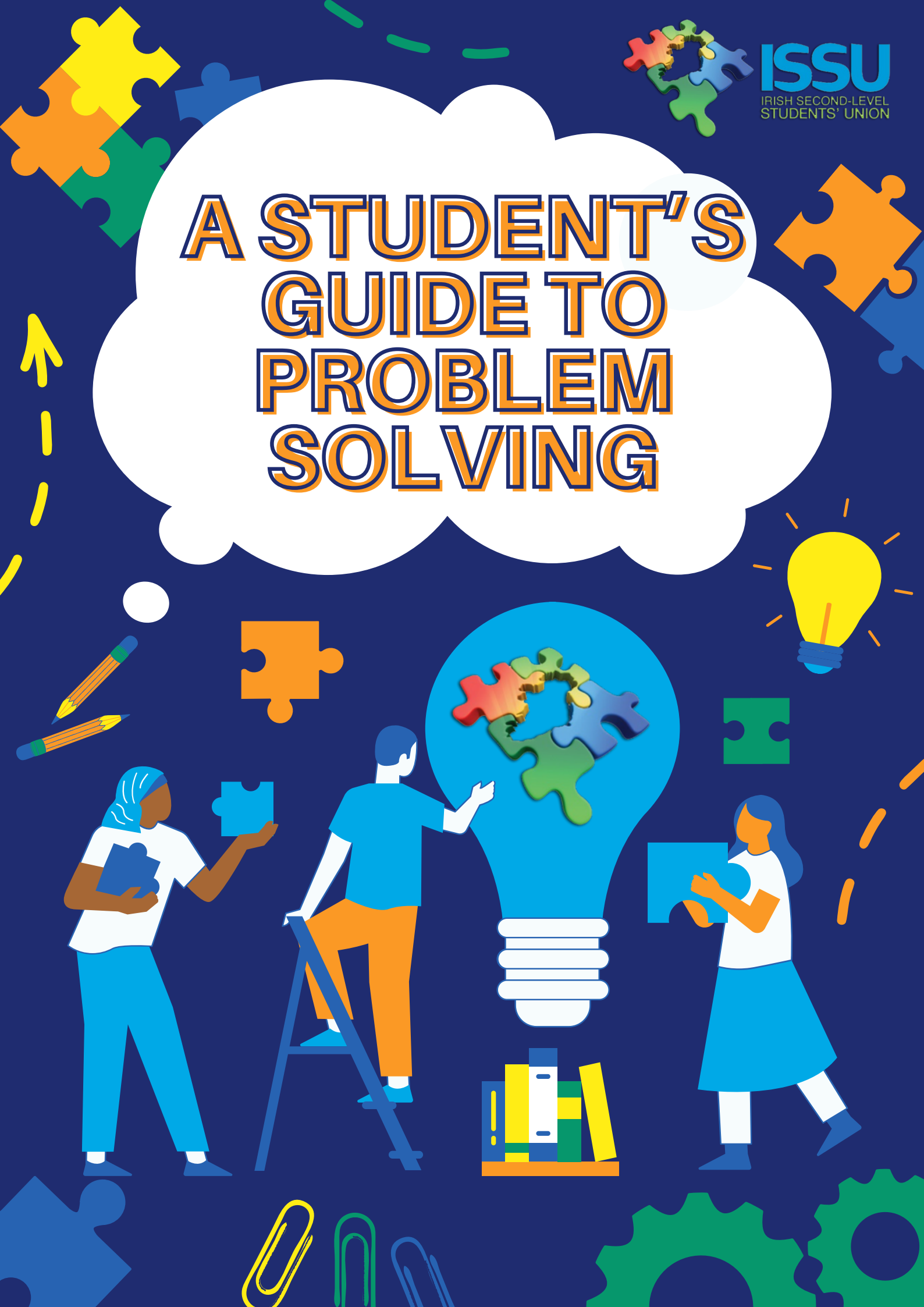
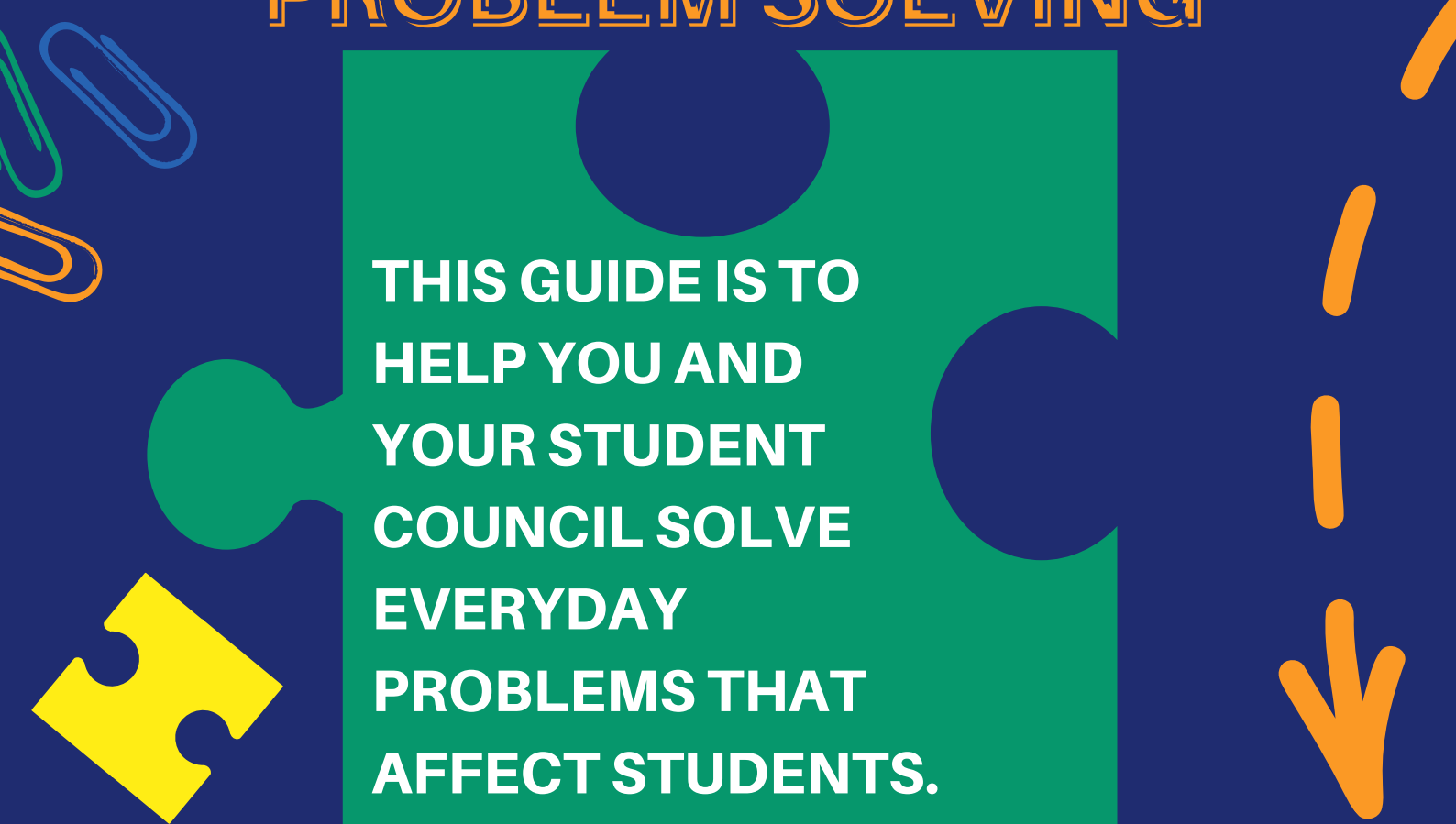





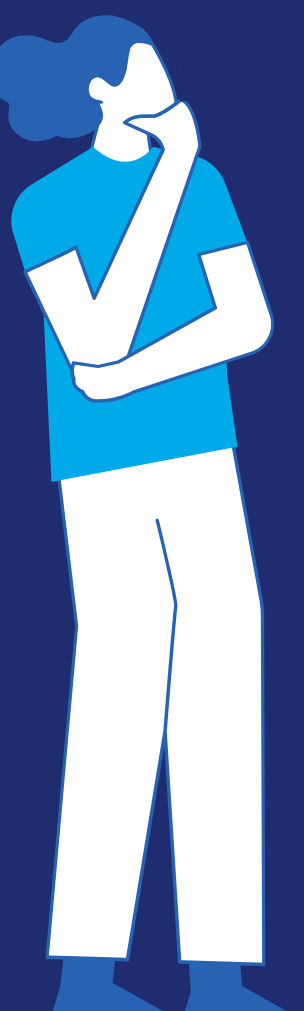
A STUDENT'S GUIDE TO PROBLEM SOLVING



A STUDENT'S GUIDE TO PROBLEM SOLVING



THIS GUIDE IS TO HELP YOU AND YOUR STUDENT COUNCIL SOLVE EVERYDAY PROBLEMS THAT AFFECT STUDENTS.



IF YOU ARE EXPERIENCING ISSUES IN YOUR SCHOOL SUCH AS BROKEN TOILETS, POOR QUALITY CANTEEN FOOD OR OTHER DAY-TO-DAY PROBLEMS, HERE IS A LIST OF HELPFUL TIPS AND TRICKS TO SOLVE THEM.

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STEP 3: REVIEW & REPORT:

YOU'LL NEED TO REVIEW ALL THE OPINIONS YOU'VE RECEIVED FROM CONVERSATIONS WITH YOUR CLASSMATES OR THE SURVEY YOU UNDERTOOK. AFTER YOU'VE SUMMARISED YOUR RESULTS, YOU SHOULD WRITE A REPORT UNDER THE FOLLOWING HEADINGS.



- 1) OUTLINE WHAT THE ISSUE IS - YOU'LL NEED TO GIVE SOME DETAIL.
- 2) OUTLINE PEOPLE'S NEGATIVE EXPERIENCES AND THE CONSEQUENCES OF THE PROBLEM FOR STUDENTS.
- 3) ADD ANY PHOTO EVIDENCE YOU HAVE AND QUOTES FROM YOUR PEERS.
- 4) WHAT SOLUTIONS DO STUDENTS WANT?

STEP 4: POINTS OF CONTACT:

NEXT, YOU WANT TO FIGURE OUT WHO THE POINTS OF CONTACT ARE, TO HELP YOU SOLVE THIS ISSUE, THESE ARE GENERALLY:
STUDENT COUNCIL LIAISON
TEACHER -> PRINCIPAL -> BOARD OF MANAGEMENT -> PARENTS ASSOCIATION.



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STEP 1: EXAMINE THE PROBLEM YOURSELF:



THIS WILL HELP YOU SEE HOW BAD THE PROBLEM IS AND WILL HELP YOU DECIDE WHAT STEPS YOU NEED TO TAKE NEXT. TAKE NOTES, CREATE A LIST OR MIND MAP OF THE ISSUES. MAKE SURE TO TAKE PICTURES FOR EVIDENCE (WHERE POSSIBLE).

STEP 2: CONSULT WITH YOUR PEERS:



ASK YOUR CLASSMATES ABOUT THEIR EXPERIENCE WITH THE PROBLEM. THIS COULD BE DONE THROUGH INFORMAL CONVERSATIONS OR THROUGH A BASIC SURVEY. TRY TO GATHER AS MANY OPINIONS AS POSSIBLE AS THIS WILL MAKE YOUR ARGUMENT STRONGER.

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STEP 5: ACTION PLAN




THE NEXT STEPS YOU CAN TAKE ARE TO:
ASK YOUR PRINCIPAL TO ATTEND YOUR
STUDENT COUNCIL MEETING TO DISCUSS
THE ISSUE.

SEND YOUR PRINCIPAL YOUR REPORT ON
THE ISSUE 3-5 DAYS IN ADVANCE
OF THIS MEETING

THIS GIVES YOUR PRINCIPAL
PLENTY OF TIME TO BRING
SOLUTIONS TO YOUR MEETING
BASED ON THE OPINIONS AND
EXPERIENCES OF THE STUDENT BODY.

IT ALSO ENABLES YOU TO HAVE A MORE
CONSTRUCTIVE APPROACH TO THE ISSUE,
RATHER THAN FOCUSING ON PROBLEMS.



IF THERE IS NO DIRECT ACTION PLAN, YOU SHOULD
GET IN CONTACT WITH YOUR BOARD OF
MANAGEMENT. HOWEVER, IF THE BOARD ALSO FAILS
TO PROVIDE A DIRECT ACTION PLAN, THE NEXT STEP
IS TO GO TO YOUR PARENTS COUNCIL OR
ASSOCIATION AND REPEAT THE ENTIRE PROCESS
WITH THEIR HELP. THIS PROCESS CAN BE REPETITIVE
BUT IS ESSENTIAL TO ENSURING YOUR SCHOOL'S
ISSUES ARE RESOLVED.

**IF ALL ELSE FAILS, GET IN CONTACT WITH YOUR REGIONAL
OFFICER THROUGH THE ISSU SCHOOL REPRESENTATIVE,
WHO SITS ON YOUR STUDENT COUNCIL.**



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SAMPLE SURVEY:

Sample Survey

Has this issue affected you?

Choose ▼

If yes, how has this affected you?

Your answer _____

If no, have you noticed this affecting your peers? Please give details.

Your answer _____

Are there any solutions you would like to see implemented?

Your answer _____

Submit Clear form

SCHOOL LETTER TEMPLATE

LINK



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HOW TO WASH YOUR HANDS



1

Wet hands with water and apply soap to cover all hand surfaces



2

Rub hands palm to palm



3

Rub fingertips with opposite palm



4

Clean in between the fingers



5

Do a rotational rubbing of left thumb clasped in right palm and vice versa



6

Rinse hands with water