

AVAILABILITY OF MANAGEMENT DOCUMENTS



SCHOOL CALENDAR 2023



basic education
Department:
Basic Education
REPUBLIC OF SOUTH AFRICA



AVAILABILITY OF MANAGEMENT DOCUMENTS

Form 1: Building Blocks for Effective School Management

Section 1

School Name: _____

EMIS No: _____

District: _____

Province: _____

School Contact No. _____

Email Address: _____

This form should be administered by each province, district and circuit to collect information on the availability and implementation of basic management documents in all schools. Principals and Circuit Managers/District Officials should consider the criteria below and complete with the relevant information according to the instructions for each of the management documents:

Section 2

	Score by the school – put an X on the selected score only					Final score per document by the Principal	Final score per document by the Official	Recommendations / Comments by District official
	Mark with an X	Mark with an X	Insert Date where required / Mark with an X	Insert Date where required / Mark with an X	Insert Date where required / Mark with an X			
	0	1	2	3	4			
1. Annual Academic Performance Report (2022)	0 Not available	1 Correct tool Available and completed in full	2 Available and tabled to SGB Date:	3 Available, tabled to SGB and Approved by the District Date:	4 Available, tabled to SGB, approved by the District and Informs SIP for implementation purpose by the school			
2. School Improvement Plan (2023)	0 Not available	1 Available and informed by AAPR	2 Available, informed by AAPR and tabled to SGB Date:	3 Available, tabled to SGB and Approved by the District	4 Available, tabled to SGB, approved by the District and			

AVAILABILITY OF MANAGEMENT DOCUMENTS

				Date:	progress is captured quarterly			
3. Curriculum Monitoring Plan (2023)	0 Not Available	1 Annual Curriculum Plan is available	2 Annual Curriculum Plan available and Informs Term Plans	3 Plans are shared with all educators by the SMT	4 Curriculum Planning addresses Curriculum Coverage as per Learners Pace and the ATP Pace			
4. Curriculum Monitoring Tools and Reports	0 Not Available	1 Annual Curriculum Tools and Report are available	2 Annual Curriculum Tools are submitted by Educators and DHs to DP every Term	3 Verification and Analysis of Curriculum Coverage is captured by the SMT	4 One-on-one accounting sessions on Curriculum Coverage are held by the Principals			
5. Setting Realistic Subjects Target	0 Not Available	1 Available	2 Educators Targets Set Based on Previous Performance	3 Learners Targets Set Based on Previous Performance	4 The school has: Bottom-up Qualitative Quantitative Bottom-up ...targets			
6. Quarterly Learner Achievement Data	0 Not Available	1 Available	2 Results are analysed by the SMT	3 Submitted to District Date: (specific date per quarter)	4 Presented to SGB and parents Date:			
7. Tracking Learners Performance Instrument	0 Not Available	1 Available	2 Performance analysed by SMT	3 Subject Improvement Plans Developed and Implemented	4 Strategies to Support Learners at Risk Developed and Implemented			
8. Composite School Timetable	0 Not Available	1 Available and displayed in the staffroom	2 In line with Notional Time	3 In line with CAPS	4 Workloads are distributed as per Policy			
9. Classroom Timetables	0 Not Available	1 Available and displayed in each classroom	2 All phases are allocated as per Notional Time	3 All subjects are according to Instructional time as stipulated in CAPS	4 Implementation of the timetable is monitored by SMT			

AVAILABILITY OF MANAGEMENT DOCUMENTS

10. Teacher's Personal Timetable	0 Not Available	1 Available	2 In line with workload as stipulated in policy	3 Copy available in teacher's file	4 Implementation of the timetable is monitored by SMT			
11. Admission Register	0 Not Available	1 Available and in line with Admission Policy	2 Stipulates new admissions and transfers	3 Up dated throughout the year	4 Verified by the district Date:			
12. Learner Attendance Register	0 Not Available	1 Administered by the Register Teacher	2 Controlled weekly by the SMT and Data captured on SASAMS	3 Analysis done by SMT Monthly	4 Attendance Reported to all Stakeholders			
13. Period Registers	0 Not Available	1 Available	2 Administered by Subject Teacher	3 Controlled and Analysed by SMT	4 Attendance Reported to all Stakeholders			
14. Educator Daily Attendance Register	0 Not Available	1 Attendance Recorded on the Time Book and monitored by SMT	2 Late Arrival and Early Departure Registers are Implemented	3 Analysis done by SMT Monthly Data captured on SASAMS	4 Attendance Reported to all Stakeholders			
15. Educator Leave Register	0 Not Available	1 Controlled by SMT and correspond with the Time Book	2 Data captured on SASAMS and correspond with Leave register	3 Analysed and Communicated to Relevant Staff Member	4 Verified by the District Date:			
16. LTSM Register	0 Not Available	1 Available and in line with LTSM Policy	2 Controlled by LTSM Team	3 Quarterly retrieval audit takes place and Reports Generated	4 Verified by the District Date:			
TOTAL SCORED OUT OF 64								

AVAILABILITY OF MANAGEMENT DOCUMENTS

Section 3

TOTAL SCORE (64): _____/64 X 100 = ____ % (add the total scores in the columns above)

Name of the School:		Rating by the Principal	Rating by the Departmental Official
		Indicate Percentage	Indicate Percentage
5. 51-64.....+ 80%	School has produced the minimum set of management documents at a Required Standard School and is Exceedingly Functional		
4. 39-50.....80%	School has produced the minimum set of management documents at a Required Standard and is Functional		
3. 25-38.....60%	School is Manageable		
2. 13-24.....40%	Needs Moderate Intervention		
1. 0-12.....20%	Needs Urgent Intervention		

Section 4

Principal (Surname and Initials)

Contact No. _____

Signature

SCHOOL OFFICIAL STAMP

Departmental Official (Surname and Initials)

Contact No. _____

Signature

AVAILABILITY OF MANAGEMENT DOCUMENTS

Date

Date

AVAILABILITY OF MANAGEMENT DOCUMENTS



Published by the Department of Basic Education

222 Struben Street

Private Bag X895, Pretoria, 0001

Telephone: 012 357 3000 Fax: 012 323 0601

© Department of Basic Education

website

www.education.gov.za

facebook

www.facebook.com/BasicEd

twitter

www.twitter.com/dbe_sa