



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

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To: HEADS OF PROVINCIAL EDUCATION DEPARTMENTS
HEADS OF PROVINCIAL EXAMINATION SERVICES
PROVINCIAL EMIS HEADS
PROVINCIAL COORDINATORS: SCHOOL SAFETY, SCHOOL SPORT AND ENRICHMENT PROGRAMMES, NATIONAL SCHOOL NUTRITION PROGRAMME (NSNP), SCHOOL INFRASTRUCTURE AND SCHOOL GOVERNANCE
DISTRICT DIRECTORS
DISTRICT EMIS OFFICIALS
SCHOOL PRINCIPALS

SA-SAMS CIRCULAR 01 OF 2015

COMPLETION OF DATA FIELDS ON SA-SAMS FOR REPORTING

1. SA-SAMS as a fully integrated electronic data management system for schools, collects a variety of operational data through a number of modules. These data fields are used to generate and populate surveys, quarterly school reports and reporting for other educational programmes and are therefore designed to avoid duplication of multiple reporting.
2. SA-SAMS is updated quarterly with new policies in order to assist schools with their data administration, management and reporting.
3. Upgrades are designed to provide required operational data from schools to programmes such as School Safety, School Governance (newly elected members), Human Resource, School Infrastructure, School Enrichment Programmes, School Sport, and National School Nutrition Programme (NSNP).
4. Schools are therefore required to complete, and later maintain, the required data fields in the modules as specified in Annexure A.
5. Updated school databases will be collected by the EMIS section during the data collection process during the year. The first collection for this required data will be aligned with the collection for Annual School Survey.
6. Quality Assurance of the required data needs to be done at school as well as district level.
7. Principals will sign a LURITS deployment form as well as an Errors-and-Omissions report generated by the system to confirm the status of information supplied by the school.
8. Districts will verify and quality assures the data before submitting the updated database to the Provincial EMIS section for uploading onto LURITS.
9. For any enquiries, please contact your provincial EMIS Head.

Your support for this initiative will be appreciated.

MR SG PADAYACHEE
ACTING DIRECTOR-GENERAL

DATE: 2015/03/26

Basic Education • Basiese Onderwys • Imfundvo Lesisekelo • Ifundosisokelo • Imfundo Eyisisekelo • Imfundo esiSiseko • Dyondzo ya le Hansi
Pfunzo ya Mutho • Thuto ya Motheo • Thuto ya Motheo • Thuto e Pollana

ANNEXURE A

COMPULSORY DATA FIELDS REQUIRED FOR REPORTING BY: SCHOOL SAFETY, SCHOOL GOVERNANCE, HUMAN RESOURCE, SCHOOL INFRASTRUCTURE, SCHOOL ENRICHMENT PROGRAMMES, SCHOOL SPORT, AND NATIONAL SCHOOL NUTRITION PROGRAMME (NSNP)

The following data fields are required to be completed, verified and used for data management and reporting:

| | |
|-----------------------|--|
| School Safety | <ol style="list-style-type: none"> 1. Update and complete the Safe School Committee membership – must include Police member (5.3.1). 2. Capture and maintain serious incidents immediately on Menu 5.5.4. Printout report for district on (5.5.2 and 3.7.6) 3. Demerit/Merit system (3.7) for managing demerits and reporting on type of assigned/reported incidents per quarter. |
| School Governance | <ol style="list-style-type: none"> 1. Completing the newly elected SGB membership and disable old members (5.1.1). Printout for member list (5.1.11), composition (5.1.1). 2. Updating training requirements for all members (5.1.5) |
| School Infrastructure | <ol style="list-style-type: none"> 1. Infrastructure register (Menu 14.5 – all pages) |
| Human Resources | <ol style="list-style-type: none"> 1. SACE membership number and detail qualification types (2.1.1) 2. Complete and update “Subject specialisations” (2.1.1) 3. Assign subjects and classes to educators (12.1.16) |
| NSNP | <ol style="list-style-type: none"> 1. Survey question in General School Information (Menu 1.1 tab 2) 2. Updating the status of the learners participating in NSNP (Menu 3.1 tab 3) 3. Completing learner weekly attendance (Menu 3.3.3) 4. Print completed monthly attendance per class (3.3.1) |
| School Sport | <ol style="list-style-type: none"> 1. Assign school houses to learners (Menu 1.14) 2. Assign and maintain sport types and teams to learners. (Menu 3.1) |
| School Enrichment | <ol style="list-style-type: none"> 1. Assign school houses to learners (Menu 1.14) 2. Assign and maintain extra-curricular to learners. (Menu 3.1) |

On submission of the deployed school database the following documents needs to be signed off by the school principal to verify the correctness and status of the required data.

| | |
|------------------------------------|--|
| LURITS deployment report (Menu 17) | <ol style="list-style-type: none"> 1. Confirms the school data as correct. 2. Confirms the number of learners per grade and their biographical data as required. |
| Errors-and-omissions report | <ol style="list-style-type: none"> 3. Identifies the data fields that are NOT captured. 4. Confirms the data fields that are wrongly captured according to a specified format. |



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Mr R Tywakadi
Superintendent-General: Education
Eastern Cape
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By fax: 040 608 4249

Dear Mr Tywakadi

USING SA-SAMS AS A SOURCE OF SCHOOL DATA TO SUPPORT THE REPORTING OF VARIOUS PROGRAMMES IN THE EDUCATION SECTOR

As you know, SA-SAMS is a fully integrated electronic system that collects a variety of operational data from schools making it a primary data source that populates and generates surveys, quarterly school reports and reporting to support other educational programmes.

The system is updated quarterly with new policies and regulations in order to assist schools with their data administration, management and reporting. Upgrades in 2014 support reporting by programmes such as:

School Safety, School Governance, School Infrastructure, Educator Data, School Enrichment Programmes, School Sport and the National School Nutrition Programme.

The DBE would appreciate your assistance in encouraging schools, districts and provincial officials to use SA-SAMS as a primary data source and to inform schools on completing the required data fields that are outlined in the attached circular.

This will ensure that all provinces share in the Education Department's vision of standardised data and benefits from the Department's investment in the application.

Yours sincerely

MR SG PADAYACHEE
ACTING DIRECTOR-GENERAL

DATE: 2015/03/26