



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

SCHOOL IMPROVEMENT PLAN

Academic Year

Name of school	
District	
Circuit	
EMIS	

Did the school undertake SSE prior to developing the SIP?	Choose an item.
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1. INSTRUCTIONS:

- The School Improvement Plan (SIP) should be the *single platform* to record all the improvement initiatives of a school for a particular academic year.
- The school should utilize the results of the School Self-evaluation (SSE) process, together with the Annual Academic Performance Report (AAPR), diagnostic analysis reports from learner assessments and teacher appraisal information to *prioritize* improvement activities for inclusion in the SIP.

SIZE & SHAPE OF THE SIP

- The SIP should be developed in *two parts*, that is: -
 - Section A:** Interventions that lead to improved learner performance (BF; QTLED; LA; LMC & CPR).
 - Section B:** Interventions that improve the school environment (GR; SSDD; SI & PC).
- Section A should have a maximum of eight OBJECTIVES. Each objective may have a maximum of five activities. When recording *ACTIVITIES*, try as far as possible to commence with a verb and write each activity on a separate row. Section B can have a maximum of five OBJECTIVES. Similarly, each objective may have a maximum of five activities.

PROGRESS REPORTING

- Record the *status* of each activity at the end of the quarter, in the Reporting Template, as follows:

Status	Key
RED	Not yet achieved - Less than 50% of progress has been made in implementing the activity
AMBER	In progress - 50% or more progress has been made in implementing the activity
GREEN	Achieved - The activity has been successfully concluded

- The SIP should be submitted to the District Office in December and amended in January after incorporating all learner performance data.
- Schools should commence implementing the intervention activities that are contained in the SIP when schools open in January.
- Schools should inform the District Office of the specific support required as contained in the SIP.
- Progress reports on the implementation of the SIP must be submitted to the District Office at the end of every term.
- Guide to School Improvement Plans available @ <https://rise.articulate.com/share/UAFiZamgqIBhD7DLTW2y45XcdlFc2ct>

k. Always SAVE this as a Macro-enabled document.

2. LEARNER PERFORMANCE DATA: (This information below for the mid-year results can be copied from the SSE Report)

➤ Mid-year results

i. FOUNDATION PHASE				ii. INTERMEDIATE PHASE						
Grade	Percentage of learners that achieved 50% or more (Levels 4-7)			Grade	Percentage of learners that achieved 50% or more (Levels 4-7)					
	Home Language	Mathematics	Life Orientation		Home Language	First Additional Language	Mathematics	Natural Science & Technology	Social Sciences	Life Orientation
1				4						
2				5						
3				6						

iii. SENIOR PHASE								
Grade	Percentage of learners that achieved 50% or more (Levels 4-7)							
	Home Language	First Additional Language	Mathematics	Life Orientation	Natural Sciences	Social Sciences	Technology	Economic & Management Sciences
7								
8								
9								

iv. FURTHER EDUCATION AND TRAINING PHASE										
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										
11										
12										

V. GRADE 12					
Number Wrote	Number Passed	Pass %	Bachelors %	Diploma %	Higher Certificate %

➤ End of year results

i. FOUNDATION PHASE

Grade	Percentage of learners that achieved 50% or more (Levels 4-7)		
	Home Language	Mathematics	Life Orientation
1			
2			
3			

ii. INTERMEDIATE PHASE

Grade	Percentage of learners that achieved 50% or more (Levels 4-7)					
	Home Language	First Additional Language	Mathematics	Natural Science & Technology	Social Sciences	Life Orientation
4						
5						
6						

iii. SENIOR PHASE

Grade	Percentage of learners that achieved 50% or more (Levels 4-7)							
	Home Language	First Additional Language	Mathematics	Life Orientation	Natural Sciences	Social Sciences	Technology	Economic & Management Sciences
7								
8								
9								

iv. FURTHER EDUCATION AND TRAINING PHASE

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										
11										
12										

V. NATIONAL SENIOR CERTIFICATE

Number Wrote	Number Passed	Pass %	Bachelors %	Diploma %	Higher Certificate %

3. AN OVERVIEW ON THE KEY AREAS PRIORITISED FOR IMPROVEMENT

	NO.	FOCUS AREA	ASPECT TARGETED FOR IMPROVEMENT (State as OBJECTIVES).
Part A: Interventions that lead to improved learner performance.	1.	BASIC FUNCTIONALITY	•
	2.	QUALITY OF TEACHING AND LEARNING AND EDUCATOR DEVELOPMENT	•
	3.	LEARNER ACHIEVEMENT	•
	4.	LEADERSHIP, MANAGEMENT AND COMMUNICATION	•
	5.	CURRICULUM PROVISION AND RESOURCES	•
Part B: Interventions that improve the school environment.	6.	GOVERNANCE AND RELATIONSHIP	•
	7.	SCHOOL SAFETY, SECURITY AND DISCIPLINE	•
	8.	SCHOOL INFRASTRUCTURE	•
	9.	PARENTS AND COMMUNITY	•

4. THE PLAN

SECTION A : INTERVENTIONS THAT LEAD TO IMPROVED LEARNER PERFORMANCE

No.	FOCUS AREA	OBJECTIVE	DESCRIPTION OF ACTIVITIES	RESPONSIBILITY	START DATE	FINISH DATE	BUDGET (If any)	Term	STATUS	COMMENTS /REASONS (To be completed at the end of each term)
1.								T1	Choose an item.	
								T2	Choose an item.	
								T3	Choose an item.	
								T4	Choose an item.	
								T1	Choose an item.	
								T2	Choose an item.	
								T3	Choose an item.	
								T4	Choose an item.	
								T1	Choose an item.	
								T2	Choose an item.	
								T3	Choose an item.	
								T4	Choose an item.	
								T1	Choose an item.	
								T2	Choose an item.	
								T3	Choose an item.	
								T4	Choose an item.	
								T1	Choose an item.	
								T2	Choose an item.	
								T3	Choose an item.	

No.	FOCUS AREA	OBJECTIVE	DESCRIPTION OF ACTIVITIES	RESPONSIBILITY	START DATE	FINISH DATE	BUDGET (If any)	Term	STATUS	COMMENTS /REASONS (To be completed at the end of each term)
								T4	Choose an item.	
2.								T1	Choose an item.	
								T2	Choose an item.	
								T3	Choose an item.	
								T4	Choose an item.	
								T1	Choose an item.	
								T2	Choose an item.	
								T3	Choose an item.	
								T4	Choose an item.	
								T1	Choose an item.	
								T2	Choose an item.	
								T3	Choose an item.	
								T4	Choose an item.	
								T1	Choose an item.	
								T2	Choose an item.	
								T3	Choose an item.	
								T4	Choose an item.	
								T1	Choose an item.	
								T2	Choose an item.	
								T3	Choose an item.	
								T4	Choose an item.	
3.								T1	Choose an item.	

No.	FOCUS AREA	OBJECTIVE	DESCRIPTION OF ACTIVITIES	RESPONSIBILITY	START DATE	FINISH DATE	BUDGET (If any)	Term	STATUS	COMMENTS /REASONS (To be completed at the end of each term)
								T2	Choose an item.	
								T3	Choose an item.	
								T4	Choose an item.	
								T1	Choose an item.	
								T2	Choose an item.	
								T3	Choose an item.	
								T4	Choose an item.	
								T1	Choose an item.	
								T2	Choose an item.	
								T3	Choose an item.	
								T4	Choose an item.	
								T1	Choose an item.	
								T2	Choose an item.	
								T3	Choose an item.	
								T4	Choose an item.	
								T1	Choose an item.	
								T2	Choose an item.	
								T3	Choose an item.	
								T4	Choose an item.	
4.								T1	Choose an item.	
								T2	Choose an item.	

No.	FOCUS AREA	OBJECTIVE	DESCRIPTION OF ACTIVITIES	RESPONSIBILITY	START DATE	FINISH DATE	BUDGET (If any)	Term	STATUS	COMMENTS /REASONS (To be completed at the end of each term)
								T3	Choose an item.	
								T4	Choose an item.	
								T1	Choose an item.	
								T2	Choose an item.	
								T3	Choose an item.	
								T4	Choose an item.	
								T1	Choose an item.	
								T2	Choose an item.	
								T3	Choose an item.	
								T4	Choose an item.	
								T1	Choose an item.	
								T2	Choose an item.	
								T3	Choose an item.	
								T4	Choose an item.	
								T1	Choose an item.	
								T2	Choose an item.	
								T3	Choose an item.	
								T4	Choose an item.	
5.								T1	Choose an item.	
								T2	Choose an item.	
								T3	Choose an item.	

No.	FOCUS AREA	OBJECTIVE	DESCRIPTION OF ACTIVITIES	RESPONSIBILITY	START DATE	FINISH DATE	BUDGET (If any)	Term	STATUS	COMMENTS /REASONS (To be completed at the end of each term)
								T4	Choose an item.	
								T1	Choose an item.	
								T2	Choose an item.	
								T3	Choose an item.	
								T4	Choose an item.	
								T1	Choose an item.	
								T2	Choose an item.	
								T3	Choose an item.	
								T4	Choose an item.	
								T1	Choose an item.	
								T2	Choose an item.	
								T3	Choose an item.	
								T4	Choose an item.	
								T1	Choose an item.	
								T2	Choose an item.	
								T3	Choose an item.	
								T4	Choose an item.	
6.								T1	Choose an item.	
								T2	Choose an item.	
								T3	Choose an item.	
								T4	Choose an item.	
								T1	Choose an item.	

No.	FOCUS AREA	OBJECTIVE	DESCRIPTION OF ACTIVITIES	RESPONSIBILITY	START DATE	FINISH DATE	BUDGET (If any)	Term	STATUS	COMMENTS /REASONS (To be completed at the end of each term)
								T2	Choose an item.	
								T3	Choose an item.	
								T4	Choose an item.	
								T1	Choose an item.	
								T2	Choose an item.	
								T3	Choose an item.	
								T4	Choose an item.	
								T1	Choose an item.	
								T2	Choose an item.	
								T3	Choose an item.	
								T4	Choose an item.	
								T1	Choose an item.	
								T2	Choose an item.	
								T3	Choose an item.	
								T4	Choose an item.	
7.								T1	Choose an item.	
								T2	Choose an item.	
								T3	Choose an item.	
								T4	Choose an item.	
								T1	Choose an item.	
								T2	Choose an item.	

No.	FOCUS AREA	OBJECTIVE	DESCRIPTION OF ACTIVITIES	RESPONSIBILITY	START DATE	FINISH DATE	BUDGET (If any)	Term	STATUS	COMMENTS /REASONS (To be completed at the end of each term)
								T3	Choose an item.	
								T4	Choose an item.	
								T1	Choose an item.	
								T2	Choose an item.	
								T3	Choose an item.	
								T4	Choose an item.	
								T1	Choose an item.	
								T2	Choose an item.	
								T3	Choose an item.	
								T4	Choose an item.	
								T1	Choose an item.	
								T2	Choose an item.	
								T3	Choose an item.	
								T4	Choose an item.	
8.								T1	Choose an item.	
								T2	Choose an item.	
								T3	Choose an item.	
								T4	Choose an item.	
								T1	Choose an item.	
								T2	Choose an item.	
								T3	Choose an item.	

No.	FOCUS AREA	OBJECTIVE	DESCRIPTION OF ACTIVITIES	RESPONSIBILITY	START DATE	FINISH DATE	BUDGET (If any)	Term	STATUS	COMMENTS /REASONS (To be completed at the end of each term)
								T4	Choose an item.	
								T1	Choose an item.	
								T2	Choose an item.	
								T3	Choose an item.	
								T4	Choose an item.	
								T1	Choose an item.	
								T2	Choose an item.	
								T3	Choose an item.	
								T4	Choose an item.	
								T1	Choose an item.	
								T2	Choose an item.	
								T3	Choose an item.	
								T4	Choose an item.	

SECTION B: INTERVENTIONS THAT LEAD TO AN IMPROVED SCHOOL ENVIRONMENT.

No.	FOCUS AREA	OBJECTIVE	DESCRIPTION OF ACTIVITIES	RESPONSIBILITY	START DATE	FINISH DATE	BUDGET (If any)	Term	STATUS	COMMENTS /REASONS To be completed at the end of each term)
1.								T1	Choose an item.	
								T2	Choose an item.	
								T3	Choose an item.	
								T4	Choose an item.	
								T1	Choose an item.	
								T2	Choose an item.	
								T3	Choose an item.	
								T4	Choose an item.	
								T1	Choose an item.	
								T2	Choose an item.	
								T3	Choose an item.	
								T4	Choose an item.	
								T1	Choose an item.	
								T2	Choose an item.	
								T3	Choose an item.	
								T4	Choose an item.	
								T1	Choose an item.	
								T2	Choose an item.	
								T3	Choose an item.	
								T4	Choose an item.	

No.	FOCUS AREA	OBJECTIVE	DESCRIPTION OF ACTIVITIES	RESPONSIBILITY	START DATE	FINISH DATE	BUDGET (If any)	Term	STATUS	COMMENTS /REASONS To be completed at the end of each term)
2.								T1	Choose an item.	
								T2	Choose an item.	
								T3	Choose an item.	
								T4	Choose an item.	
								T1	Choose an item.	
								T2	Choose an item.	
								T3	Choose an item.	
								T4	Choose an item.	
								T1	Choose an item.	
								T2	Choose an item.	
								T3	Choose an item.	
								T4	Choose an item.	
								T1	Choose an item.	
								T2	Choose an item.	
								T3	Choose an item.	
								T4	Choose an item.	
								T1	Choose an item.	
								T2	Choose an item.	
								T3	Choose an item.	
								T4	Choose an item.	
3.								T1	Choose an item.	
								T2	Choose an item.	

No.	FOCUS AREA	OBJECTIVE	DESCRIPTION OF ACTIVITIES	RESPONSIBILITY	START DATE	FINISH DATE	BUDGET (If any)	Term	STATUS	COMMENTS /REASONS To be completed at the end of each term)
								T3	Choose an item.	
								T4	Choose an item.	
								T1	Choose an item.	
								T2	Choose an item.	
								T3	Choose an item.	
								T4	Choose an item.	
								T1	Choose an item.	
								T2	Choose an item.	
								T3	Choose an item.	
								T4	Choose an item.	
								T1	Choose an item.	
								T2	Choose an item.	
								T3	Choose an item.	
								T4	Choose an item.	
								T1	Choose an item.	
								T2	Choose an item.	
								T3	Choose an item.	
								T4	Choose an item.	
4.								T1	Choose an item.	
								T2	Choose an item.	
								T3	Choose an item.	

No.	FOCUS AREA	OBJECTIVE	DESCRIPTION OF ACTIVITIES	RESPONSIBILITY	START DATE	FINISH DATE	BUDGET (If any)	Term	STATUS	COMMENTS /REASONS To be completed at the end of each term)
								T4	Choose an item.	
								T1	Choose an item.	
								T2	Choose an item.	
								T3	Choose an item.	
								T4	Choose an item.	
								T1	Choose an item.	
								T2	Choose an item.	
								T3	Choose an item.	
								T4	Choose an item.	
								T1	Choose an item.	
								T2	Choose an item.	
								T3	Choose an item.	
								T4	Choose an item.	
								T1	Choose an item.	
								T2	Choose an item.	
								T3	Choose an item.	
								T4	Choose an item.	
5.								T1	Choose an item.	
								T2	Choose an item.	
								T3	Choose an item.	
								T4	Choose an item.	

No.	FOCUS AREA	OBJECTIVE	DESCRIPTION OF ACTIVITIES	RESPONSIBILITY	START DATE	FINISH DATE	BUDGET (If any)	Term	STATUS	COMMENTS /REASONS To be completed at the end of each term)
								T1	Choose an item.	
								T2	Choose an item.	
								T3	Choose an item.	
								T4	Choose an item.	
								T1	Choose an item.	
								T2	Choose an item.	
								T3	Choose an item.	
								T4	Choose an item.	
								T1	Choose an item.	
								T2	Choose an item.	
								T3	Choose an item.	
								T4	Choose an item.	
								T1	Choose an item.	
								T2	Choose an item.	
								T3	Choose an item.	
								T4	Choose an item.	

5. SIGN OFF – APPROVAL OF SIP

DESIGNATION	NAME	SIGNATURE	DATE
Principal			
SGB Chairperson			
Circuit Manager			
District Director			

SCHOOL STAMP	DISTRICT STAMP

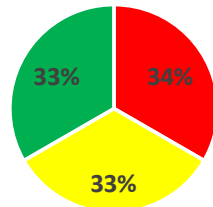
ANNEXURE A1

OVERALL STATUS ON THE IMPLEMENTATION OF THE SCHOOL IMPROVEMENT PLAN – TERM ONE

	Status	Number of activities	%
	Less than 50% of progress has been made	1	33%
	50% or more progress has been made	1	33%
	The activity has been successfully concluded	1	33%

3

SIP Implementation Progress Report



- Less than 50% of progress has been made
- 50% or more progress has been made
- The activity has been successfully concluded

SIGN OFF:

DESIGNATION	NAME	SIGNATURE	DATE
Principal			
Circuit Manager			

SCHOOL STAMP

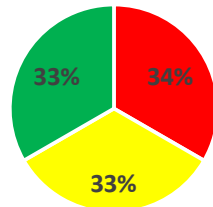
ANNEXURE A2

OVERALL STATUS ON THE IMPLEMENTATION OF THE SCHOOL IMPROVEMENT PLAN – TERM TWO

	Status	Number of activities	%
	Less than 50% of progress has been made	1	33%
	50% or more progress has been made	1	33%
	The activity has been successfully concluded	1	33%

3

SIP Implementation Progress Report



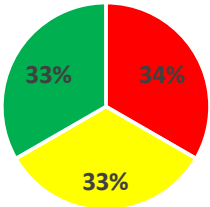
- Less than 50% of progress has been made
- 50% or more progress has been made
- The activity has been successfully concluded

SIGN OFF:

DESIGNATION	NAME	SIGNATURE	DATE
Principal			
Circuit Manager			

SCHOOL STAMP

ANNEXURE A3

OVERALL STATUS ON THE IMPLEMENTATION OF THE SCHOOL IMPROVEMENT PLAN – TERM THREE																
<table border="1" style="width: 100%;"><thead><tr><th></th><th>Status</th><th>Number of activities</th><th>%</th></tr></thead><tbody><tr><td style="background-color: red;"></td><td>Less than 50% of progress has been made</td><td>1</td><td>33%</td></tr><tr><td style="background-color: yellow;"></td><td>50% or more progress has been made</td><td>1</td><td>33%</td></tr><tr><td style="background-color: green;"></td><td>The activity has been successfully concluded</td><td>1</td><td>33%</td></tr></tbody></table> <p style="text-align: center;">3</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"><p style="text-align: center;">SIP Implementation Progress Report</p><div style="text-align: center;"><p>34% 33% 33%</p></div><div style="margin-top: 10px;"><div style="display: flex; justify-content: space-around;"><div>■ Less than 50% of progress has been made</div><div>■ 50% or more progress has been made</div><div>■ The activity has been successfully concluded</div></div></div></div>		Status	Number of activities	%		Less than 50% of progress has been made	1	33%		50% or more progress has been made	1	33%		The activity has been successfully concluded	1	33%
	Status	Number of activities	%													
	Less than 50% of progress has been made	1	33%													
	50% or more progress has been made	1	33%													
	The activity has been successfully concluded	1	33%													

SIGN OFF:

DESIGNATION	NAME	SIGNATURE	DATE
Principal			
Circuit Manager			

SCHOOL STAMP

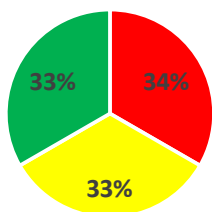
ANNEXURE A4

OVERALL STATUS ON THE IMPLEMENTATION OF THE SCHOOL IMPROVEMENT PLAN – TERM FOUR

	Status	Number of activities	%
	Less than 50% of progress has been made	1	33%
	50% or more progress has been made	1	33%
	The activity has been successfully concluded	1	33%

3

SIP Implementation Progress Report



- Less than 50% of progress has been made
- 50% or more progress has been made
- The activity has been successfully concluded

SIGN OFF:

DESIGNATION	NAME	SIGNATURE	DATE
Principal			
Circuit Manager			

SCHOOL STAMP

ANNEXURE B: EXTERNAL MONITORING AND SUPPORT ON SIP IMPLEMENTATION

Date	NAME OF OFFICIAL / MONITOR	DESIGNATION	REMARKS (AREA MONITORED, PROGRESS AND RECOMMENDATIONS)	SIGNATURE

Date	NAME OF OFFICIAL / MONITOR	DESIGNATION	REMARKS (AREA MONITORED, PROGRESS AND RECOMMENDATIONS)	SIGNATURE