



BACKGROUND

This instrument focuses on school preparedness for the 2014 school year. It includes questions about the school for the response of the school principal or person acting as school principal during the fourth term of the academic year. It is the duty of institutions to provide information to the Education Department in terms of Section 59 of the South African Schools Act 1996 (Act No. 84 of 1996). This duty is elaborated in Sections 45 to 48 of the Education Information Policy Gazette 26710 (27 August 2004). **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							1.4 District Name					
1.5 Circuit Name							1.6 Principal's Name					
1.7 Postal Address												
1.8 Tel Number							1.9 Facsimile Number					
1.10 Cell number							1.11 Email Address					
1.12 Type of school	Combined						Primary					Secondary
1.13 Lowest Grade offered?							1.14 Highest Grade offered?					
1.15 Quintile	Q1	Q2	Q3	Q4	Q5		1.16 Section 20?			Section 21?		
1.17 Language of Learning and Teaching for Grades 1-3							1.18 Language of Learning and Teaching for Grades 4-12					
1.19 First Additional Language by Phase												
Foundation					Intermediate				Senior			
1.20 Second Additional Language by Phase (if applicable)												
Foundation					Intermediate				Senior			
2. SCHOOL INFRASTRUCTURE												
<i>The following questions relate to the school's physical infrastructure. Please select the appropriate response by making a (X) in the correct box.</i>												
Questions							Findings		Comments			
2.1 Does the school have running water?							Yes	No				
2.2 Does the school have functional sanitation facilities?							Yes	No				
2.3 Is there electricity at the school?							Yes	No				
2.4 Does the school have a library?							Yes	No				
2.5 Do learners have adequate chairs to write on?							Yes	No				
2.6 Do learners have adequate tables/desks to write on?							Yes	No				
2.7 Do educators have adequate furniture?							Yes	No				
2.8 Do learners have stationery?							Yes	No				
2.9 Do educators have stationery?							Yes	No				
2.10 Does the school have a (vegetable) garden?							Yes	No				
2.11 Does the school have an access control system?							Yes	No				

Principal's Signature:.....

Monitor's Signature:.....



3. ADMISSIONS
The following questions relate to the school's admissions. Please select the appropriate response by making a (X) in the correct box.

3.1 Does the school have space for 2014 admissions?	Yes	No	Comments:									
3.2 Please indicate the number of spaces available per 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
3.3 How many learners are on the waiting list? Of these how many have been placed for the 2014 enrolment school year?												
3.4 Has the school informed learners who were on the waiting list of the outcome of their applications?			Yes	No	Comments:							
3.5 Has the school made provision to forward a list of unplaced learners to the district office for placement through a consultative process?			Yes	No	Comments:							

4. HUMAN RESOURCE PROVISIONING
Please select the appropriate response by making a (X) in the correct box.

Questions	Findings		Comments
4.1 Has the school received its post establishments for 2014?	Yes	No	
4.2 Are there vacancies at the school?	Yes	No	
4.3 Is the post establishment for the 2014 academic year implemented in your school?	Yes	No	

5. LTSM
The following questions relate to learner and teacher support materials.

5.1 Please indicate the number of books (DBE workbooks and CAPS-aligned textbooks) that the school requires (shortages) by Grade and Type.

Books	Shortages (Number)							
	Gr.R	Gr.1-3	Gr.4	Gr.5	Gr.6	Gr.10	Gr.11	Gr.12
Grade R workbook								
Grades 1-3 Graded Readers								
Grades 1-3 Basic Books								
Grades 1-3 Phonics								
Natural Sciences workbook								
Life Skills								
Mathematics								
English FAL								
Home Language								
Physical Sciences								
Life Sciences								
Mathematics Literacy								
Accounting Mind the Gap Study Guide								

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Books	Shortages (Number)							
	Gr.R	Gr.1-3	Gr.4	Gr.5	Gr.6	Gr.10	Gr.11	Gr.12
Geography Mind the Gap Study Guide								
Economics Mind the Gap Study Guide								
Life Sciences Mind the Gap Study Guide								
Other. Please specify the subjects below:								

6. ACADEMIC PREPARATION & CURRICULUM COVERAGE			
<i>The following questions relate to academic preparation. Please select the appropriate response by making a (X) in the correct box.</i>			
6.1 Have the SMT members attended the CAPS orientation sessions?	Grades 7-9	Yes	No
	Grade 12	Yes	No
6.2 Have educators attended the CAPS orientations sessions?	Grades 7-9	Yes	No
	Grade 12	Yes	No
6.3 Does the school have the following policy imperatives and/or documents? <i>Information should be verified.</i>			
Policy Imperatives and/or Documents	Findings		Evidence/Comments
6.4 CAPS Grades 7-9and 12	Yes	No	
6.4.1 National Protocol for Recording and Reporting Assessment	Yes	No	
6.4.2 Subject Assessment Guidelines	Yes	No	
6.4.3 Work Schedule Grade 12	Yes	No	

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**SCHOOL-LEVEL MONITORING TOOL
TERM FOUR: 2013 ACADEMIC YEAR**

6.5 Please indicate the syllabus completion per category using percentages. <i>Information should be verified.</i>											
6.5.1 Foundation Phase											
Mathematics		%	Language (HL)		%	Language (FAL)		%	Life Orientation		%
6.5.2 Intermediate Phase											
HL		%	FAL		%	Social Science		%	Life Orientation		%
Arts/Culture		%	Mathematics		%	EMS		%	Natural Science		%
Technology											
6.5.3 Senior Phase											
HL		%	FAL		%	Technology		%	Life Orientation		%
Arts/Culture		%	Mathematics		%	Social Science		%	Natural Science		%
EMS		%									
6.5.4 FET Phase											
Afr HL		%	Afr FAL		%	Afr Add Lang		%	Life Orientation		%
Eng HL		%	Eng FAL		%	Eng Add Lang		%	Natural Science		%
IsiXhosa		%	IsiZulu		%	Dance		%	Accounting		%
Setswana		%	Sepedi		%	Music		%	Biology		%
Tshivenda		%	Isindebele		%	Drama		%	Economics		%
Xitsonga		%	Maritime		%	Agri Science		%	Business Studies		%
Computer		%	Mechanical		%	Agr Technol		%	Life Sciences		%
Consumer		%	Maths Lit		%	Civil Technol		%	Geography		%
Electrical		%	Equine		%	Design		%	History		%
Engineering		%	Nautical Sc		%	Tourism		%	Hospitality		%
Mathematics		%	Sport Sc		%	Visual Arts		%	Religion		%
Other:		%	Other:		%	Other:		%	Other:		%
Other:		%	Other:		%	Other:		%	Other:		%
6.6 Does the school have the following plans in place in preparation for the 2014 academic year?											
6.6.1 School calendar/ Year Plan		Yes	No	6.6.2 Duty Rosters		Yes	No	6.6.3 Lesson Plans per Subject per Grade		Yes	No
6.6.4 Assessment Plan per Subject per Grade			Yes	No	6.6.5 Work Schedules per Subject per Grade			Yes	No		
6.7 Is the timetable finalised? <i>Please verify.</i>				Yes	No	Evidence:					
6.8 Does the school comply with the notional time per subject as stipulated in the CAPS? <i>Please verify.</i>										Yes	No
6.9 Does the time-tabling plan provide for an equitable workload distribution for the following staff members according to the PAM: <i>Please verify.</i>											
Staff members		Findings			Evidence						
6.9.1	Principal	Yes	No								
6.9.2	Deputy Principal(s)	Yes	No								
6.9.3	HoDs	Yes	No								
6.9.4	Educators	Yes	No								

Principal's Signature:.....

Monitor's Signature:.....



6.10 Has the school made arrangements for subject-specific training of educators?	Findings		Comments	
	Yes	No		
6.10.1 Have educators received CAPS Grades 4-6 & Grade 11 training?	Yes	No		
6.10.2 Have educators received other training? Please specify.	Yes	No		
7. SCHOOL MANAGEMENT & GOVERNANCE				
<i>The following questions relate to school management and governance. Please select the appropriate response by making a (X) in the correct box.</i>				
7.1 How prepared are the educators for the next academic year? <i>If unprepared or somewhat prepared, why is that the case?</i>	Unprepared		Comments:	
	Somewhat prepared			
	Prepared			
	Well prepared			
7.2 What activities do educators undertake to prepare for the next academic year? <i>Please fill-in the response below.</i>				
7.3 Are the following in place? <i>Information should be verified.</i>				
		Findings		Comments
		Yes	No	
7.3.1 Year Plans		Yes	No	
7.3.2 Work schedules per subject per Grade		Yes	No	
7.3.3 Class lists		Yes	No	
7.3.4 Composite time-table		Yes	No	
7.3.5 Educator time-table		Yes	No	
7.3.6 Relief time-table		Yes	No	
7.3.7 Homework policy		Yes	No	
7.3.8 Extra-curricular time-table		Yes	No	
7.3.9 Duty roster		Yes	No	
7.3.10 Teacher attendance register		Yes	No	
7.3.11 Learner attendance register		Yes	No	
7.3.12 Period attendance register		Yes	No	
7.3.13 Annual academic report		Yes	No	
7.3.14 Populated attendance register?		Yes	No	
7.3.15 Late-comers register?		Yes	No	
7.4 Is the teacher attendance register controlled?		Yes	No	
7.5 How many teaching days were lost due to teacher absenteeism in the last calendar month?				
7.6 Were the school's 2012 Annual Audit Financial Statements submitted to the District by June 2013?		Yes	No	Comments:
7.7 Has the school received the indicative allocation for 2014?		Yes	No	Comments:



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SCHOOL-LEVEL MONITORING TOOL TERM FOUR: 2013 ACADEMIC YEAR

7.8 Please rate the following relating to teaching and learning:	Outstanding	Satisfactory	Unsatisfactory
7.8.1 District support of principal and SMT in management			
7.8.2 District support of learners with special needs, supporting school-based support team (SBST)/institutional level support team (ILST) to identify learners with special educational needs			
7.8.3 District support in terms of staff allocation and deployment			
7.8.4 District support of SGB activities			
7.8.5 District support of school assessment team (SAT) and school-based assessments and tests			

Comments:

Principal's Name:

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

Monitor's Name:

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

SCHOOL STAMP

Principal's Signature:.....

Monitor's Signature:.....