Income	
Book Revenue	1,040.00
Dormitory Fee	372.00
Food Revenue	128.00
Registration Revenue	40.00
Sales	87,874.00
Sales-Transportation Revenue	1,270.00
School Fee	7,690.20
Uniform Revenue	654.00
Total Trading Income	99,068.20
Gross Profit	99,068.20
Operating Expenses	
Accommodation/Dormitory Expense	836.50
Advertising/ Marketing Expense	1,310.28
Canteen Expenses	3,328.75
Ceremony Expense	1,665.77
Classes/Libraries Decoration	267.00
Curriculum Expense	2,241.33
EIS Petty Cash Expense	2,839.65
Entertainment	1,644.72
Fixture Expense	45.00
Gasoline Expense	506.51
Miscellaneous/Others Expense	480.79
Office Supplies	2,929.30
Online Class Expense	304.00
Playground Expense	6,058.03
Repairs and Maintenance	1,560.13
School Events Expense	357.79
School Facility	801.90
Telephone & Internet	252.00
Training & Development	263.17
Uniform Expenses	796.00
Utilities Expenses	1,344.98
Wages and Salaries	61,833.41
Total Operating Expenses	91,667.01
Net Profit	7,401.19

THE END