WSE 010

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

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LINK to online SSE GUIDE - Copy and paste link below into your internet browser

https://rise.articulate.com/share/z959lsHVO00hvLwN7eRdNiL21xTNe0YK

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)	

Document Response Guide.docx

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) QMS 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.

2.2 CORE INDICATORS

CRITERIA	CORE INDICATORS		PHASE	RESPONSE	COMMENTS/REASONS	VERIFICATION (For officials use)
	iv.) Educators have Assessment 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.
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 provid**	a) The school has a process to identify learners with barriers to learning.		Choose an item.		Choose an item.

2.2 CORE INDICATORS

CRITERIA	CORE INDICATORS	PHASE	RESPONSE	COMMENTS/REASONS	VERIFICATION (For officials use)
	ed with focussed support. b) The school has a functional SBST.		Choose an item.		Choose an item.
	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. 2. 3. 4. 5.		Choose an item.

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.

3.2 CORE INDICATORS

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.
b) Learner performance – GET in the end of the year results for the previous academic year	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.
	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.

3.2 CORE INDICATORS

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**	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.
	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.
f) Extra & co-curricular activities	**xvii.)** Percentage of Learners that participate in **extra and co-curricular** activities.	**ALL**	Choose an item.		Choose an item.
		ALL	1.		

3.2 CORE INDICATORS

CRITERIA	CORE INDICATORS	PHASE	RESPONSE	COMMENTS /REASONS	VERIFICATION (For officials use)
	xviii.) List the top five **achievements** of the school in **extra and co-curricular** activities during the previous academic year.		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.
		FET	Choose an item.		Choose an item.
	iii.) The SMT monitors	**FP**	Choose an item.		Choose an item.
		IP	Choose an item.		Choose an item.

4.2 CORE INDICATORS

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

4.2 CORE INDICATORS

CRITERIA	CORE INDICATORS	PHASE	RESPONSE	COMMENTS /REASONS	VERIFICATION (For officials use)
			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

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 Materials (LTSM)	iii.) There are appropriate **textbooks** that are in line with CAPS from the National Catalogue.	**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 textbooks **retrieved** by the school in the	**FP**	Choose an item.		Choose an item.
		IP	Choose an item.		Choose an item.
		SP	Choose an item.		Choose an item.

5.2 CORE INDICATORS

CRITERIA	CORE INDICATORS	PHASE	RESPONSE	COMMENTS /REASONS	VERIFICATION (For officials use)
	previous academic year.	**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**	

5.3 STATE STRENGTHS and LIST AREAS IDENTIFIED FOR IMPROVEMENT

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.
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	Choose an item.		Choose an item.

6.2 CORE INDICATORS

CRITERIA	CORE INDICATORS	RESPONSE	Provide reasons for your response	VERIFICATION (For officials use)
	budget for the current year.			
	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**	

6.3 STATE STRENGTHS and LIST AREAS IDENTIFIED FOR IMPROVEMENT

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 hygienic conditions.	**No**		Choose an item.
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.

7.2 CORE INDICATORS

CRITERIA	CORE INDICATORS		RESPONSE	COMMENTS /REASONS	VERIFICATION (For officials use)
e) Learner discipline	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.
		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 in SASA s9 (1,1A-E).	**No**		Choose an item.
	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**		1.		Choose an item.
			2.		

7.2 CORE INDICATORS

CRITERIA	CORE INDICATORS	RESPONSE	COMMENTS /REASONS	VERIFICATION (For officials use)
	recorded in the previous quarter.	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.
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.
		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.
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.

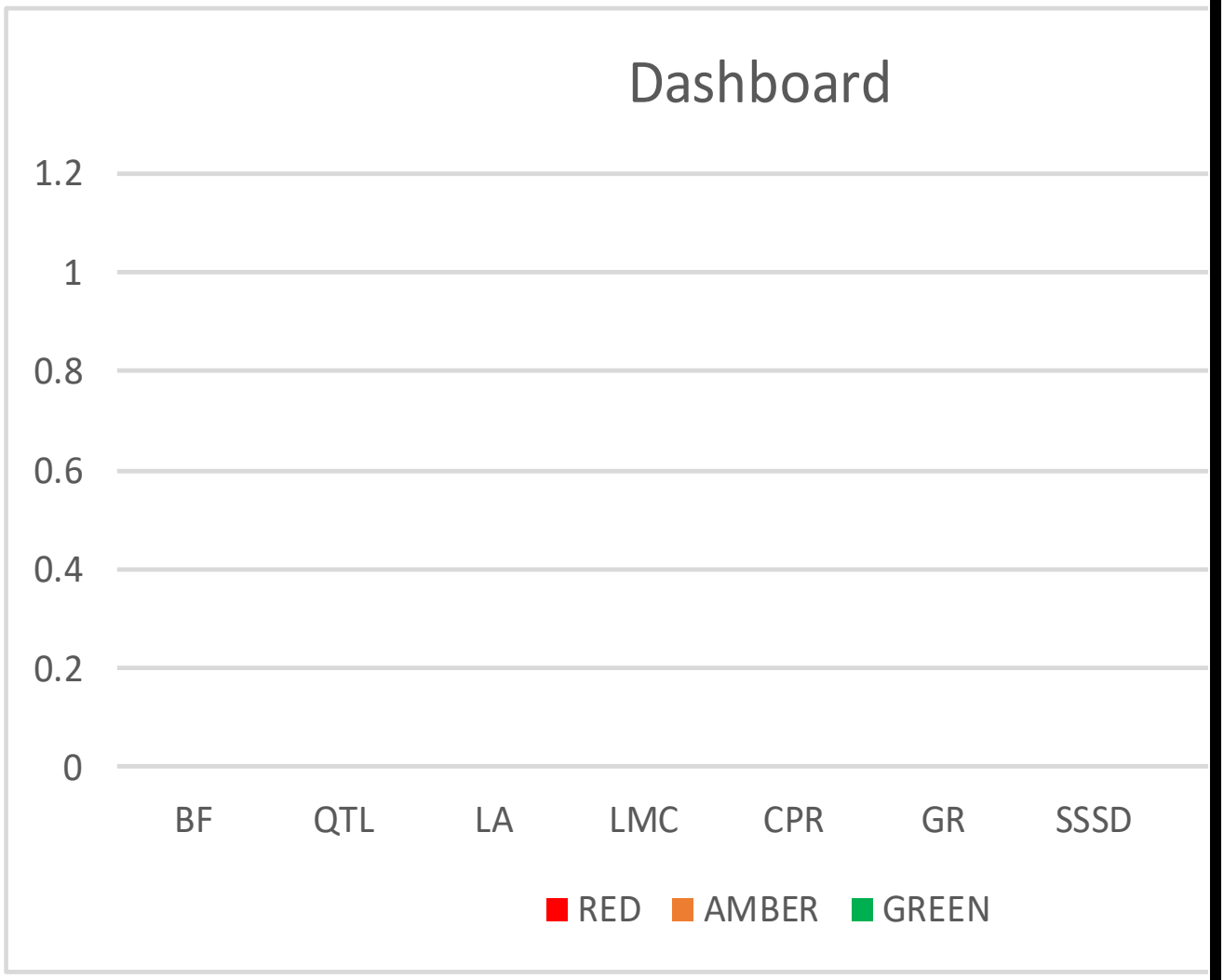
PC: Count the respective cell colours from the above tables and insert below.					
GREEN		**AMBER**		**RED**	

8.3 STATE STRENGTHS and LIST AREAS IDENTIFIED FOR IMPROVEMENT

Double click in the table below to update.

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



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

For officials use

VERIFICATION OF SSE - 1

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

For officials use

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