

Province of the
EASTERN CAPE
EDUCATION

OFFICE OF THE SUPERINTENDENT-GENERAL

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CIRCULAR NO.32 of 2015

**TO : CHIEF DIRECTOR: CURRICULUM MANAGEMENT
CHIEF DIRECTOR: EDUCATION SOCIAL SUPPORT SERVICES
CHIEF DIRECTOR: IMD&G
CHIEF DIRECTOR: STATUTORY ADVISORY & PROTOCOL SERVICES
CHIEF DIRECTOR: STRATEGIC MANAGEMENT, MONITORING AND EVALUATION
CLUSTER CHIEF DIRECTORS
DISTRICT DIRECTORS
CIRCUIT MANAGERS
SCHOOL PRINCIPALS**

FROM : ACTING SUPERINTENDENT-GENERAL

SUBJECT : SCHOOL SELF-EVALUATION AND SCHOOL IMPROVEMENT PLANNING

1. INTRODUCTION

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 (Goal 21 – Action Plan 2019: Towards Schooling 2030).

The School Improvement Plan enables the school to measure its own progress through a process of ongoing self-evaluation (ELRC Collective Agreement 8 of 2003).

2. PURPOSE

The purpose of this circular is to inform schools to annually conduct School Self-Evaluation in support of developing credible School Improvement Plans.

3. SCHOOL SELF-EVALUATION (SSE)

- (a) Prior to developing a School Improvement Plan, it is essential that communities undertake School Self-Evaluation, in accordance with the National Policy on WSE (Government Gazette Volume 433, No.22512). In the WSE policy, external Whole School Evaluation (WSE) is scheduled periodically, primarily for the purpose of verification, while School Self-Evaluation (SSE) and related improvement planning should be undertaken annually by the school community.
- (b) School Self-Evaluation is a process of reflection on practice, made systemic and transparent, with the aim of improving learner performance, teaching practice and school functionality. This approach is designed to help schools measure to what extent they are fulfilling their responsibilities and improving their learner performance.
- (c) School Self-Evaluation must be guided by the nine key areas for evaluation as contained in the National Policy on Whole School Evaluation. Provincial WSE units will be able to provide further support to Districts with SSE processes.

4. SCHOOL IMPROVEMENT PLANS (SIP)

- a) The core mission of schools is to improve the educational achievements of all learners. The SIP is a road map that sets out the changes a school needs to make to improve the level of learner achievement and the school environment, as well as show how and when these changes will be made.

- b) The school should utilise the results of the SSE process, together with ANA/ NCS diagnostic reports and teacher development information from the IQMS processes to prioritise improvement activities for inclusion in the SIP.
- c) The school should develop the SIP in two parts:
 - Section A: Interventions that lead to improved learner performance.
 - Section B: Interventions that lead to an improved school environment.
- d) The improvement strategies contained in the SIP should include:
 - Teacher initiated improvement;
 - School Management Team organized activities; and
 - District/ Provincial/ Other support.
- e) The SIP should be the single platform to record all improvement initiatives of a school. The Circuit Manager should provide the school with support in developing and implementing a credible SIP.
- f) The SIP should be signed off by the principal and the Circuit Manager and submitted to the District Director for integration into the District Improvement Plan.

5. RESPONSIBILITY OF THE SCHOOL

The executive authority for the professional management of schools is vested in the principal supported by the School Governing Body. The principal must ensure that the following activities are implemented at the school:

- Carry out Self-Evaluation at the school annually;
- Develop credible School Improvement Plans;
- Implement School Improvement Plans; and
- Report to the District Office on progress on the implementation of School Improvement Plans.

6. RESPONSIBILITY OF THE DISTRICT OFFICE

District offices have a key role to play in supporting schools to achieve educational outcomes. The District office has a responsibility of assisting schools with compiling school improvement or development plans as well as accounting to the

Provincial Education Departments (PEDs) for the performance of education institutions in the district. (Policy on the Organisation, Roles and Responsibilities of Education Districts – Government Notice 300 of 2013).

These responsibilities include:

- Support to schools provided by the Circuit Manager to carry out School Self-Evaluation;
- Acknowledgement of School Self-Evaluation reports by the Circuit Manager;
- Approval of School Improvement Plans;
- Support provided to the school to implement School Improvement Plan activities; and
- Monitor the progress of the school in the implementation of School Improvement Plans.

7. ENCLOSURES

- a) Annexure A – A Strategic Overview of SSE and SIPs
- b) Annexure B – An Activity Plan for SSE and SIPs
- c) Annexure C – A sample SIP Template (pro forma)

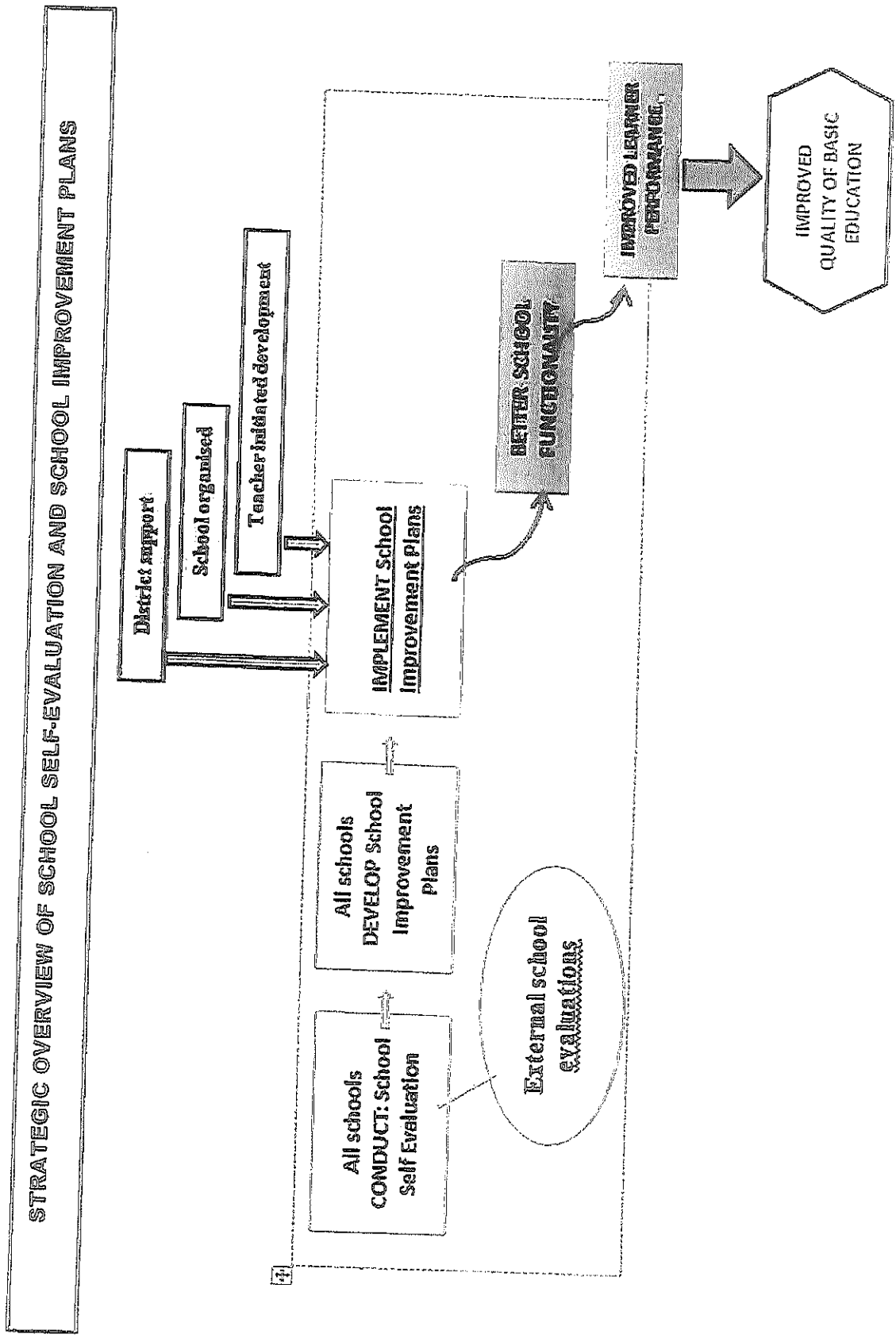
8. Provincial WSE units and District Directors are kindly requested to bring this information to the attention of all officials responsible for the above processes to ensure the smooth management of School Self-Evaluation and School Improvement Planning in the system.

Yours in the pursuit of quality in education



MS S. NETSHILAPHALA
ACTING SUPERINTENDENT-GENERAL

20/02/2016.
DATE



**SUGGESTED ACTIVITY PLAN TO STRENGTHEN WHOLE SCHOOL EVALUATION
POLICY IMPLEMENTATION**

Activity	Responsibility	Timelines
a) Provincially initiated advocacy and training on the completion of School Self Evaluation by all schools.	Provincial Office supported by the District Director	July - September
b) School communities conduct School Self Evaluation, which becomes a catalyst for school improvement.	School principal supported by the SGB	October - December
c) School Improvement Plans (SIP) developed by schools informed by the School Self Evaluation.	School principal	October - December
d) Schools submit SSE and SIP to District Office.	School principal	December - January
e) District Office checks the authenticity of the SSE.	District Office: District Director supported by the Circuit Manager	January - March
f) Feedback/ approval of SIP by Circuit Manager to schools	District Office: Circuit Manager	January - March
g) District Office monitors the implementation of the SIP.	District Office: Circuit Manager	January - December
h) Schools implement SIP – school level improvement activities.	School principal	January - December
i) District Office provides structured support to schools.	District Office: Circuit Managers	January - December

j) External evaluation conducted in sampled schools to verify the SSE by WSE supervisors.	District Office WSE	January – December
k) Consolidation of Report identifying key interventions of good practice and challenges per district, per province.	PED/ District/ WSE	January – December



SCHOOL IMPROVEMENT PLAN TEMPLATE

School Improvement Plan linked to IQMS Resolution 8 of 2003, WSE Policy GG Number 22512 of 26 July 2001

GENERAL SCHOOL INFORMATION:

Academic Year											
BASIC INFORMATION (demographic information)											
Name of School											
EMIS No.											
Province											
District											
Education Circuit											
Status of school	Public	Section 14	Independent	Other							
Type of School	Primary	Secondary	Combined	Full LSEN	Other						
ACADEMIC PERFORMANCE OF THE SCHOOL:											

NATIONAL SENIOR CERTIFICATE						
Number Wrote	Number Passed	Pass Percentage	Bachelors	Mathematics	Physical Science	
ANNUAL NATIONAL ASSESSMENT						
GRADE 3		GRADE 6		GRADE 9		
Literacy	Maths	Language	Maths	Language	Maths	
Contact details (demographic information)						
Box/Private Bag:						
Post Office:						
				Postal Code		

KEY SCHOOL IMPROVEMENT AREAS FOR CURRENT YEAR

1	
2	
3	
4	
5	
6	

SCHOOL IMPROVEMENT STRATEGY:

SIGNATURES:

DESIGNATION	NAME	SIGNATURE	DATE
PRINCIPAL			
SGB CHAIRPERSON			

School Stamp

DISTRICT APPROVAL OF THE PLAN:

General Comments:

DESIGNATION	NAME	AUTHORISED SIGNATURE	DATE
CIRCUIT MANAGER			

DISTRICT MANAGER				
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District/ Circuit Office Stamp