



? What is SIP (School Improvement Planning)?

- SIP is a school project management document that seeks to turn schools into functional and highly performing institutions.
- The purpose of the SIP is to create a functional school environment which is safe, compliant with policy requirements and conducive to effective teaching and learning.



Why is SIP review / reprofiling necessary?

?



- To ensure that the Circuit Manager/IDSO critically evaluates and analyses the SIP documents to fulfil its intended purpose of improving school functionality.
- To ensure that Circuit Manager/IDSO identifies data points to add a quantitative element to the SIPs.
- To ensure that the Circuit Manager/IDSO identifies valuable feedback to share with the school principal about the quality of their SIP and why it will be important to invest more time for improving the SIP.



? What are the steps to review / reprofile SIP?

PREPARATION PHASE:

<p>1. Use the School Self Evaluation (SSE) tool together with the SIP document to assess if all areas of weakness/challenges identified in SSE are all captured and captured correctly in the SIP. These are rated at a 1 or 2 on the SSE.</p>	<p>2. Work through the nine focus areas to see if the interventions/activities are aligned to SMART goals: Specific, Measurable, Attainable, Realistic and Time friendly.</p>
<p>3. Provide feedback based on the following:</p> <p>1. Those that need to be improved on - give a constructive recommendation to suggest why the intervention/activity should be reviewed based on:</p> <ul style="list-style-type: none"> • Not being in line with SMART Goals • Not stipulating actionable activities • Not being in line with policy • Information not in line with data <p>2. Those that are acceptable - check if strategies or intervention plans have been implemented:</p> <ul style="list-style-type: none"> ➤ If yes – it proves that systems are in place and working ➤ If no – identify the root cause of the problem to provide better advice 	
<p>4. Consult with other units such as Curriculum (Subject Advisors, Assessment); Policy and Planning etc. to verify the SSE scores, and ensuring that the scores are a true reflection of what is seen in the SIP at the schools.</p>	<p>5. Use the gathered information as feedback for the Principal.</p>



What are the next steps to review / reprofile SIP?



ONSITE PHASE:

<p>1. Verify, track and measure the progress made (data can assist for several focus areas).</p>	<p>2. Develop an action plan with the principal for the priority activities arising from the SIP review.</p>	<p>3. Support and follow up on the action plan.</p>	<p>4. Keep emphasising the importance of using SIP as a project management plan and a reference tool to monitor progress.</p>
---	---	--	--

Points to remember:

- Repeat point 3 and 4 as ongoing activities.
- With every review at the end of each term, hold the school accountable for progress not made in the focus areas that are within their control.



? Guidance for quality conversations during SIP feedback

- Be a good listener and offer support.
- Find the root causes of why things are not done – blockages.
- Provide demonstrations because hearing and seeing help to put things into perspective.
- Share good practices from other schools or resources.
- Give the necessary information and make it easily understood so that people can accept responsibility.
- Monitor progress and affirm the good in people no matter how small the success is.
- Understand that making mistakes is a learning process and encourage a positive attitude.
- Turn every meeting into a learning opportunity that is developmental and empowering.
- Create strategies together that will remedy the situation. And apply the SMART goals: **S**pecific, **M**easurable, **A**ttainable, **R**ealistic and **T**ime friendly goals.



For more information, visit our DDD Dashboard website dbedashboard.co.za

