



NEWSLETTER:

Theme: Promoting Quality Education

Topic: Effective Teaching and Learning

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Date : 24th September 2025

Time : 8 : 00 a.m. – 4 : 00 p.m



Busy Bees Foundation School (BBFS) Staff Training Report

Participants

- School Leadership
- Parents Committee Representative
- Photographer
- Teachers
- School Public Relations Officer
- Sector Education Inspector (SEI)

Agenda

- Prayer and Welcoming Remarks
- Keynote Session: Effective Teaching and Learning
- Reading of Imihigo
- Open Discussion
- Lunch
- Group Photo





Busy Bees Foundation School (BBFS) Staff Training Report

Proceedings

The training opened with a prayer led by Teacher Pascal, followed by welcoming remarks from the School Principal.

The main session on Effective Teaching and Learning was facilitated by the Sector Education Inspector, Mr. Nzabonimpa Emmanuel. He began with an interactive exercise where participants introduced each other in pairs. Members reflected on this approach and shared its benefits, such as:

- Helping learners know each other
- Building confidence and reducing fear among learners
- Encouraging unity and teamwork
- Identifying classmates' strengths and weaknesses
- Fostering collaboration





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Staff Training Report

The training opened with a prayer led by Teacher Pascal, followed by welcoming remarks from the School Principal.

Group Work Outcomes

Participants were divided into two groups for a 30-minute discussion:

Group 1: Indicators of Effective Teaching and Learning Parents' Duties:

- Provide school fees and necessary learning materials on time.
- Create a positive home learning environment (quiet space, timetable, reading culture).
- Monitor and support children's studies and discipline.
- Establish close communication with teachers.
- Encourage positive values and recognize children's achievements.
- Collaborate in solving learners' challenges.





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Teachers' Duties:

- Being passionate in education
- Use Head, Heart and Hand
- Apply innovative and learner-centered pedagogy.
- Assess and give constructive feedback regularly.
- Identify and support learners' strengths and weaknesses.
- Maintain professionalism, punctuality, and discipline.
- Build strong relationships with learners and parents.
- Engage in continuous professional development (research, training).
- Use ICT and creative teaching resources effectively.





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School Leadership Duties:

- Ensure timely payment of salaries and provide incentives/bonuses.
- Support teachers' professional growth through workshops and exchange programs.
- Provide a conducive teaching and learning environment (materials, classrooms, ICT).
- Motivate staff through recognition, career progression, and welfare programs.
- Strengthen monitoring and evaluation (class observations, reporting).
- Build partnerships with parents and the community.
- Ensure accountability and transparency in school management.





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Learners' Duties:

- Attend school daily and on time.
- Respect teachers, peers, and school rules.
- Complete homework, revise lessons, and prepare for tests.
- Take responsibility for personal learning (kwigira spirit).
- Show values of discipline, honesty, teamwork, and respect.
- Set personal academic goals (imihigo y'umunyeshuri).





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Group 2: How to Improve Effective Teaching and Learning

- Know individual learner
- Understand and interpret the curriculum
- Prepare lessons thoroughly (schemes, lesson plans, teaching aids).
- Use ICT (projectors, online learning, local teaching aids).
- Strengthen collaboration among teachers in departments.
- Provide continuous assessment and follow-up.
- Promote active learning and problem-solving.
- Integrate cross-cutting issues (gender, environment, patriotism, inclusion).
- Share best practices across schools.
- Encourage innovation competitions and talent development.





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The Facilitator also introduced the 5 Es Instructional Model: Engage, Explore, Explain, Elaborate and Evaluate.

Key Teaching Model: The 5 Es

- Engage – capture learners' interest.
- Explore – provide varied activities.
- Explain – introduce new information.
- Elaborate – encourage problem-solving and synthesis.
- Evaluate – assess learning and provide feedback.





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Mr. Emmanuel further reminded teachers to:

- Assess learners at the end of each unit.
- Record and analyze marks.
- Provide written recommendations.
- Prepare exams as departments and seek leadership approval before giving the exam to pupils.
- Do written recommendations (writing a report of each learner – where he/she is weak, and then report the case.)





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Imihigo (Performance Contracts)

Teachers signed Imihigo based on:

- Presence
- Preparation
- Pedagogy
- Participation
- Pupil Learning
- Professional conduct

Evaluation measures were also emphasized. During the signing, the PR entertained with inspirational songs related to education and Imihigo, motivating all participants.





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Closing Activities

After the discussions and Imihigo session:

- Participants shared lunch.
- A group photo session was held.
- The team returned to Kigali by 4:00 p.m.





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Conclusion & Way Forward

The training was productive and interactive. Staff, leadership, and parents' representatives worked together in exploring ways to enhance effective teaching and learning at BBFS. The session strengthened unity, professional commitment, and the shared vision of promoting quality education. Moving forward:

- Parents will be more engaged in children's education.
- Teachers will apply innovative, learner-centered practices.
- Leadership will prioritize teacher welfare, accountability, and resources.
- Learners will be supported to become responsible, value-driven citizens.

Together, we commit to making Busy Bees Foundation School a model of quality education in Rwanda.



Prepared by
FURAHA BERTHE

The School Principal