PREMIERA
EDUCATION GROUP
PROGRAMME SERVICES

PRE-SIGNING / SCREENING
Initial Inquiry – Contact to Lead / Meeting Client
Expression of Interest – Selection of Product Line/Partnership Model
Compatibility Analysis – Review for qualification:
- Territorial Rights   - Legal Due Diligence / Compliance with Local Regulations   - Market Research – Visibility & Feasibility Studies   - Financial Capacity & Viability – Agreement Term   - Alignment of Goals & Educational Philosophy   - Minimum Facility Requirements   - SOPs   - Preliminary Assessment & Meeting – Expectations   - Sign NDA
Client Submits Detailed Application that Outlines the following:
- School Profile – Size, Curriculum, etc.   - Proof of Financial Capacity – Reports & Projections   - Business Model Proposal   - Share Key Documents for Verification – Legal Certificates, Tax Returns, Financial Statements, Drafted Partnership Agreements   - Share Organisational Chart, Leadership Team & Staff Profiles, CVs of Founders, Leaders, Managers
Site Visit, if Required. This will depend on the Product Line
Review of Financials and Business Model – Feasibility of Partnership, Set-Up Costs, Operational Expenses, Insurance Liabilities, Legal Fees, Franchise Disclosure Document (FDD), Non-Compete Clause
Complete the Application & Submit All Requested Documents
Custom Proposal & Fee Structure Presentation:
- Tailored Proposal Outlining Services, Deliverables, Timelines   - Fee Structure & Payment Terms   - Downpayment & Upfront Fees – Marketing, Training, Renewal, Technology & Curriculum Fees   - Annual Fees – Management / Royalties / Consultancy or Project-Based Fees
Negotiation and Agreement Drafting – Terms are Negotiated
Partnership Agreement is Finalized – Deliverables & Milestones
Sign Legally Binding Contract to Activate Partnership Agreement

ONBOARDING AND IMPLEMENTATION KICK-OFF
360-Degree Assessment, Review, Feedback, Report, and Recommendations. This is a Comprehensive Assessment of Engagement Readiness that will Frame All Subsequent Actions. The Process is as Follows:
- Request & Collect Documents   - Stakeholder Surveys – Questionnaires   - On-Site Visit & Stakeholder Interviews   - Interviews with Staff, Students, Parents, and Administration   - Facilities Walk-Through and Operational   - Classroom Observations   - Comprehensive Audit of All Departments   - Review of Marketing, Outreach, and PR Programmes   - Review of IT Infrastructure, Data Management, & Cybersecurity

10. Review of Facilities & Operations Management
11. Review of Academic Programmes, Educational Standards & Curriculum
12. Review of HR – Staff Qualifications
13. Review of Staff PD Programmes
14. Review of Student Wellbeing & Support Services
15. Review of Community Engagement & Stakeholder Relations
16. Student Enrolment, Attendance, and Retention
17. SWOT Analyses
18. Post-Visit Analysis, Feedback, and Presentation to SLT
19. Data Analysis and Report Preparation
20. Recommendations for Partnership Model
21. Action Plan for Programmes

REQUEST FOR DOCUMENTS:

Governance, Licensing, and Compliance

- School Organisational Structure
- School Mission, Vision, and Ethos
- Decision-Making Process
- Policies
- Legal Compliance
- Compliance with Local & Government Regulations
- Accreditation Status – Local or International
- Health & Safety Regulations Compliance
- Licensing, Registrations, Permits
- Compliance with Labor Laws & Employment Standards
- Student Visa, Residency Permits

Financial Health and Sustainability

- Budgeting and Financial Planning
- Budget Allocations (Operational V Capital Expenditures)
- Long-Term Fiscal Sustainability Planning
- Financial Reporting and Auditing
- Internal and External Audit Processes
- Revenue Streams
- Tuition fees, fundraising, sponsorships
- Ancillary income sources (canteen, uniforms, activities)
- Cash Flow Management
- Tuition collection policies and management of unpaid fees
- Contingency funds and reserves

ON-SITE VISIT & DEPARTMENTS REVIEW

IT Infrastructure, Data Management, and Cybersecurity

- IT Systems and Infrastructure
- Internet connectivity and bandwidth
- Availability of learning management systems (LMS) and ERP
- Data Protection and Privacy
- Student and staff data security policies (GDPR compliance)
- Use and storage of personal data
- Cybersecurity Measures
- Network security policies
- Safeguarding policies for online learning environments

Facilities and Operations Management

- Facility Management
- Condition and maintenance of classrooms, labs, and playgrounds
- HVAC, lighting, and electrical systems
- Health, Safety, and Security
- Security protocols (CCTV, access control systems)

- Fire safety procedures and equipment checks
- First-aid availability and emergency drills
- Custodial and Cleaning Services
- Cleanliness standards and schedules
- COVID-19 or pandemic-related protocols

Academic Programmes and Curriculum

- Curriculum Design and Implementation
- Teaching Practice & Learning Environments
- Alignment with local and international educational standards (IB, British, American, etc.)
- Programmes for Special Education Needs (SEN)
- Assessment and Evaluation
- Standardized testing processes
- Use of formative and summative assessments
- Extracurricular and Co-Curricular Programmes
- Integration of sports, arts, and community service
- Student clubs and leadership programmes

Human Resources and Professional Development

- Staff Recruitment and Retention
- Hiring practices and teacher qualifications
- Staff turnover rates and reasons
- Performance Management
- Staff appraisal processes
- Teacher evaluation and feedback
- Professional Development
- CPD (Continuous Professional Development) programmes
- Leadership development for staff and management

Student Wellbeing and Support Services

- Student Support Services
- Counselling services (mental health, career guidance)
- Learning support and individualized education plans (IEPs)
- Safeguarding and Child Protection Policies
- Anti-bullying and harassment protocols
- Training for teachers and staff on child protection
- Parental Engagement and Communication
- Channels for parent communication and feedback
- Parent-teacher association (PTA) involvement

Community Engagement and Stakeholder Relations

- Community Partnerships
- Collaboration with local and international partners
- Corporate Social Responsibility (CSR) initiatives
- Stakeholder Engagement
- Feedback mechanisms for students, parents, and staff
- Communication strategies and transparency with stakeholders
- Marketing and Branding
- Public relations and reputation management
- School marketing plans and outreach strategies

Student Enrolment, Attendance, and Retention

- Admissions and Enrolment Management
- Admissions policies, criteria, and processes
- Enrolment targets and demographic data analysis
- Attendance and Retention
- Attendance monitoring policies and tools
- Student retention strategies and attrition rates

Partnership, Consultancy, and Governance Models Evaluation

- Evaluation of Current Operations
- Strengths, weaknesses, opportunities, and threats (SWOT analysis)
- Review of key performance indicators (KPIs)
- Potential Partnership Models

- Management Agreement: Scope of involvement in operations
- Franchise Model: Brand alignment and quality assurance
- Consultancy: Targeted interventions and capacity building
- Reporting and Recommendations
- Comprehensive report with findings and action plan
- Recommendations for improvement or partnership models
- Presentation to the school governing body and stakeholders

POST-VISIT FEEDBACK TO SLT, REPORT, RECOMMENDATIONS

Initial Feedback Presentation to SLT

Collation, Compilation, and Analysis of Data

Report of Key Findings and Recommendations

Selection of Programme – Management, Franchise, or Consultancy

ACTION PLAN

The duration of the partnership programme

BESPOKE SERVICES

ACADEMIC

- Holistic, Integrated Curriculum
- Islamic-Based Integrated Curriculum
- Optimal Organisational Models
- Curriculum Framework
- Life and Career-Readiness Programmes
- Building a Community of Care
- Students-First Learning
- Systems-Based Benchmarking
- Sustainability Education
- 21st Century Skills Programmes – Creativity, EQ, Communication, Leadership, Problem Solving, Collaboration, Critical Thinking Skills, Technology, Machine Learning, Information Literacy, Decision-Making, Conflict Resolution, and Cultivating Initiative
- Entrepreneurial Program
- Language Programmes
- Early Childhood Education – Programmes
- Planning Protocols
- Using Notebooks, Handwriting, Note Taking
- Project-Based Learning
- Brain-Based Education / NLP
- ELEOT – Effective Learning Environments
- Instructional Leadership – Best Practice & Models
- Effective & Ethical Use of AI
- Academic – Intellectual Honesty / Plagiarism
- Visible Learning
- Teacher Evaluation
- Observation Protocols

- Establishing a PLC Culture
- Creating a SEN Program
- Accreditation
- School Development & Improvement
- Assessment & Reporting
- Academic Policies
- Classroom Management
- Effective Teaching Strategies – Highest Effect Size Practice: DI, Collaborative-Cooperative Teaching, Giving Effective Feedback, Higher-Order Questioning, Critical Thinking
- Literacy / Numeracy Programmes
- Differentiated Instruction
- STEAM/STEM Program
- Using SOLO, DOK, and Other Taxonomies
- NGSS Programmes
- Research-Based Learning Modules
- Extra-Curricular Activities
- Establishing Sports Programmes
- Giftedness & Creativity Programmes
- Using PBIS, MTSS, and RtI Programmes
- Standards-Based Reforms & Systems
- Writing & Using ILPs and IEPs
- Vocational Education
- Authentic Learning
- Public Speaking – Debating Society
- IB – Philosophy – Theory of Knowledge
- Electives Program
- AP / SAT / IELTS / TOEFL
- Continuous Improvement / Improvement Journey Archives
- Cognitive Coaching
- Meeting Structures
- Laboratory-Based Learning

IT

- Operational Standards / Delivery Systems
- Blended Learning
- Remote, Distance, Synchronous, Asynchronous, and Hybrid Learning

HR & PROFESSIONAL DEVELOPMENT / FINANCIAL HEALTH & SUSTAINABILITY

- High Quality Recruitment, Training, PD, and Retention
- Performance & Development Management, Metrics, Quality Assurance – Writing KPIs and SMART Goals
- Models for Supervision, Monitoring, & Reporting
- Diversity Equity and Inclusion
- Induction & Mentoring Programmes / Onboarding
- Staff Performance Evaluation
- Policy Creation, Stewardship, and Governance
- Staff Wellbeing Program
- Financial Literacy for School Leaders

COMMUNITY ENGAGEMENT & STAKEHOLDER RELATIONS / GOVERNANCE, LICENSING, COMPLIANCE

- Protocols for Communication & Stakeholder Engagement
- Social Justice & Community Outreach Program
- Establishing an Effective PTA
- School Budgeting & Governance
- School-Ministry Liaison

STUDENT WELLBEING & SUPPORT SERVICES / ENROLMENT, ATTENDANCE, RETENTION

- Child Protection & Safeguarding
- Spiritual and Moral Development
- Wellbeing – Pastoral Care Framework
- Educational Psychology – Models for Counsellors, Advisors, Educators
- College & Career Counselling

- Establishing a Student Council
- Student Clubs
- Creating Enrolment, Attendance, and Retention KPIs

FACILITIES AND OPERATIONS MANAGEMENT

- Establishing a School Library
- Establishing Healthy Nutrition Program
- Security Program
- Development of Administration & Support Programmes
- Custodial Program