



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

SCHOOL-LEVEL MONITORING TOOL TERM ONE: 2014 ACADEMIC YEAR

Background

This tool includes questions about the school for the response of the school principal or person acting as school principal during the first Term of the academic year by a Monitor. In terms of the National Education Policy Act (1996) and the South African Schools Act, it is necessary to ensure that accountability for quality education is supported by monitoring and support of teaching and learning. This tool allows for those monitoring schools to focus on critical indicators in relation to learner performance, curriculum coverage, improving attendance, increasing access to materials for teaching and learning including textbooks and workbooks, better school management, and lesson planning, among others. **Visits should not disrupt teaching time and evidence for the collected information should be checked (registration, attendance registers, as well as timetables and schedules must be checked to verify accuracy of information provided).** This tool may be used in addition to other oversight mechanisms.

1. SCHOOL INFORMATION													
<i>Please verify the pre-populated and loaded information.</i>													
1.1 Name of the School													
1.2 EMIS Number													
1.3 Province Name				1.4 District Name									
1.5 Circuit Name													
1.6 Type of school		Combined		Primary				Secondary					
1.7 Principal's Name													
1.8 Tel Number				1.9 Facsimile Number									
1.10 Cell number		1.11 Email Address											
1.12 Postal Address													
1.13 Quintile		Q1	Q2	Q3	Q4	Q5	1.14 Section 20?		Section 21?				
1.15 Language of Learning and Teaching for Grades 1-3								1.16 Language of Learning and Teaching for Grades 4-12					
1.17 Number of learners enrolled by Grade.													
Gr.R	Gr.1	Gr.2	Gr.3	Gr.4	Gr.5	Gr.6	Gr.7	Gr.8	Gr.9	Gr.10	Gr.11	Gr.12	
1.18 How many multi-grade classes are there in your school by phase?							Foundation		Intermediate		Senior		FET
1.19 Please indicate the type of sporting codes and extramural activities in your school.													
Netball	Athletics	Soccer	Rugby	Tennis	Cultural Activities	Choral Music	Hockey	Other. Please specify.					
2. Human Resource Provisioning													
<i>Please complete the following question on Human Resources Provisioning.</i>													
2.1 Please indicate the number of teachers employed at the school by type.													
Level		Post level 1			HoD		Deputy		Principal		Total		
Post establishment (expected)													
Staff establishment (actual)													
Temporary													
SGB Employed													
Excess educators													

Principal's Signature:.....

Monitor's Signature:.....

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4.17 Realistically, what do you expect the pass rate to be in the 2014 Grade 6 ANA?	Language (%)		Maths (%)									
4.18 What was the overall Grade 9 performance of the school in the 2013 ANA?	Language (%)		Maths (%)									
4.19 Realistically, what do you expect the pass rate to be in the 2014 Grade 9 ANA?	Language (%)		Maths (%)									
4.20 Has the school done an itemised analysis of the ANA results? <i>Please provide evidence</i>	Yes	No	Evidence:									
4.21 Has the school developed an intervention plan? <i>Please provide evidence.</i>	Yes	No	Evidence:									
4.22 Please provide the Matric/National Senior Certificate pass rate for the past 3 years (including the target for the current year).												
	2014	2013	2012	2011								
Actual Pass Rate												
Target												
5. CARE AND SUPPORT OF LEARNERS												
<i>The following questions relate to care and support provided at the school. Please select the appropriate response by making a (X) in the correct box.</i>												
5.1 What is the type of school?	Ordinary	Special	Full-service									
5.2 Does the school have a functional School-Based Support Team to identify and support learners with barriers to learning?	Yes	No										
5.3 Does the school have a functional District-Based Support Team to identify and support learners with barriers to learning?	Yes	No										
5.4 Does the school have facilities to accommodate learners with special needs?	Ramps		Yes	No								
	Special classes		Yes	No								
	Specialised educators		Yes	No								
5.5 Does the school have a state-funded feeding programme (National School Nutrition Programme)?	Yes	No										
5.6 Is scholar transport provided for learners?	Yes	No										
6. MANAGEMENT, GOVERNANCE AND DISTRICT SUPPORT												
<i>The following questions relate to management, governance and district support. Please select the appropriate response by making a (X) in the correct box.</i>												
6.1 How many teachers have reported for duty on the first day of school? <i>Information should be verified.</i>												
6.2 How many learners arrived at school on the first day? <i>Information should be verified.</i>												
Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9	Gr.10	Gr.11	Gr.12	
6.3 How many learners dropped out of school in the previous school year?												
Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9	Gr.10	Gr.11	Gr.12	
6.3.1 What is the main reason for learners dropping out?												
6.4 When did the school governing body last meet? <i>Insert date based on evidence of minutes, agenda, etc.</i>									DD/MM/YYYY			
6.5 Please indicate the number of the school governing body members by type?												
	Parents			Teachers			Non-educators			Learners		
Expected Number												
Actual Number												
Vacancies												
6.6 If there are vacancies, when is the expected date of by-elections?									DD/MM/YYYY			

Principal's Signature:.....

Monitor's Signature:.....

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Principal's Name:

Date:/...../.....

Monitor's Name:

Date:...../...../.....



Principal's Signature:.....

Monitor's Signature:.....