

AVAILABILITY OF MANAGEMENT DOCUMENTS



2022 - 2023



basic education
Department:
Basic Education
REPUBLIC OF SOUTH AFRICA



AVAILABILITY OF MANAGEMENT DOCUMENTS

Form 1: Building Blocks for Effective School Management

School Name: _____

EMIS No: _____

District: _____

Province: _____

School Contact No. _____

Email Address: _____

This form should be administered by each province, district and circuit to collect information on the availability and implementation of basic management documents in all schools. Principals and Circuit Managers/District Officials should consider the criteria below and complete with the relevant information according to the instructions for each of the management documents:

	Score by the school					Final score per document by the Principal	Recommendations / Comments by District official	Final score per document by the Official
	Mark with an X	Mark with an X	Insert Date where required / Mark with an X	Insert Date where required / Mark with an X	Insert Date where required / Mark with an X			
	0	1	2	3	4			
1. Annual Academic Performance Report (2021)	0 Not available	1 Available	2 Available and tabled to SGB Date:	3 Available, tabled to SGB and Approved by the District Date:	4 Available, tabled to SGB, Approved by the District and Implemented by the school			
2. School Improvement Plan (2022)	0 Not available	1 Available	2 Available and tabled to SGB Date:	3 Available, tabled to SGB and Approved by the District Date:	4 Available, tabled to SGB, Approved by the District and Implemented by the school			

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	Score by the school					Final score per document by the Principal	Recommendations / Comments by District official	Final score per document by the Official
	Mark with an X	Mark with an X	Insert Date where required / Mark with an X	Insert Date where required / Mark with an X	Insert Date where required / Mark with an X			
	0	1	2	3	4			
3. Curriculum Monitoring Plan (2022)	0 Not Available	1 Available	2 Available and Covers Curriculum Planning and Implementation	3 Available and Covers Curriculum Planning and Implementation, Curriculum Assessment and Reporting	4 Available and Covers Curriculum Planning and Implementation, Curriculum Assessment and Reporting SMT is Accountable			
4. Curriculum Monitoring Tools	0 Not Available	1 Available	2 Available and properly used by SMT	3 Available, properly used by SMT and Monitoring Processes are Followed as Planned	4 Available, properly used by SMT and Monitoring Processes are Followed as Planned and reporting tools are used for Accountability			
5. Setting Realistic Subjects Target	0 Not Available	1 Available	2 Learners Targets Set Based on Previous Performance	3 Educators Targets Set Based on Previous Performance	4 Implemented correctly			
6. Quarterly Learner Achievement Data	0 Not Available	1 Available	2 Results analysed	3 Submitted to District Date: (specific date per quarter)	4 Presented to SGB Date:			
7. Tracking Learners Performance Instrument	0 Not Available	1 Available	2 Performance analysed by SMT	3 Subject Improvement Plans Developed and Implemented	4 Strategies to Support Learners at Risk Developed and Implemented			
8. Composite School Timetable	0 Not Available	1 Available	2 In line with Notional Time	3 Available in the staffroom and admin office	4 Workloads are distributed as per Policy			

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	Mark with an X	Mark with an X	Insert Date where required / Mark with an X	Insert Date where required / Mark with an X	Insert Date where required / Mark with an X			
	0	1	2	3	4			
9. Classroom Timetables	0 Not Available	1 Available	2 Displayed in the classroom	3 Adhered to by all All subjects adhere to notional time	4 Implementation of the time-table is monitored by SMT			
10. Teacher's Personal Timetable	0 Not Available	1 Available	2 In line with workload as per policy	3 Monitored by SMT as per Post Level Copy available in teacher's file	4 Implemented correctly Implementation of the time-table is monitored by SMT as per Post Level			
11. Admission Register	0 Not Available	1 Available	2 Meet with Admission Requirements	3 Up dated	4 Verified by the district Date:			
12. Learner Attendance Register	0 Not Available	1 Administered by the Register Teacher	2 Controlled weekly by the SMT and Data captured on SASAMS	3 Analysis done by SMT Monthly	4 Attendance Reported to all Stakeholders			
13. Period Registers	0 Not Available	1 Available	2 Administered by Subject Teacher	3 Controlled and Analysed by SMT	4 Attendance Reported to all Stakeholders			
14. Educator Daily Attendance Register	0 Not Available	1 Recorded on the Time Book	2 Controlled daily by the SMT and Data captured on SASAMS	3 Analysis done by SMT Monthly	4 Attendance Reported to all Stakeholders			

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	Score by the school					Final score per document by the Principal	Recommendations / Comments by District official	Final score per document by the Official
	Mark with an X	Mark with an X	Insert Date where required / Mark with an X	Insert Date where required / Mark with an X	Insert Date where required / Mark with an X			
	0	1	2	3	4			
15. Educator Leave Register	0 Not Available	1 Controlled by SMT	2 Data captured on SASAMS	3 Analysed and Communicated to Relevant Staff Member	4 Verified by the District Date:			
16. LTSM Register	0 Not Available	1 Available	2 Controlled by LTSM Team	3 Quarterly retrieval audit takes place and Report generated	4 Verified by the District Date:			
TOTAL SCORED OUT OF 64								

Principal (Surname and Initials)

Contact No. _____

Signature

Date

Departmental Official (Surname and Initials)

Contact No. _____

Signature

Date

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Section 2

TOTAL SCORE (64): _____/64 X 100 = ____ % (add the total scores in the columns above)

Name of the School:		Rating by the Principal	Rating by the Departmental Official
		Indicate Percentage	Indicate Percentage
5 - 51-64.....+ 80%	School has produced the minimum set of management documents at a required standard School is Exceedingly Functional		
4 - 38-50.....80%	School has produced the minimum set of management documents at a required standard and is Functional		
3 - 25-37.....60%	School is Manageable		
2 - 13-24.....40%	Needs Moderate Intervention		
1 - 0-12.....20%	Needs Urgent Intervention		

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