



Satit Prasarnmit
International Programme

STUDENT-LED PROJECT POLICY

SELF-RELIANCE | PARTICIPATION | INNOVATION | PROGRESSION



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Policy for Student-Led Project

Students who wish to establish and run a project must adhere to the following guidelines to ensure the sustainability and effectiveness of the project:

1. Project Supervision

Every project must have a designated teacher or staff member as a supervisor. The supervisor is responsible for overseeing the club's operations, providing guidance, and ensuring activities align with school policies.

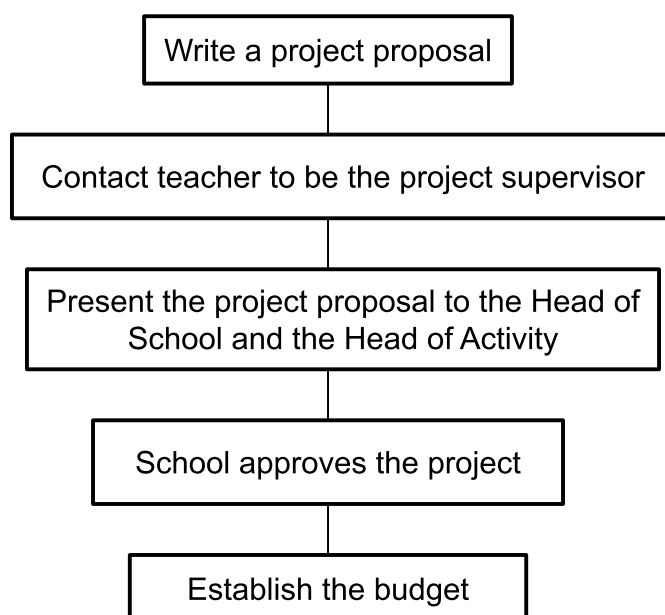
2. Sustainable Structure

The project must be more than a one-time or short-term initiative. Students must form a committed team consisting of members from KS3, KS4, and KS5 students to ensure continuity and shared responsibility.

3. Proposal and Presentation

Students are required to write a detailed proposal outlining the project's objectives, planned activities, target beneficiaries, timeline, and team structure. Then the proposal must be presented to both the **Head of School** and the **Head of Activities** for approval before the project can be officially launched.

Project Proposal Process





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Please be informed that any actions carried out without following the above policy will not be considered a school-approved project, and the school reserves the right to deny support or recognition.

Student Project Proposal Template (Academic Year 2025–2026)

Instructions: Please complete all sections of this proposal. Submit your final version to the Head of Activities and Head of School for review. Incomplete proposals will not be considered.

1. Project Title: _____

2. Project Leader: (Please write full name with year group and role in the project)

1. _____
2. _____
3. _____

3. Team Members: List all participating students (List member from different key stage level)

No.	Name	Year Group	Role in Project

4. Project Supervisor: (Name of a teacher who agrees to supervise your project.)

- Full Name: _____
- Department: _____
- Email: _____

5. Project Overview

(Explain what your project is about. What is the purpose?)

Example: Our project aims to raise awareness about plastic waste in school and reduce its use through education and activities.



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6. Project Objectives: (List 3 - 5 goals of your project.)

1. _____
2. _____
3. _____

7. Target Group: (Who will benefit from this project? Which year levels or communities?)

8. Project Timeline: (Include a short timeline or milestones.)

Month	Activity	Venue

9. Resources & Budget (if any): (Please list materials, support, or budget do you need.)

1. _____
2. _____
3. _____

10. Expected Outcome: (What do you hope to achieve by the end of the project?)

11. Evaluation Plan: (Show how you will know if your project is successful.)

At the end of the project, students are required to conduct a group evaluation of the results, including discussion and feedback with their supervisor. For example, you can create Pre/post surveys, feedback forms, or visual impact.



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I confirm that this proposal represents our team's genuine ideas and we agree to follow school rules and complete this project responsibly.

Project Leader's Signature

(_____)

Project Supervisor's Signature

(_____)

Approved by

Head of Co-curricular and Activities

(Mrs. Pruksapan Sawardsuk)

Head of School

(Dr. Sathibhoph Somtua)



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Policy for Project Supervisors (Academic Year 2025–2026)

Teachers who agree to supervise a student-led project play a key role in ensuring that the project runs smoothly, aligns with school values, and provides students with meaningful learning experiences. The following outlines the expectations and responsibilities of project supervisors:

Eligibility

- 1) Any full-time teaching staff can act as a project supervisor.
- 2) The teacher must be available throughout the project timeline and commit to guiding the student group until project completion.

Responsibilities

- 1) Discuss the project idea with students and provide feedback on the proposal before submission.
- 2) Help monitor the project's progress based on the timeline.
- 3) Be aware of all activities involving students, especially events happening on or off campus.
- 4) Stay in touch with the Head of Activities regarding the project's progress and concerns.
- 5) If students are conducting any part of the project outside of school grounds, the supervisor must:
 - send an email to relevant staff in advance to inform them of the purpose of the activity, student names, date and time of the activity and location.
 - be the chaperone supervising and overseeing the students throughout the activity.
- 6) Support students in evaluating the outcome of the project.

Recognition

- 1) Supervising teachers will be acknowledged at the end-of-year staff appreciation.
- 2) This role may also be counted toward teacher contribution in co-curricular activities.

Agreement

Teachers who agree to supervise a project should confirm their willingness by signing the student's project proposal form.



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