





INDICATORS	RATING SCALE			TERM 1	RATING SCALE			TERM 2	RATING SCALE			TERM 3	RATING SCALE			TERM 4
	1	2	3	COMMENT	1	2	3	COMMENT	1	2	3	COMMENT	1	2	3	COMMENT
<b>OBJECTIVE / THEME / ACTIVITY</b>																
* Dates are in the School Year/Operational Plan for the procurement, distribution and retrieval of LTSM resources																
* the school has an environment that creates and fosters commitment and confidence among colleagues																
* the school promotes fairness in the workplace																
* the educators can identify, assess and meet the needs of the learners																
* the management & educators disseminate and encourage the application of good practices in all areas of work																
* the school implements systems and structures and present innovative ideas that are																
* the school maintain sound human relations among colleagues																
* the school enhances the spirit of co-operation at all levels																
* Dates are in the School Year/Operational Plan for the admission of learners (captured on SA-SAMS/Admission register (Align with Admission Circular)																
* The following school-based structure meetings are planned for and indicated in the Year Plan:																
> SMT, at least bi-weekly																
> SGB, at least once per term																
> Staff, including Public Servants, at least twice per year																
> Learning Area/subject meetings (HOD's) at least once per term																
> Sport and Cultural Committee at least once per term																
> Parents, at least twice per year																
> Safety committee at least once per term																
> Bereavement and Entertainment committee, as the need arises																
> RCL, at least twice per term																
> SBST, at least once per term																
> Finance, at least once per term																
> Hostel Task team, at least twice per term (where applicable)																
<b>3. PLANNING AND MANAGING SCHOOL IMPROVEMENT</b>																
<b>3.1</b> The EWSE report is available (where applicable).																
> Date of EWSE visit is indicated.																
> The school received a copy of the EWSE report from Quality Assurance																
> The recommendations are incorporated/infused into the SIP.																
<b>3.2</b> SIP																
Evidence of Analysis of ANA results is in place																
Evidence of Analysis of NSC results is in place																
* The management plan for conducting the process of IWSE, is in place.																
* The IWSE coordinator and his/her team planned and prepared for the school self evaluation process.																
* All stakeholders took part in the SWOT analysis.																
* A SIP was developed.																
* The school has an IWSE report of meetings held and activities carried out, available.																
* The relevant stakeholders were involved in the IWSE process and the compilation of the report.																
* Key areas for development were identified.																
* The school has a District Ratified School Improvement Plan (SIP) for the following year.																
* The processes of DA, PMDS, IWSE and SDP are infused into SIP priorities.																
* The school has made provisions for funding the SIP and have measures in place of how possible deficits will be dealt with.																
* The school has systems in place to monitor and review progress made, and challenges encountered throughout the year.																
* Systems and procedures are in place to monitor the implementation of SIP.																
* Quarterly reports on implementation and progress of SIP were submitted to District/Circuit manager.																
* The implementation of the recommendations from the QA report are monitored																
* Systems are in place to report against the timeframes indicated.																
* The responsible people in the SIP are held accountable for the activities																
* School held a quarterly review to deal with variances in the SIP.																





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<b>OBJECTIVE / THEME / ACTIVITY</b>																
<b>4.9 Implement climate of high expectation</b>																
• Educators believe all learners can achieve - no child is left behind																
• Educators believe that they have the capacity to help learners.																
• Learners career guidance through Life Orientation																
<b>4.10 Psycho Social Services</b>																
• Early identification of learners who experience barriers to learning.																
<b>4.11 GPLS - province Primary Learning Strategy</b>																
> School received the required LRP resource packs																
> School ensures maximum utilization of LRP resource packs																
> School conducts common assessment tasks/tests																
> School participates in Readathon & Spellathon competitions																
<b>4.12 Numeracy/Math strategy</b>																
> School received the required LTSM resource packs/books																
> School conducts common assessment tasks																
> School ensures maximum utilization of MST resource packs																
* The school implements provincial building policies and manage departmental assets.																
<b>5.1 The school has:</b>																
* Sufficient classrooms																
* Sufficient ablution Facilities																
* Sufficient specialist rooms (eg Science labs)																
* Security Measures																
* province-On-Line																
<b>5.2 The school ensures that the condition of the following is maintained:</b>																
* Cleanliness of ablution Facilities																
* School Building (clean walls, class rooms, etc.)																
* An intact school fence																
* Windows (indicate number of broken windows)																
* No broken or collapsed ceilings																
* No broken doors.																
* No damaged blackboards																
* No broken / damaged floors in the classrooms																
* No electrical wire(s) exposed																
* No leaking pipes																
* No broken lights																
* No leaking roofs																
* No open manholes, sewerage systems, drains or holes in the ground																
* Grass on the premises is cut - The sports grounds are maintained - The school premises are clean																
* The school is entered for the School Beautification competition																
All of the aforementioned are applicable to Hostels.																
The school liaises with the Physical Planner on the above matters																
<b>The school has basic amenities such as:</b>																
* Running water																
* Electricity																
* Telephone Services																
<b>6 FINANCE</b>																
* The school has a Finance Policy, ratified/approved by district director.																
• Agendas, attendance registers and minutes of meetings are available.																
* The school prioritises activities in terms of costs and education needs in preparation for strategic planning.																
* The school plan their budget in terms of a medium term expenditure framework (MTEF).																
* The school manages their projects within the set budget.																
* The principal advises the SMT and relevant stakeholders on the planning, utilisation and monitoring of budgets in order to meet school objectives.																
* The school maintains records to disseminate information for financial accountability.																
• Approved budget is submitted to District Office by 31 January of the new year																
• BAS reports (spending) are analysed every month by Section 20 schools																
• School Finance Committee tables a financial report to the SGB & Finance Committee monthly																
* The school submitted its Annual Audited Financial Statement to the district by 30 <sup>th</sup> June as required by SASA																
* Procurement is done (LTSM, etc) in accordance with the plan by Section 21 Schools.																



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<b>OBJECTIVE / THEME / ACTIVITY</b>																
• Schools received their indicative budget allocation (from the district) for the following year																
* Internal financial audit is conducted once per year, every second year, before 30 September to verify the correct application of financial directives and principles by using a financial management instrument.																
* Budgets compiled for following academic year and tabled at AGM before 30 November (SGB)																
• AGM agenda's, attendance registers and minutes of meetings are available																
<b>7 FURNITURE</b>																
* The school has enough and appropriate furniture for educators (class room, staff room; admin block)																
* The school has enough and appropriate furniture for all grades and phases (also in specialist class rooms)																
* The school reported all damaged furniture to the Facilities Unit at the District- and/or Head Office																
* The school has taken stock of all assets and the asset register is updated																
* The school manages furniture shortages and/or surpluses																
<b>8 HUMAN RESOURCES</b>																
<b>8.1 Post establishment of CS staff</b>																
> The school has filled the required number of posts as allocated by GDE.																
> The educator workloads are according to specific qualifications/ learning areas																
> Each staff member has a personalised Job Description.																
> The key performance indicators are measured and monitored for each member																
<b>8.2 Post Establishment of PS staff</b>																
> The school has filled the required number of posts as allocated by GDE.																
> The workloads are more or less equal and according to expertise and competency.																
> Each staff member has a personalised Job Description.																
> The key performance indicators are measured and monitored for each member																
<b>8.3 Grievance Procedures (Code of Professional Ethics)</b>																
* The protocol is followed.																
<b>8.4 Professional Development</b>																
<b>8.4.1</b> The Management Plan for conducting the <b>first cycle of DA and PMDS</b> is in place and makes provision for the following:																
> Establishment and review of the DSG structure(s)																
> Dates when the following activities took place: Staff/ class observation, completion of <b>first cycle</b> , compilation and implementation of PGP's /PDP's, submission of summative results																
> All new members inducted / trained																
> A progress report is available w.r.t the completion of the First Developmental Cycle as outlined in the SIP.																
<b>8.4.2</b> The Management Plan for conducting the <b>second cycle of DA and PMDS</b> is in place and makes provision for the following:																
> Establishment and review of the DSG structure(s)																
> Dates when the following activities took place: Staff/ class observation, completion of <b>second cycle</b> , compilation and implementation of PGP's /PDP's, submission of summative results																
<b>8.4.3 SMT training needs</b>																
> SMT's developmental needs were identified and facilitated																
> Systems and procedures were implemented to monitor the progress of the SMT's developmental needs.																
<b>8.5 Vacant temporary/permanent posts</b>																
* Vacant temporary/permanent posts have been advertised and correct procedures followed																
* Developed a management plan for shortlisting and interviews.																
* Shortlisting and interview minutes kept.																
<b>8.6 Induction of new staff</b>																
* New staff is inducted by relevant line managers.																







\* All policies are updated and signed off by the relevant person, i.e. the principal or Chairperson of the SGB and finally the District/Circuit manager (assisted by the legal section) who must verify that the policies are compliant with legislation



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<b>OBJECTIVE / THEME / ACTIVITY</b>																
<b>* The Learner Attendance Policy is implemented and adhered to.</b>																
> Each class has a class register and a period control register.																
> Learners are punctual and attend regularly																
> The school follows the standard procedures for recording, managing and monitoring learner attendance.																
> All policies pertaining to absenteeism, late-coming, time-off, school discipline and truancy are up to																
<b>15.2 Learners</b>																
* The class register is marked in the registration period on each school day in accordance with the instructions in Schedule 1																
* A period register is marked at least once per month or more frequently (in every period) as determined by the principal																
* The school stores learner attendance data in an electronic administration system, but must ensure that:																
> Attendance data is captured on the electronic system at least once a week																
> A hard copy is generated monthly for the previous month, signed by the principal and filed for audit purposes																
> Quarterly attendance returns are generated and submitted to district office																
> They adapt and apply paragraphs 39 – 47 as per Attendance Policy.																
<b>15.3 Educators</b>																
* Educators sign the time book upon arrival at/dismissal from school																
* Principal monitors the time book regularly.																
* Educators complete late arrival/early departure register, when applicable																
* Educators understand the 8-week rule w.r.t leave of absence																
* Principal ensures leave forms are completed and submitted to the district office weekly/ regularly.																
<b>15.4 Functionality of the SGB</b>																
* The school has systems in place to support SGBs in promoting effective school governance.																
* The school has a functional SGB.																
* The SGB has a full compliment of members.																
* The SGB has a Constitution.																
* SGB developed a Code of Conduct for learners.																
* The SGB members were trained on the following:																
> Roles, functions and duties;																
> Formulating a vision and mission for the school																
> Financial Management																
* Parental involvement in the activities of the school																
* The management plan, yearplan and School Development Plan are available and they are aligned to the Budget.																
* Governance policies are in compliance with national requirements and they are implemented eg. Admission policy, Language policy, School safety, HIV/AIDS,etc.																
* The Election of office-bearers for the new 3-year term was a democratic and transparent process.																
* The processes and procedures followed in the filling of prematurely vacated positions were democratic.																
* The SGB determined training needs of members and made provision for it for next year.																
* Audited financial statements are available to reflect the financial position of the institution.																
* The SGB considered the option of the school being a fee paying school or a non-fee paying school.																
* The budget for next year is drawn up.																
* The SGB finalised the school fee exemption applications.																
* The SGB determined the auditors for next year.																
* The SGB prepared the reports to be presented at the AGM.																
* The SGB meets once per term																
> at school and																
> at district with the director.																
<b>15.4 Functionality of the RCL</b>																
* The RCL does has the required elected structures: Chairman office-bearers, etc.																
* The Election of office-bearers for the new 1-year term was a democratic, transparent process.																
* The RCL has a constitution.																
* RCL members were trained on their roles, functions and duties.																
* RCL participate in decision-making processes.																
* The RCL is functioning well.																
* The RCL chairperson prepared the hand-over reports.																

\* The RCL determined training needs of members and made provision for it for next year.



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<b>16 THE SCHOOL HAS SYSTEMS IN PLACE</b>																
* The school develops information (statistics/surveys) and communication technology as a means of gathering and disseminating information about learners.																
* The school maintains a data base of learners'/educators' needs eg. Professional development needs and achievements.																
<b>Information Systems</b>																
* The school has software to develop timetables.																
* The school has a timetable for the use of the computer laboratory.																
* The school has a policy regarding cellphones.																
* The school's ICT resources are in working order.																
* The school is in partnership with the community regarding the use of ICT.																
* The staff is trained in basic use of ICT.																
* The school is utilising the SA SAMS program																
* The school's filing and archiving systems are effective.																
* The school has developed a comprehensive school profile.																
* Learner profiles are readily available and updated regularly (to be sent to secondary school).																
<b>EMIS data surveys</b>																
* Principal submitted snap survey on 10th school day in January.																
* Principal submitted annual return by 1st Tuesday in March.																
* Correctness of identified EMIS data columns as per EMIS guidelines has been verified by the district.																
* CD data to be submitted by principals monthly, excluding the survey month																
* Quarterly Reports to be submitted by principals at the end of every quarter. Printouts that must be submitted with CD: Data base and Printed version																
* ICT survey must be submitted by principals at the end of the fourth quarter																
* Pass rate survey must be submitted at the end of the fourth quarter																
<b>17 QUARTERLY REPORTING AND FEEDBACK</b>																
<b>The District/Circuit manager received the following reports from the school:</b>																
* Activities planned for each term as per SIP.																
* Reports on specific incidents that happened at school.																
* Evidence of Development and Support provided to school.																
* Excursions/tours completed per term.																
<b>18 RISK MANAGEMENT</b>																
<b>Leave register</b>																
• Leave registers for Teachers and Learners ( SA SAMS or Manual) is in line with the attendance register and leave forms																
• Leave forms are submitted every Friday to the District Office																
• Leave days are monitored and members are counselled when absent frequently.																
* Early departure and late arrival registers are monitored and regularly addressed.																
<b>The school maintains the following registers:</b>																
• Stock																
* Telephone																
* Attendance																
* Summary																
* Asset																
* Mail Register for Incoming and Outgoing mail																
* Handling of orphans and vulnerable children																
* Handling pregnancy of learners																
* Injury in particular sport, in place and controlled																
<b>Logbook</b>																
* It has the following columns: date of visit, time of arrival, purpose of visit, time of departure, signature of official/visitor, signature of principal, findings and recommendations.																
• All meetings, functions, events held at the school are noted in the logbook (of the school)																

