

# 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			

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				Date:	progress is captured quarterly			
<b>3. Curriculum Monitoring Plan (2023)</b>	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			
<b>4. Curriculum Monitoring Tools and Reports</b>	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			
<b>5. Setting Realistic Subjects Target</b>	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			
<b>6. Quarterly Learner Achievement Data</b>	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:			
<b>7. Tracking Learners Performance Instrument</b>	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			
<b>8. Composite School Timetable</b>	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			
<b>9. Classroom Timetables</b>	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			



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## 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

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Date

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Date

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