

AVAILABILITY OF MANAGEMENT DOCUMENTS

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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			
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:			

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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			
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

Section 2

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

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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 - 39-50.....80%	School has produced the minimum set of management documents at a required standard and is Functional		
3 - 25-38.....60%	School is Manageable		
2 - 13-24.....40%	Needs Moderate Intervention		
1 - 0-12.....20%	Needs Urgent Intervention		

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