

Meeting Minutes week 1

First Week of School Preparation Meeting

Date: 10 July 2026

Time: 09.00 AM

Venue: Grade 6 Classroom

No	Agenda	Discussion / Decisions	Person in Charge (PIC)
1	First Week of School & MPLS	- MPLS preparation finalized. - New Academic Year Information Letter to be sent to parents. - First Day of School preparation. - SEL Week activities to be conducted during the first week.	Principal & All Teachers
	Welcome Day	- Welcome souvenir: Sticker & milk. - Fruit snack preparation. - Students are welcome at the entrance. - Teachers welcome students upon arrival.	Sticker & Milk: Ms. Riris & Ms. Afro Fruit: Ms. Zahra Student assignment: Mr. Gu & Ms. Anjani (Front Desk/Humas) Dismissal duty: Ms. Suci.

		Teacher Dress Code MPLS: • Monday: Red hijab (female teachers), White shirt (male teachers). • Tuesday: Yellow theme.	All Teachers
		MPLS documentation.	Mr. Akbar
2	Classroom Readiness & Decoration	- Classroom decoration is in progress by each homeroom teacher. - Corridor decoration: Clouds, balloons, and "Elementary Zone".	Homeroom Teachers Corridor: Ms. Selvia
3	Teaching & Learning Preparation	- Teacher timetable completed. - Learning tools and teaching resources prepared by each department.	All Teachers
4	Teacher Duties & Supervision	Duty roster finalized and coordinated.	Ms. Bkti
5	Parent Communication	Communication channels: Email, WhatsApp Channel, and EduNav.	School Team

		Parents' Meeting Schedule: • Grade 1 – 18 July • Grades 4–5 – 8 August (TBC) • Grade 6 – 29 August (TBC) • Grades 2–3 – 5 September (TBC)	Principal & Homeroom Teachers
		Weekly Plan reminder every Thursday.	Mr. Amir
6	Other Matters	Photocopying and printing procedures to be coordinated.	Ms. Afro

Meeting Minutes Week 2

Date: 20 July 2026

Time: 15.00 Pm

Venue: Grade 6 Classroom

Attendees:

- ☒ Fitriani
- ☒ Aqila Rahmi Fauziyyah
- ☒ Arinda Lailatul Karimah
- ☒ Bah'rru Akbar (Piket)
- ☒ Bekti Nuryati
- ☒ Dwi Anjani Hastari
- ☒ Fikri Nabhani
- ☒ Gunaldi Wicahya (Mr. Gu)
- ☒ Humaida Shofya Az Zahra
- ☒ Muhammad Amirul Fataa
- ☒ Rahmadhanur Fitri
- ☒ Rebsam Divad
- ☒ Rizqiah Nurbaiti
- ☒ Selvia Noviani
- ☒ Setyaningsih (Piket)
- ☒ Suci Muharom

1. Academic Calendar

- School Calendar For Parents:
[SD ACADEMIC CALENDAR 2026-2027 \(Parents\)](#)
- School Calendar For Teachers:
[SD Pribadi Academic Calendar 2026-2027 \(Teacher\)](#)

2. Lesson Plan & Assessment

- **Lesson plan**

Agreed lesson plans to be used by primary schools and departments:

- FORMAT MODUL AJAR - Kurikulum Nasional:

[FORMAT MODUL AJAR - Kurikulum Nasional.docx](#)

- LESSON PLAN FORMAT - Cambridge:

[W LESSON PLAN FORMAT - Cambridge.docx](#)

○ **Common Assessment.**

These are standard, textbook-based tests that count directly toward a student's term grade.

- Chapter-End Tests: All students in Grades 1–6 take these at the end of each unit. English, Math, and Science will pilot a new standardized layout this year.

- Semester Final Exams: Only for Grades 4–6. These happen once a semester on Latihan.id, covering English, Math, Science, Religion, and Bahasa Indonesia. Grades 1–3 do not have Final Exams.

EASE Growth: Overview

https://docs.google.com/document/d/1RqzTsmj1gv-7DuHr9v1N7y5Ntl76Vo0_q4cSnYRXskY/edit?usp=sharing

Primary - Assessment Policy Update - Quick Reference

<https://docs.google.com/document/d/1aYaVTWBNkqWZijwqLDs5Kboqvk-XfOQGLH0SiVOs8oA/edit?usp=sharing>

Meeting Minutes Week 3

Date: 27 July 2026

Time: 15.00 Pm

Venue: Grade 6 Classroom

Attendees:

- ☒ Fitriani
- ☒ Aqila Rahmi Fauziyyah
- ☒ Arinda Lailatul Karimah
- ☒ Bah'rru Akbar
- ☒ Bekti Nuryati
- ☒ Dwi Anjani Hastari
- ☒ Fikri Nabhani
- ☒ Gunaldi Wicahya (Mr. Gu)
- ☒ Humaida Shofya Az Zahra
- ☒ Muhammad Amirul Fataa
- ☒ Rahmadhanur Fitri
- ☒ Rebsam Divad
- ☒ Rizqiah Nurbaiti
- ☒ Selvia Noviani
- ☒ Setyaningsih
- ☒ Suci Muharom

1. **Walkthrough Appraisal**
2. **Subject Leader and Coordinator, Olympiad Coordinator , LLP Program, School culture Meeting, biweekly.**
3. **Penysunan KSP**
4. **PPKN Week**
5. **Grade 6 Parents meeting Preparation**
 - School Programs
 - Guidance programs
 - EASE Growth
 - TKA preparation
 - National examinations and other assessments
 - Academic support plan
6. **Student Welfare & Safety**
 - Incident Report procedures

Incident Report

Edunav now provides a Feedback/Incident Report feature for users (Parents/Students/Staff) with the option to submit anonymously or with their identity shown. We encourage schools to explore this feature first before announcing it publicly to users at your school. If your school prefers not to use this feature yet, please let us know and we will deactivate it for you.

Users can access this feature via:

User Profile Menu > My Incident Report > Add New Incident Report > Submit Form

For school management (FR/GM, Principal), reports submitted by users can be followed up through:

Public Relation > Incident Reports

From there, you can review incoming reports, follow up on incidents, and manage action plans.

- Student safeguarding and follow-up
- Child Protection

Meeting Minutes Week 4

Date: 3 August 2026

Time: 15.00 Pm

Venue: Grade 6 Classroom

Attendees:

- ☒ Fitriani
- ☒ Aqila Rahmi Fauziyyah
- ☒ Arinda Lailatul Karimah
- ☒ Bah'rru Akbar
- ☒ Bekti Nuryati
- ☒ Dwi Anjani Hastari
- ☒ Fikri Nabhani
- ☒ Gunaldi Wicahya (Mr. Gu)
- ☒ Humaida Shofya Az Zahra
- ☒ Muhammad Amirul Fataa
- ☒ Rahmadhanur Fitri
- ☒ Rebsam Divad
- ☒ Rizqiah Nurbaiti
- ☒ Selvia Noviani
- ☒ Setyaningsih
- ☒ Suci Muharom

1. Appraisal program

 Teacher Appraisal Handbook - May 2026

2. Student Assessment

 Primary - Assessment Policy Update - Quick Reference

Common assessment di edunav saat ini hanya 1 di grade book

3. Dismissal Rules :

4. PPKn Week Update, Independence Day, Need send the letter
5. Parents Meeting Grade 4&5 will be in AVR, is any performance from students, Lunch in dining
6. Kapan penggunaan Kolam Renang, 1x sebulan, need arrange the schedule for grade 1-3, optional club
7. **Safeguarding and Child Protection**, Please upload the all school activities documentation in the school official platform: Edunav, School Instagram & Youtube.

Meeting Minutes Week 5

Date: 10 August 2026

Time: 15.00 Pm

Venue: Grade 6 Classroom

Attendees:

- ☐ Fitriani
- ☐ Aqila Rahmi Fauziyyah
- ☐ Arinda Lailatul Karimah
- ☐ Bah'rru Akbar
- ☐ Bekti Nuryati
- ☐ Dwi Anjani Hastari
- ☐ Fikri Nabhani
- ☐ Gunaldi Wicahya
- ☐ Humaida Shofya Az Zahra
- ☐ Muhammad Amirul Fataa
- ☐ Rahmadhanur Fitri
- ☐ Rebsam Divad
- ☐ Rizqiah Nurbaiti
- ☐ Selvia Noviani
- ☐ Setyaningsih
- ☐ Suci Muharom

1. Prepare Letter for PPKN Week and Independence Day 17 August 2026
2. Prepare Letter for Parents Meeting grade 2&3, 15 August 2026
3. Outing September

Harga Normal: Sea World + Samudra + Ancol Weekdays Rp 145.000,-

Syarat: Syarat Rombongan Sekolah harus melampirkan Surat Keterangan dari Sekolah atau Kartu Pelajar sebanyak Pelajarnya* dan untuk Harga Guru/Pendamping bisa mengikuti Harga Rombongan sekolah selama Jumlahnya tidak melebihi Jumlah Pelajarnya.

Product Knowledge:  Samudra & Seaworld

8. STEAM EXPO Theme: From Action to Innovation

Creating Sustainable Solutions Through STEAM

Grade	Theme	Technology Integration
Grade 1	Plant & Nature	Digital journal (Canva, iPad)
Grade 2	Recycling	Digital poster & infographic
Grade 3	Water Conservation	Google Sheets & data visualization
Grade 4	Smart Environment	Block Coding + Simple Robotics
Grade 5	Smart Green Technology	Microcontroller / Robotics

Grade 6

Sustainable Smart
City

**Coding + Robotics + IoT
Concept**

9. Open Day short Brief for 29 August 2026, Committee for Activities

- Fun Science
- Fun English
- Buddy Up

10. Student Competitions

- Competition calendar
- Student selection
- OSN SD, club olimpiade. Kerja sama dengan KPM pertemuan secara rutin.
Menjadi promosi sekolah.