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**OFFICE OF THE HEAD OF DEPARTMENT**

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**CIRCULAR QPS01 OF 2022**

**TO : DEPUTY DIRECTORS-GENERAL  
CHIEF DIRECTORS  
DIRECTORS: PROVINCIAL OFFICE  
DISTRICT DIRECTORS  
CHIEF EDUCATION SPECIALISTS  
CIRCUIT MANAGEMENT CENTRE HEADS  
CIRCUIT MANAGERS  
PRINCIPALS OF PUBLIC ORDINARY SCHOOLS  
ORGANISED LABOUR**

**FROM : HEAD OF DEPARTMENT**

**SUBJECT: ONLINE RESOURCES LINKS FOR SCHOOL SELF EVALUATION  
AND SCHOOL IMPROVEMENT PLANNING**

**DATE : 13 SEPTEMBER 2022**

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1. The Provincial Circular QPS01 of 2021 refers.
2. This memorandum serves to appraise all Departmental Officials and School Management Teams on the available online resources links that can guide schools when undertaking school self evaluation and school improvement planning.
3. In line with the National Whole School Evaluation Policy (Government Gazette Vol. 433: No. 22512 of 26 July 20221, Pretoria) and Circular QPS01 of 2021 "Institutionalization of School Self Evaluation (SSE) & School Improvement Plan (SIP)" which serves as the reinforcement to Circular 32



of 2015), all schools are required to conduct SSE and hence develop SIP as an annual practice towards the end of each year.

4. For an improved and credible planning process, updated instruments for SSE and SIP have been provided by the National Department of Basic Education (DBE) since 2020 and Circuit Managers were trained virtually on how to navigate them.
5. These instruments have been uploaded onto the departmental website ([www.eceducation.gov.za](http://www.eceducation.gov.za)). They can be accessed on the following link:  
  
<https://eceducation.gov.za/resource-centre/documents-library/32/school-management-documents>
6. Circuit Managers should ensure that all schools access these links to get the latest instruments and are familiarized with how to navigate the information before undertaking SSE and SIP for 2022 onwards.
7. For further information and enquiries please feel free to contact Director: Quality Promotion and Standards Mr L. Lutya at **083 275 0670** or via email to [londoloza.lutya@ecdoe.gov.za](mailto:londoloza.lutya@ecdoe.gov.za).

Yours in quality education

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**MR M. QWASE**  
**ACTING HEAD OF DEPARTMENT**

05 OCTOBER 2022

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**DATE**