PROVINCIAL LOGO

SCHOOL SELF-EVALUATION

YEAR	
PROVINCE	
DISTRICT	
SCHOOL	
EMIS No.	

NOTE:
1. School Self-Evaluation is undertaken in accordance with the national policy on Whole School Evaluation (*Government Gazette Vol. 433: No. 22512 of 26 July 2001, Pretoria*).
2. Schools are required to undertake a realistic and evidence-based assessment of their school against the criteria within the nine areas of evaluation.
3. After completion of the SSE, the school should use the data from this SSE activity to craft a School Improvement Plan (SIP).
4. **NOTE:** This instrument functions in a macro-enabled computer. Always save this document as a *Word Macro-Enabled document*.

basic education
Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

Read to Lead
A Reading Nation is a Leading Nation

CONTENT

A. Introduction

B. The SSE Instrument

1. Basic Functionality
2. Quality of Teaching, Learning and Educator Development
3. Learner Achievement
4. Leadership, Management and Communication
5. Curriculum Provision and Resources
6. Governance and Relationships
7. School Safety, Security and Discipline
8. School Infrastructure
9. Parents and Community

C. SSE Dashboard

D. Main Findings

i.) Learner Performance
ii.) School Environment

E. Sign off

A. INTRODUCTION

In the Whole School Evaluation (WSE) policy **external evaluation** is scheduled periodically, primarily for the purpose of verification, while **school self-evaluation** and related improvement planning should be undertaken annually by the school community (SMT, teachers, SGB, Parents, learners). School Self-Evaluation (SSE) is a powerful process; however, it needs to be supported by the right instruments and processes.

Basic annual management processes such as *Budgeting, Annual reporting and School Improvement Planning* are required to take place across all public schools in the country in a way that contributes towards a functional school environment (*Action Plan: Towards Schooling 2030).*

Every school is required to annually have a School Improvement Plan (SIP), detailing what the key challenges of the school are and how they will be addressed.

Prior to developing a SIP, it is essential that school communities undertake SSE, in accordance with the national policy on WSE (*Government Gazette Vol. 433: No. 22512 of 26 July 2001, Pretoria).* The SSE exercise will enable school communities to undertake a realistic and honest assessment of their school against the criteria within the nine areas of evaluation as set out in the WSE policy

Subsequent to the SSE process, the school community must then produce a SIP that will address the identified challenges and improve the quality of basic education in the school. The District Office has the responsibility to monitor and support the school in implementing the SIP. Schools must report on the implementation of the SIP to the District Office at the end of every term.

SCHOOL SELF-EVALUATION AND SCHOOL IMPROVEMENT PLANNING STEPS:

1. Identify and establish a team/s that will drive and lead the SSE and SIP process.
2. The school community (SMT, teachers, SGB, Parents, learners) undertakes SSE.
3. Analyse the SSE report and identify (prioritise) key areas that require attention.
4. Identify how the key needs will be met (i.e. actionable activities) and allocate a time frame to each.
5. Develop a SIP at the end of the academic year.
6. Implement the SIP at the beginning of the academic year.
7. Report on a quarterly basis progress on the

Key:		
GREEN	**Outstanding (5)**	Well done, keep it up!
	Good (4)	
AMBER	**Acceptable (3)**	Minimum requirements are met, however there is still room for some improvement.
RED	**Needs improvement (2)**	Requires immediate remedial action.
	Needs urgent support (1)	

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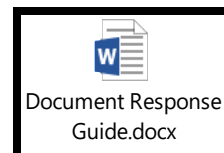
B. THE SCHOOL SELF-EVALUATION INSTRUMENT

1. BASIC FUNCTIONALITY (BF)

PURPOSE: To evaluate whether the school functions efficiently and effectively to realise its educational and social goals.

1.1 RECORDS

DOCUMENT	STATUS	COMMENTS /REASONS	VERIFICATION (For officials use)
a) **Class Attendance Records**	Choose an item.		Choose an item.
b) **Period Register**	Choose an item.		Choose an item.
c) **Late coming record (learners)**	Choose an item.		Choose an item.
d) **Truancy Record (learners)**	Choose an item.		Choose an item.
e) **Educator Time book/register**	Choose an item.		Choose an item.
f) **Educator leave records**	Choose an item.		Choose an item.
g) **Educator late coming & early departure register**	Choose an item.		Choose an item.
h) **Post establishment**	Choose an item.		Choose an item.
i) **General School Policy**	Choose an item.		Choose an item.
j) **Year Plan**	Choose an item.		Choose an item.
k) **Admission Register**	Choose an item.		Choose an item.

1.2 CORE INDICATORS

CRITERIA	CORE INDICATORS	RESPONSE	COMMENTS /REASONS	VERIFICATION (For officials use)
a) **Learner attendance**	i.) Percentage of learners that were **absent** during the previous quarter.	Choose an item.		Choose an item.
b) **Learner punctuality**	ii.) Percentage of learners that were **late** for school during previous quarter.	Choose an item.		Choose an item.
c) **Educator attendance**	iii.) Percentage of educators that were **absent** during the previous quarter.	Choose an item.		Choose an item.
d) **Educator punctuality & early departure**	iv.) Percentage of educators that do **not spend a minimum of 7 hours** at school during the last 30 school days.	Choose an item.		Choose an item.
e) **Educator leave control measures**	v.) Number of educators **Leave forms** NOT submitted for leave taken during the previous calendar month.	Choose an item.		Choose an item.
f) **Timetable observance**	vi.) Regularity of **educators in class** during a teaching time.	Choose an item.		Choose an item.

g)	Educator vacancies	vii.) Number of **vacancie**s that have not been filled in the past twelve months.	Choose an item.		Choose an item.
h)	Class size	viii.) Number of classes that do not **conform to 1:35** (high school) and **1: 40** (primary school).	Choose an item.		Choose an item.

BF: Count the respective cell colours from the above tables and insert below.

GREEN		AMBER		RED	

1.3 STATE STRENGTHS and LIST AREAS IDENTIFIED FOR IMPROVEMENT

2. QUALITY OF TEACHING, LEARNING & EDUCATOR DEVELOPMENT (QTL&ED)

PURPOSE: To evaluate the quality of teaching and learning and the extent to which the school provides and promotes educator development.

2.1 RECORDS

	DOCUMENT	Status	COMMENTS/REASONS	VERIFICATION (For officials use)
a)	Curriculum Policy (CAPS)	Choose an item.		Choose an item.
b)	National Policy Pertaining to the Programme and Promotion Requirements	Choose an item.		Choose an item.
c)	Records of School Based Support Team (SBST)	Choose an item.		Choose an item.
d)	Subject Policies	Choose an item.		Choose an item.
e)	Profile of each staff member	Choose an item.		Choose an item.
f)	IQMS Documentation	Choose an item.		Choose an item.
g)	Record of Continuous Professional Development (CPTD) points of educators	Choose an item.		Choose an item.

2.2 CORE INDICATORS

CRITERIA	CORE INDICATORS	PHASE	RESPONSE	COMMENTS/REASONS	VERIFICATION (For officials use)
a) Learning Space	i.) Subject relevant charts, notices, posters are displayed in the classroom.	FP	Choose an item.		Choose an item.
		IP	Choose an item.		Choose an item.
		SP	Choose an item.		Choose an item.
		FET	Choose an item.		Choose an item.
b) Educator planning & preparation	ii.) Educators have ATPs for their allocated subjects.	FP	Choose an item.		Choose an item.
		IP	Choose an item.		Choose an item.
		SP	Choose an item.		Choose an item.
		FET	Choose an item.		Choose an item.
	iii.) Educators have Lesson Plans for their allocated subjects.	FP	Choose an item.		Choose an item.
		IP	Choose an item.		Choose an item.
		SP	Choose an item.		Choose an item.
		FET	Choose an item.		Choose an item.
		FP	Choose an item.		Choose an item.

CRITERIA	CORE INDICATORS		PHASE	RESPONSE	COMMENTS/REASONS	VERIFICATION (For officials use)
	iv.) **Educators have Assessment Plans for their allocated subjects.**		IP	Choose an item.		Choose an item.
			SP	Choose an item.		Choose an item.
			FET	Choose an item.		Choose an item.
c) Learners written work	v.) **Learners have classwork books.**		FP	Choose an item.		Choose an item.
			IP	Choose an item.		Choose an item.
			SP	Choose an item.		Choose an item.
			FET	Choose an item.		Choose an item.
	vi.) **Learner classwork books indicate that corrections are being done.**		FP	Choose an item.		Choose an item.
			IP	Choose an item.		Choose an item.
			SP	Choose an item.		Choose an item.
			FET	Choose an item.		Choose an item.
	vii.) **Educators control/mark the written work of learners.**		FP	Choose an item.		Choose an item.
			IP	Choose an item.		Choose an item.
			SP	Choose an item.		Choose an item.
			FET	Choose an item.		Choose an item.
d) Curriculum coverage	viii.) **The quantity of work covered is according to CAPS.**		FP	Choose an item.		Choose an item.
			IP	Choose an item.		Choose an item.
			SP	Choose an item.		Choose an item.
			FET	Choose an item.		Choose an item.
e) Barriers to learning	ix) **Learners with barriers to learning are provided with**	a) The school has a process to identify learners with barriers to learning.		Choose an item.		Choose an item.
		b) The school has a		Choose an item.		Choose an item.

CRITERIA	CORE INDICATORS		PHASE	RESPONSE	COMMENTS/REASONS	VERIFICATION (For officials use)
	focussed support.	functional SBST.				
		c) Intervention activities are regularly conducted with learners.		Choose an item.		Choose an item.
		d) Learners respond to the intervention activities.		Choose an item.		Choose an item.
		e) The school uses innovative practices to assist learners with barriers to learning.		Choose an item.		Choose an item.
f) **Educator Development**	x) **Educators participate in professional development activities.**		FP	Choose an item.		Choose an item.
			IP	Choose an item.		Choose an item.
			SP	Choose an item.		Choose an item.
			FET	Choose an item.		Choose an item.
	xi) **List five internal/external professional development activities that educators participated in, during the academic year.**			1.		Choose an item.
				2.		
				3.		
				4.		
				5.		

QTL & ED: Count the respective cell colours from the above tables and insert below.					
GREEN		**AMBER**		**RED**	

2.3 STATE STRENGTHS and LIST AREAS IDENTIFIED FOR IMPROVEMENT

3. LEARNER ACHIEVEMENT (LA)

PURPOSE: To evaluate the level of achievement of learners academically as well as in extra- and co-curricular activities

3.1 RECORDS

	DOCUMENT	STATUS	COMMENTS /REASONS	VERIFICATION (For officials use)
a)	Promotion Schedules for the past 3 years	Choose an item.		Choose an item.
b)	National Senior Certificate (NSC) records for past 3 years	Choose an item.		Choose an item.
c)	School Assessment Plan	Choose an item.		Choose an item.
d)	Assessment Records	Choose an item.		Choose an item.
e)	School Based Assessment (SBA) Tasks	Choose an item.		Choose an item.
f)	Record of extra-curricular activities	Choose an item.		Choose an item.
g)	Record of co-curricular activities	Choose an item.		Choose an item.

3.2 LEARNER PERFORMANCE DATA: MID YEAR RESULTS

i. FOUNDATION PHASE (FP)

Grade	Percentage of learners that achieved 50% or more (Levels 4-7)		
	Home Language	Maths	LO
1	Choose an item.	Choose an item.	Choose an item.
2	Choose an item.	Choose an item.	Choose an item.
3	Choose an item.	Choose an item.	Choose an item.

i. INTERMEDIATE PHASE (IP)

Grade	Percentage of learners that achieved 50% or more (Levels 4-7)					
	Home Language	First Additional Language	Maths	Natural Science & Technology	Social Sciences	LO
4	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.
5	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.
6	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.

ii.	SENIOR PHASE (SP)							

| Grade | Percentage of learners that achieved 50% or more (Levels 4-7) | | | | | | | |
	Home Language	First Additional Language	Maths	LO	Natural Sciences	Social Sciences	Technology	Economic & Management Sciences
7	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.
8	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.
9	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.

iii.	FURTHER EDUCATION AND TRAINING PHASE (FET)									

| Grade | Percentage of learners that achieved 50% or more (Levels 4-7) | | | | | | | | | |
	Home Language	First Additional Language	Mathematics	Life Orientation	Indicate six other subjects with highest enrolment here					
10	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.
11	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.
12	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.

VI) NUMBER OF DAYS UTILISED TO UNDERTAKE MID-YEAR EXAMINATION							
FP		IP		SP		FET	

3.2 CORE INDICATORS

CRITERIA	CORE INDICATORS	PHASE	RESPONSE	COMMENTS /REASONS	VERIFICATION (For officials use)
a) Assessment Processes	i.) Assessments are **moderated** by the School Management Team.	FP	Choose an item.		Choose an item.
		IP	Choose an item.		Choose an item.
		SP	Choose an item.		Choose an item.
		FET	Choose an item.		Choose an item.
	ii.) **Diagnostic Analysis** conducted after the mid-year assessments.	FP	Choose an item.		Choose an item.
		IP	Choose an item.		Choose an item.
		SP	Choose an item.		Choose an item.
		FET	Choose an item.		Choose an item.

CRITERIA	CORE INDICATORS	PHASE	RESPONSE	COMMENTS /REASONS	VERIFICATION (For officials use)
	iii.) Remedial activities undertaken in the required subjects after mid-year diagnostic analysis.	FP	Choose an item.		Choose an item.
		IP	Choose an item.		Choose an item.
		SP	Choose an item.		Choose an item.
		FET	Choose an item.		Choose an item.
	iv.) Percentage of Grade 3 learners performing at the required **literacy** (HL) Level (50%).	FP	Choose an item.		Choose an item.
	v.) Percentage of Grade 3 learners performing at the required **Mathematics** Level (50%).	FP	Choose an item.		Choose an item.
b) Learner performance – GET in the end of the year results for the previous academic year	**vi.)** Percentage of Grade 6 learners performing at the required language **(LOLT)** level (50%).	IP	Choose an item.		Choose an item.
	vii.) Percentage of Grade 6 learners performing at the required **Mathematics** level (50%).	IP	Choose an item.		Choose an item.
	viii.) Percentage of Grade 9 learners performing at the required language **(LOLT)** level (50%).	SP	Choose an item.		Choose an item.
	ix.) Percentage of Grade 9 learners performing at the required **Mathematics** level (50%).	SP	Choose an item.		Choose an item.

	CRITERIA	CORE INDICATORS	PHASE	RESPONSE	COMMENTS /REASONS	VERIFICATION (For officials use)
c)	Learner performance – FET in the end of the year results for the previous academic year	x.) **Overall percentage pass** rate in the NSC examination.	FET	Choose an item.		Choose an item.
		xi.) Percentage of **Bachelor passes** in the NSC examination.	FET	Choose an item.		Choose an item.
d)	Reading abilities	xii.) Learners **read fluently** according to their grade level.	FP	**Satisfies minimum expectations - 70% or more of learners**		Choose an item.
			IP	Choose an item.		Choose an item.
			SP	Choose an item.		Choose an item.
			FET	Choose an item.		Choose an item.
		xiii.)Learners **comprehend** a given text according to their grade level.	FP	Choose an item.		Choose an item.
			IP	Choose an item.		Choose an item.
			SP	Choose an item.		Choose an item.
			FET	Choose an item.		Choose an item.
d) Mathematics skills		xiv.)Learners can do **mental** calculations.	FP	Choose an item.		Choose an item.
			IP	Choose an item.		Choose an item.
		xv.) Learners use **electronic devices** to solve mathematical problems.	FP	Choose an item.		Choose an item.
			IP	Choose an item.		Choose an item.
			SP	Choose an item.		Choose an item.
			FET	Choose an item.		Choose an item.
e)	Computer skills	xvi.) Learners have basic **computer** skills.	FP	Choose an item.		Choose an item.
			IP	Choose an item.		Choose an item.
			SP	Choose an item.		Choose an item.
			FET	Choose an item.		Choose an item.

	CRITERIA	CORE INDICATORS	PHASE	RESPONSE	COMMENTS /REASONS	VERIFICATION (For officials use)
f)	Extra & co-curricular activities	**xvii.)** Percentage of Learners that participate in **extra and co-curricular** activities.	ALL	Choose an item.		Choose an item.
		xviii.) List the top five **achievements** of the school in **extra and co-curricular** activities during the previous academic year.	ALL	1. 2. 3. 4. 5.		Choose an item.

LA: Count the respective cell colours from the above tables and insert below.					
GREEN		AMBER		RED	

3.4 STATE STRENGTHS and LIST AREAS IDENTIFIED FOR IMPROVEMENT

4. LEADERSHIP, MANAGEMENT & COMMUNICATION (LMC)

PURPOSE: To evaluate the effectiveness of the leadership and curriculum management in the school.

4.1 RECORDS

	DOCUMENT	STATUS	COMMENTS /REASONS	VERIFICATION (For officials use)
a)	**Vision Statement**	Choose an item.		Choose an item.
b)	**Mission Statement**	Choose an item.		Choose an item.
c)	**Job Descriptions**	Choose an item.		Choose an item.
d)	**Educator Duty Lists**	Choose an item.		Choose an item.
e)	**Relief Time-table for Educators**	Choose an item.		Choose an item.
f)	**Minutes of School Management Team (SMT) meetings**	Choose an item.		Choose an item.
g)	**Minutes of Staff meetings**	Choose an item.		Choose an item.
h)	**Minutes of Subject meetings**	Choose an item.		Choose an item.
i)	**SMT management plan for observing educators in practice**	Choose an item.		Choose an item.
j)	SA-SAMS/IT Administration System	Choose an item.		Choose an item.

4.2 CORE INDICATORS

CRITERIA	CORE INDICATORS	PHASE	RESPONSE	COMMENTS /REASONS	VERIFICATION (For officials use)
a) Curriculum Management	i.) The SMT monitors **lesson planning** of educators.	FP	Choose an item.		Choose an item.
		IP	Choose an item.		Choose an item.
		SP	Choose an item.		Choose an item.
		FET	Choose an item.		Choose an item.
	ii.) The SMT **monitors assessment practices.**	FP	Choose an item.		Choose an item.
		IP	Choose an item.		Choose an item.
		SP	Choose an item.		Choose an item.

CRITERIA	CORE INDICATORS	PHASE	RESPONSE	COMMENTS /REASONS	VERIFICATION (For officials use)
		FET	Choose an item.		Choose an item.
	iii.) The SMT monitors learner **written work**.	FP	Choose an item.		Choose an item.
		IP	Choose an item.		Choose an item.
		SP	Choose an item.		Choose an item.
		FET	Choose an item.		Choose an item.
	iv.) The SMT monitors **curriculum coverage**.	FP	Choose an item.		Choose an item.
		IP	Choose an item.		Choose an item.
		SP	Choose an item.		Choose an item.
		FET	Choose an item.		Choose an item.
	v.) The SMT organises **professional development** activities.	FP	Choose an item.		Choose an item.
		IP	Choose an item.		Choose an item.
		SP	Choose an item.		Choose an item.
		FET	Choose an item.		Choose an item.
	vi.) The SMT undertakes **Lesson Observations.**	FP	Choose an item.		Choose an item.
		IP	Choose an item.		Choose an item.
		SP	Choose an item.		Choose an item.
		FET	Choose an item.		Choose an item.
b) Leadership	vii.) Number of **SMT meetings** held in the previous quarter.		Choose an item.		Choose an item.
	viii.) SMT minutes reflects deliberations and decisions on **curriculum matters** and interventions being taken.		Choose an item.		Choose an item.
	ix.) The **School Improvement Plan** (SIP) is implemented.		Choose an item.		Choose an item.
	x.) Activities in the **year plan** are implemented.		Choose an item.		Choose an item.
c) Communication	xi.) SMT **communicated with staff and learners**		Choose an item.		Choose an item.

CRITERIA	CORE INDICATORS	PHASE	RESPONSE	COMMENTS /REASONS	VERIFICATION (For officials use)
	during the previous quarter**.**				
	xii.) List the topics of the 5 most recent official correspondence to the **District Office**.		1.		Choose an item.
			2.		
			3.		
			4.		
			5.		

LMC: Count the respective cell colours from the above tables and insert below.					
GREEN		AMBER		RED	

4.3 STATE STRENGTHS and LIST AREAS IDENTIFIED FOR IMPROVEMENT

16

5.   CURRICULUM PROVISION & RESOURCES (CPR)

PURPOSE: To evaluate the implementation of the curriculum and enrichment programs offered at schools and to what extent it enhances the aims and objectives of the education system.

5.1 RECORDS

DOCUMENTS/ RESOURCES	STATUS	COMMENTS /REASONS	VERIFICATION (For officials use)
a) School Time-table	Choose an item.		Choose an item.
b) LTSM Policy	Choose an item.		Choose an item.
c) LTSM inventory list	Choose an item.		Choose an item.
d) LTSM distribution record	Choose an item.		Choose an item.
e) Textbook retrieval record	Choose an item.		Choose an item.
f) Computers used by learners	Choose an item.		Choose an item.
g) Reading books	Choose an item.		Choose an item.
h) Laboratory resources	Choose an item.		Choose an item.

5.2 CORE INDICATORS

CRITERIA	CORE INDICATORS	PHASE	RESPONSE	COMMENTS /REASONS	VERIFICATION (For officials use)
a) Curriculum and Assessment Policy Statements (CAPS) Compliance	i.) The **subjects offered** at the school are in line with CAPS requirements.	FP	Choose an item.		Choose an item.
		IP	Choose an item.		Choose an item.
		SP	Choose an item.		Choose an item.
		FET	Choose an item.		Choose an item.
	ii.) The correct **contact time** is allocated per phase.	FP	Choose an item.		Choose an item.
		IP	Choose an item.		Choose an item.
		SP	Choose an item.		Choose an item.
		FET	Choose an item.		Choose an item.
b) Learning and Teaching Support	iii.) There are appropriate **textbooks** that are in line with CAPS from the	FP	Choose an item.		Choose an item.
		IP	Choose an item.		Choose an item.
		SP	Choose an item.		Choose an item.

CRITERIA	CORE INDICATORS	PHASE	RESPONSE	COMMENTS /REASONS	VERIFICATION (For officials use)
Materials (LTSM)	National Catalogue.	FET	Choose an item.		Choose an item.
	iv.) Percentage of textbooks **retrieved** by the school in the previous academic year.	FP	Choose an item.		Choose an item.
		IP	Choose an item.		Choose an item.
		SP	Choose an item.		Choose an item.
		FET	Choose an item.		Choose an item.
c) Extra & co-curricular activities	v.) Learners are supported in a variety of **extra-curricular activities.**	ALL	Choose an item.		Choose an item.
	vi.) Learners are supported in a variety of **co-curricular activities.**	ALL	Choose an item.		Choose an item.

CPR: Count the respective cell colours from the above tables and insert below.					
GREEN		AMBER		RED	

6. GOVERNANCE & RELATIONSHIPS (GR)

PURPOSE: **To evaluate the effectiveness of the governing body in fulfilling its roles and responsibilities with regard to the establishment of a purposeful and disciplined school environment as well as management of resources.**

6.1 RECORDS

	DOCUMENT	STATUS	COMMENTS /REASONS	VERIFICATION (For officials use)
a)	**School Governing Body (SGB) Constitution**	Choose an item.		Choose an item.
b)	**Minutes and agenda of SGB meetings**	Choose an item.		Choose an item.
c)	**Minutes of Annual General Meeting**	Choose an item.		Choose an item.
d)	**School Development Plan**	Choose an item.		Choose an item.
e)	**Human Resources – shortlisting & interview records**	Choose an item.		Choose an item.
f)	**Procurement records**	Choose an item.		Choose an item.
g)	**Stock register /inventory list**	Choose an item.		Choose an item.
h)	**Language Policy**	Choose an item.		Choose an item.
i)	**Policy on religion**	Choose an item.		Choose an item.

6.2 CORE INDICATORS

CRITERIA	CORE INDICATORS	RESPONSE	Provide reasons for your response	VERIFICATION (For officials use)
a) SGB Functionality	i.) The stakeholder **composition** of the SGB is in line with legislation.	Choose an item.		Choose an item.
	ii.) Number of formal SGB **meetings** held in the previous four quarters.	Choose an item.		Choose an item.
	iii.) The members of the SGB have undergone **training.**	Choose an item.		Choose an item.
	iv.) Appropriate **records of meetings** are maintained by the SGB and its committees.	Choose an item.		Choose an item.

	CRITERIA	CORE INDICATORS	RESPONSE	Provide reasons for your response	VERIFICATION (For officials use)
b)	**Financial Management**	v.) Proper procedures for collecting and **receiving money and banking** are implemented.	Choose an item.		Choose an item.
		vi.) Proper practices for **payments** are followed.	Choose an item.		Choose an item.
		vii.) **Petty Cash** is managed in a proper manner.	Choose an item.		Choose an item.
		viii.) Proper processes followed to approve the **budget** for the current year.	Choose an item.		Choose an item.
		ix.) The budget contains the appropriate **income and expenditure** items.	Choose an item.		Choose an item.
		x.) **Audited Financial Statements** available for the previous financial year.	Choose an item.	If yes, elaborate on the auditor's opinion.	Choose an item.
d)	**Asset Management**	xi.) Proper **procurement** procedures are practiced.	Choose an item.		Choose an item.
		xii.) Proper **asset management** procedures are practiced.	Choose an item.		Choose an item.
e)	**Human Resource Management**	xiii.) The SGB ensures due process in **interviewing** and selection of staff.	Choose an item.		Choose an item.
		xiv.) The SGB **remunerates** staff in compliance with legislation.	Choose an item.		Choose an item.

GR: Count the respective cell colours from the above tables and insert below.					
GREEN		**AMBER**		**RED**	

7. SCHOOL SAFETY, SECURITY AND DISCIPLINE (SSSD)

PURPOSE: To evaluate the level at which the school provides for a healthy, safe and secure environment for learners, staff, parents and others

7.1 RECORDS & EQUIPMENT

DOCUMENT	STATUS	COMMENTS /REASONS	VERIFICATION (For officials use)
a) Health, Safety and Security Policy	Not available		Choose an item.
b) Emergency and evacuation procedures	Available, but not in order		Choose an item.
c) Visitors register	Available, with majority of the aspects in order		Choose an item.
d) Gate control register	Available, with all aspects in order		Choose an item.
e) Playground duty register	Available, with all aspects in order		Choose an item.
f) Early release register for learners	Available, with majority of the aspects in order		Choose an item.
g) Plans and records of random searches	Available, but not in order		Choose an item.
h) Consent forms	Available, with majority of the aspects in order		Choose an item.
i) Vehicle licenses	Available, but not in order		Choose an item.
j) Scholar Transport Records	Available, with all aspects in order		Choose an item.
k) Nutrition Records	Available, with all aspects in order		Choose an item.
l) Incident Register	Available, with all aspects in order		Choose an item.
m) Learner Code of Conduct	Not available		Choose an item.

Equipment	Status	COMMENTS /REASONS	VERIFICATION (For officials use)
a) Fire Fighting Equipment	Not available		Choose an item.

b)	First Aid Kits	**Available, but not in order**			Choose an item.
c)	School Nutrition Equipment	**Available, and in order**			Choose an item.
d)	Safety and emergency signage	**Available, but not in order**			Choose an item.

7.2 CORE INDICATORS

CRITERIA	CORE INDICATORS		RESPONSE	COMMENTS /REASONS	VERIFICATION (For officials use)
a) Learner care & support	i) There is **supervision of learners**.	• Before school starts	**No**		Choose an item.
		• During non-teaching time	**Yes**		Choose an item.
		• During breaks	**No**		Choose an item.
		• The period after school	**Yes**		Choose an item.
	ii) The school has procedures to support **learners in need**.		**No**	If Yes, indicate details.	
b) School Nutrition	iii) The **nutrition programme** is appropriately administered.	a) The meals are provided on time, on a daily basis throughout the year.	**Yes**		Choose an item.
		b) The menu is in line with the requirements of the NSNP.	**No**		Choose an item.
		c) The meals are served in an orderly manner.	**Yes**		Choose an item.
		d) The time allocated for the feeding is not exceeded.	**No**		Choose an item.
		e) The provisions are appropriately stored.	**Yes**		Choose an item.
		f) The food is prepared in	**No**		Choose an item.

CRITERIA		CORE INDICATORS		RESPONSE	COMMENTS /REASONS	VERIFICATION (For officials use)
			hygienic conditions.			
c)	**Emergency and Evacuation**	iv)	The school conducts an **emergency drill** once per quarter	**No**		Choose an item.
d)	**School security**	v)	The school has procedures to **control access** to the school.	**Yes**		Choose an item.
		vi) The Code of Conduct regulating **learner behaviour** is implemented.	a) Code of Conduct for learners is available.	**Yes**		Choose an item.
			b) The Code of Conduct is relevant to the context of the school.	**No**		Choose an item.
			c) Offences are graded.	**Yes**		Choose an item.
			d) Procedures for Grades 1-4 offences are explained in the Code of Conduct.	**Yes**		Choose an item.
			e) A record of offences committed by learners is available.	**No**		Choose an item.
e)	**Learner discipline**		f) The school has a Disciplinary Committee.	**Yes**		Choose an item.
			g) Written warnings are issued.	**Yes**		Choose an item.
			h) Notice for disciplinary hearings are issued.	**No**		Choose an item.
			i) The rights of the learner are explained.	**No**		Choose an item.
			j) Support/ Counselling measures available.	**Yes**		Choose an item.
			k) There is a procedure for appeals.	**Yes**		Choose an item.
			l) Suspension of a learner according to the procedures	**No**		Choose an item.

23

CRITERIA	CORE INDICATORS		RESPONSE	COMMENTS /REASONS	VERIFICATION (For officials use)
		in SASA s9 (1,1A-E).			
	vii)	Number of serious **misconduct incidents** (4 & 5) recorded for the previous quarter.	More than one		Choose an item.
	viii)	List the five most **serious misconduct incidences** recorded in the previous quarter.	1.		Choose an item.
			2.		
			3.		
			4.		
			5.		

SSSD: Count the respective cell colours from the above tables and insert below.

GREEN		AMBER		RED	

7.3 STATE STRENGTHS and LIST AREAS IDENTIFIED FOR IMPROVEMENT

8. SCHOOL INFRASTRUCTURE (SI)

PURPOSE: To evaluate to what extent the school has sufficient and appropriate infrastructure and how it is maintained

8.1 RECORDS & FACILITIES

DOCUMENT	STATUS	COMMENTS (If any)	VERIFICATION (For officials use)
a) **Maintenance Policy**	Choose an item.		Choose an item.
b) **National Education Infrastructure Management System (NEIMS) Report**	Choose an item.		Choose an item.

EQUIPMENT/FACILITY	STATUS	COMMENTS (If any)	VERIFICATION (For officials use)
a) **Furniture**	Choose an item.		Choose an item.
b) **Staffroom**	Choose an item.		Choose an item.
c) **Offices for SMT**	Choose an item.		Choose an item.
d) **Office for Administration Clerk**	Choose an item.		Choose an item.
e) **Science laboratory**	Choose an item.		Choose an item.
f) **Library**	Choose an item.		Choose an item.
g) **Computer room**	Choose an item.		Choose an item.

h)	**Accessibility to people with physical disabilities**	Choose an item.		Choose an item. 25
i)	**Nutrition serving area**	Choose an item.		Choose an item.
j)	**Sick bay**	Choose an item.		Choose an item.
k)	**Sporting facilities**	Choose an item.		Choose an item.

8.2 CORE INDICATORS

CRITERIA	CORE INDICATORS		RESPONSE	Provide reasons for your response	VERIFICATION (For officials use)
a) **Basic Services**	i.) The school has reliable **water supply**.		Choose an item.		Choose an item.
	ii.) The school has functional **electrical supply**.		Choose an item.		Choose an item.
	iii.) The **ablution facilities** at the school are appropriate, sufficient and in working order.		Choose an item.		Choose an item.
b) **Classrooms**	iv.) Classroom **accommodation** is sufficient and appropriately utilised.		Choose an item.		Choose an item.
c) **School terrain**	v.) The school has appropriate **grounds**.		Choose an item.		Choose an item.
d) **Maintenance**	vi) The school implements initiatives to protect and **maintain infrastructure**.	Walls	Choose an item.		Choose an item.
		Ceilings	Choose an item.		Choose an item.
		Doors	Choose an item.		Choose an item.
		Windows	Choose an item.		Choose an item.
		Floors	Choose an item.		Choose an item.
		Toilets	Choose an item.		Choose an item.
		Taps	Choose an item.		Choose an item.
		Electrical fittings	Choose an item.		Choose an item.
		Roof	Choose an item.		Choose an item.
		Fence	Choose an item.		Choose an item.
		Gutters	Choose an item.		Choose an item.
		Walkways	Choose an item.		Choose an item.

CRITERIA	CORE INDICATORS	RESPONSE	Provide reasons for your response	VERIFICATION (For officials use)
		Staircases	Choose an item.		Choose an item.

SI: Count the respective cell colours from the above tables and insert below.					
GREEN		AMBER		RED	

8.3 STATE STRENGTHS and LIST AREAS IDENTIFIED FOR IMPROVEMENT

9. PARENTS AND COMMUNITY (PC)

PURPOSE: To evaluate the extent to which the school encourages parental and community involvement in the education of the learners and how it makes use of their contributions to support learners' progress

9.1 RECORDS

DOCUMENT	STATUS	COMMENTS (If any)	VERIFICATION (For officials use)
a) **Notice, agenda and minutes of parent meetings**	Choose an item.		Choose an item.
b) **Attendance register of parent meetings**	Choose an item.		Choose an item.
c) **Correspondence to parents (Letters, diaries, emails and SMS)**	Choose an item.		Choose an item.
d) **Minutes of Quality of Teaching and Learning Campaign (QLTC) meetings**	Choose an item.		Choose an item.
e) **Parent acknowledgement of the academic work of learners**	Choose an item.		Choose an item.

9.1 RECORDS

	DOCUMENT	STATUS	COMMENTS (If any)	VERIFICATION (For officials use)
f)	Newsletters	Choose an item.		Choose an item.
g)	Correspondence pertaining to partnerships with the community	Choose an item.		Choose an item.
h)	Acknowledgement of progress reports of learners	Choose an item.		Choose an item.

9.2 CORE INDICATORS

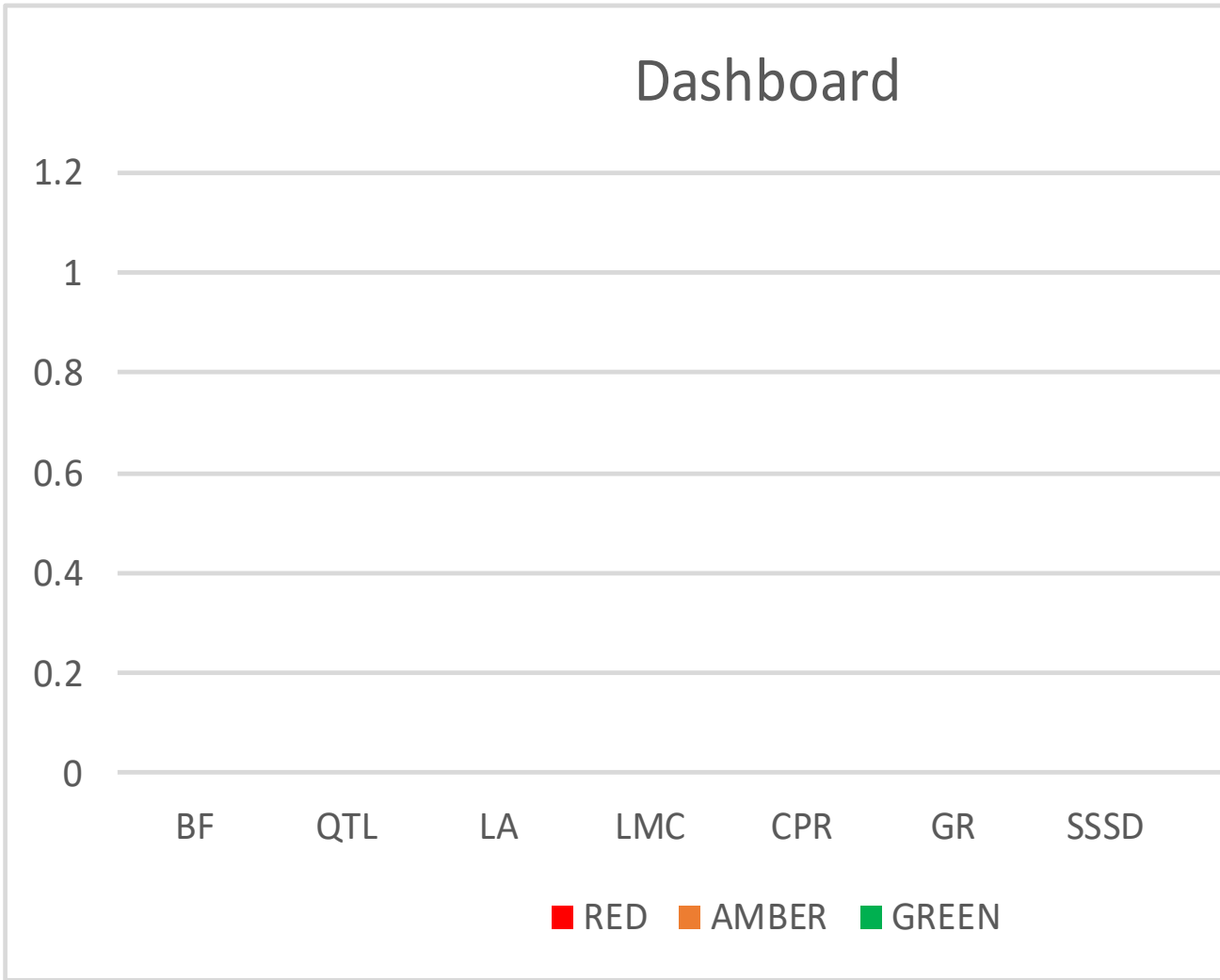| CRITERIA	CORE INDICATORS	RESPONSE	Details	VERIFICATION (For officials use)
a) Parental involvement	i.) The school communicates **once a quarter** with parents on general school matters.	Choose an item.	**If YES provide a list, if NO indicate reasons** •	Choose an item.
	ii.) The school engages with parents on **curriculum matters.**	Choose an item.	**If YES provide a list, if NO indicate reasons** •	Choose an item.
	iii.) Parents are **involved** in school activities.	Choose an item.	**If YES provide a list, if NO indicate reasons** •	Choose an item.
b) Links with community	iv.) The school uses **local services** to benefit the school and learners.	Choose an item.	**If YES provide a list, if NO indicate reasons** •	Choose an item.

PC: Count the respective cell colours from the above tables and insert below.					
GREEN		AMBER		RED	

8.3 STATE STRENGTHS and LIST AREAS IDENTIFIED FOR IMPROVEMENT

	RED	AMBER	GREEN
BF			
QTL			
LA			
LMC			
CPR			
GR			
SSSD			
SI			
PC			

Dashboard

(bar chart with y-axis from 0 to 1.2, x-axis categories: BF, QTL, LA, LMC, CPR, GR, SSSD; legend: RED, AMBER, GREEN)

D. MAIN FINDINGS

i.) LEARNER PERFORMANCE (BF; QTL&ED; LA; LMC & CPR)		Indicate priorities with (x) here for inclusion in SIP
The main STRENGTHS of our school are:	The main AREAS FOR DEVELOPMENT of our school are:	
		☐
		☐
		☐
		☐
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		☐
		☐
		☐
		☐

ii.) THE SCHOOL ENVIRONMENT (GR; SSSD; SI & PC)		Indicate priorities with (x) here for inclusion in SIP
The main STRENGTHS of our school are:	The main AREAS FOR DEVELOPMENT of our school are:	
		☐
		☐
		☐
		☐
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E. SIGN OFF

Date SSE was finalised	
Name of principal	
Signature of principal	
Name of Circuit Manager	
Signature of Circuit Manager	

School Stamp

END OF REPORT

<div style="background-color:red; color:white; text-align:center; font-weight:bold;">VERIFICATION OF SSE - 1</div>

1.	Name of school	
2.	Date of verification visit	
3.	Name of official	
4.	Designation	
5.	Contact number	
6.	Email	

7.	**FINDINGS**

The verification of the SSE undertaken at the school focussed on xx areas of evaluation and scrutinised xx indicators. In this regard, it was found that xx% of the school's assessment on the selected indicators was supported.

8.	**RECOMMENDATIONS**

The school should craft improvement strategies/actions on the following in the SIP for immediate implementation:
- *Teacher punctuality controls*
- *Improvement in reading*

9. Acknowledgement	
Name of official	
Signature of official	
Name of principal	
Signature of principal	

School Stamp

VERIFICATION OF SSE - 2

1.	**Name of school**	
2.	**Date of verification visit**	
3.	**Name of official**	
4.	**Designation**	
5.	**Contact number**	
6.	**Email**	

7. FINDINGS

8. RECOMMENDATIONS

9. Acknowledgement	
Name of official	
Signature of official	
Name of principal	
Signature of principal	

School Stamp

For officials use

VERIFICATION OF SSE - 3

1. Name of school	
2. Date of verification visit	
3. Name of official	
4. Designation	
5. Contact number	
6. Email	

7. FINDINGS

8. RECOMMENDATIONS

9. Acknowledgement	
Name of official	

Signature of official	
Name of principal	
Signature of principal	

School Stamp

For officials use

VERIFICATION OF SSE - 4

1.	Name of school	
2.	Date of verification visit	
3.	Name of official	
4.	Designation	
5.	Contact number	
6.	Email	

7. FINDINGS

8. RECOMMENDATIONS

9. Acknowledgement	
Name of official	
Signature of official	
Name of principal	
Signature of principal	

School Stamp