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| **SCHOOL IMPROVEMENT PLAN**  | **Academic Year** |  |

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| **Name of school** |  |
| **District** |  |
| **Circuit** |  |
| **EMIS** |  |

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| **Did the school undertake SSE prior to developing the SIP?** | Choose an item. |

**1. INSTRUCTIONS:**

1. The School Improvement Plan (SIP) should be the *single platform* to record all the improvement initiatives of a school for a particular academic year.
2. 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**

1. 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; SSSD; SI &PC).
2. 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**

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

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| --- | --- |
| **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 |

1. The SIP should be submitted to the District Office in December and amended in January after incorporating all learner performance data.
2. Schools should commence implementing the intervention activities that are contained in the SIP when schools open in January.
3. Schools should inform the District Office of the specific support required as contained in the SIP.
4. Progress reports on the implementation of the SIP must be submitted to the District Office at the end of every term.
5. Guide to School Improvement Plans available @ <https://rise.articulate.com/share/UAfiZamgqlBhD7DLTW2y45XcdlfLc2ct>
6. 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**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 1. **FOUNDATION PHASE**

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

 | 1. **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** |  |  |  |  |  |  |

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| 1. **SENIOR PHASE**

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| --- | --- |
| **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** |  |  |  |  |  |  |  |  |

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| 1. **FURTHER EDUCATION AND TRAINING PHASE**

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| --- | --- |
| **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** |  |  |  |  |  |  |  |  |  |  |

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| Grade 12 |
| Number Wrote | Number Passed | Pass % | Bachelors % | Diploma % | Higher Certificate % |
|  |  |  |  |  |  |

* **End of year results**

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| --- | --- |
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| **Home Language** | **Mathematics** | **Life Orientation** |
| **1** |  |  |  |
| **2** |  |  |  |
| **3** |  |  |  |

 | 1. **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** |  |  |  |  |  |  |
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| 1. **SENIOR PHASE**

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| --- | --- |
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| **7** |  |  |  |  |  |  |  |  |
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| **Grade** | **Percentage of learners that achieved 50% or more (Levels 4-7)** |
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|  |  |  |  |  |  |
| **10** |  |  |  |  |  |  |  |  |  |  |
| **11** |  |  |  |  |  |  |  |  |  |  |
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| National Senior Certificate  |
| Number Wrote | Number Passed | Pass % | Bachelors % | Diploma % | Higher Certificate % |
|  |  |  |  |  |  |

**3. AN OVERVIEW ON THE KEY AREAS PRIORITISED FOR IMPROVEMENT**

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|  | **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)** |
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**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)** |
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| **1.** |  |  |  |  |  |  |  | **T1** | Choose an item. |  |
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| **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. |  |

**5. SIGN OFF – APPROVAL OF SIP**

|  |  |  |  |
| --- | --- | --- | --- |
| **DESIGNATION** | **NAME** | **SIGNATURE** | **DATE** |
| **Principal** |  |  |  |
| **SGB Chairperson** |  |  |  |
| **Circuit Manager** |  |  |  |
| **District Director** |  |  |  |

|  |  |
| --- | --- |
| **SCHOOL STAMP** | **DISTRICT STAMP** |
|  |  |

**ANNEXURE A1**

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| **OVERALL STATUS ON THE IMPLEMENTATION OF THE SCHOOL IMPROVEMENT PLAN – TERM ONE** |
|  | **SIGN OFF**:

|  |  |  |  |
| --- | --- | --- | --- |
| **DESIGNATION** | **NAME** | **SIGNATURE** | **DATE** |
| **Principal** |  |  |  |
| **Circuit Manager** |  |  |  |

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| **SCHOOL STAMP** |
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**ANNEXURE A2**

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| **OVERALL STATUS ON THE IMPLEMENTATION OF THE SCHOOL IMPROVEMENT PLAN – TERM TWO** |
|  | **SIGN OFF**:

|  |  |  |  |
| --- | --- | --- | --- |
| **DESIGNATION** | **NAME** | **SIGNATURE** | **DATE** |
| **Principal** |  |  |  |
| **Circuit Manager** |  |  |  |

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| **SCHOOL STAMP** |
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**ANNEXURE A3**

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| **OVERALL STATUS ON THE IMPLEMENTATION OF THE SCHOOL IMPROVEMENT PLAN – TERM THREE** |
|  | **SIGN OFF**:

|  |  |  |  |
| --- | --- | --- | --- |
| **DESIGNATION** | **NAME** | **SIGNATURE** | **DATE** |
| **Principal** |  |  |  |
| **Circuit Manager** |  |  |  |

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| **SCHOOL STAMP** |
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**ANNEXURE A4**

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| **OVERALL STATUS ON THE IMPLEMENTATION OF THE SCHOOL IMPROVEMENT PLAN – TERM FOUR** |
|  | **SIGN OFF**:

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| --- | --- | --- | --- |
| **DESIGNATION** | **NAME** | **SIGNATURE** | **DATE** |
| **Principal** |  |  |  |
| **Circuit Manager** |  |  |  |

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| **SCHOOL STAMP** |
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**ANNEXURE B: EXTERNAL MONITORING AND SUPPORT ON SIP IMPLEMENTATION**

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