



RESPONSIBILITY

lies with the Circuit Managers to prepare thoroughly for school visits to support SIP implementation.

PURPOSE

Is to use the DDD Dashboard to track and monitor progress of the SIP implementation.



Why use the SIP School Visit Checklist?

Circuit Managers should have insights into the school's progress in the implementation of the SIP. Through preparation, greater efficiency, relevance and accuracy in support can be achieved.



What data to use for the SIP School Visit Checklist?



- On the following page, you will find a checklist which identifies DDD data points relevant to particular SIP criteria.
- In preparation for the school visit, you will determine the agenda (focus areas) for the visit. This agenda will be shared with the principal prior to the visit.
- To complete the preparation, use the checklist in conjunction with the Dashboard to check the progress the school is making in their interventions.



How do I use this data?

- Have this data at your finger tips during the school visit.
- Discuss with the principal the focus area – what have they done? What has worked well? What are some of the challenges they face? What are the results showing?
- Use the Dashboard data as either a baseline metric or a progress metric depending on the extent to which the intervention has been rolled out.





1.2 The school has appropriate procedures to deal with absenteeism, late-coming and truancy of Educators Basic functionality ?

1.2.1 Staff Attendance Registers	<p>Dashboard Summary page:</p> <ol style="list-style-type: none"> Pie Chart: Educator Attendance Educator Attendance Educator Profile: Attendance Attendance by Grade <p>Report:</p> <ol style="list-style-type: none"> Educators absent for +5 days 	<ol style="list-style-type: none"> Red reflects below attendance targets Filter and view Educators with red attendance Calendar showing trends in attendance Attendance of Teachers vs Learners <ol style="list-style-type: none"> Identify Educators absent for more than 5 consecutive days.
1.2.2 Leave Register		
1.2.4 Truancy Record		
1.2.5 Weekly attendance summaries	<p>Dashboard Summary page:</p> <ol style="list-style-type: none"> Educator Profile: Attendance 	<ol style="list-style-type: none"> Calendar showing trends in attendance
1.2.6 Monthly attendance summaries		
1.2.8 Analysis of trends (1.2.4)		



? Basic functionality

The school has appropriate procedures to deal with absenteeism, late-coming and truancy of Learners 1.3

1.3.2 Learners' Attendance Registers	<p>Dashboard Summary page:</p> <ol style="list-style-type: none"> Pie Chart: Learner Attendance Attendance by Grade <p>Reports:</p> <ol style="list-style-type: none"> Weekly Learner Attendance. Term to date Attendance 	<ol style="list-style-type: none"> Red reflects below attendance targets Filter and view Learners with red attendance Attendance of Teachers vs Learners <ol style="list-style-type: none"> Possible & actual attendance and absent days of learners per week per grade. Weekly attendance statistics
1.3.4 Truancy Record	<p>Report:</p> <ol style="list-style-type: none"> Early Warning Drop-Out 	<ol style="list-style-type: none"> Identify learners at risk of dropping out based weekly attendance stats
1.3.3 Weekly Attendance summaries	<p>Report:</p> <ol style="list-style-type: none"> Weekly Learner Attendance. 	<ol style="list-style-type: none"> Possible & actual attendance and absent days of learners per week per grade. Check trends and come up with systems to improve and/ or reinforce good practices
1.3.6 Trends in absenteeism / punctuality / truancy	<p>Report:</p> <ol style="list-style-type: none"> Term to date Attendance 	<ol style="list-style-type: none"> Weekly attendance statistics Check trends and come up with systems to improve the behaviours



2 The SMT promotes quality of teaching and learning in the school through appropriate human resource management

Leadership, management and communication ?

2.1.4 Workload distribution in accordance with PAM	<p>Report:</p> <ol style="list-style-type: none"> Educator Information Report 	<ol style="list-style-type: none"> Educator qualifications, teaching load, subjects and years of experience
2.5.5 Professional and educational profile of each staff member (CS)		



Quality of teaching and learning & educator development



4.3 Knowledge and understanding of curriculum utilised with skill and through goal setting working towards the attainment of goals

<p>4.3.2 Evidence of result analysis, per subject, per grade</p>	<p>Report: 1. School Achievement Report (Check against report)</p>	<p>1. Learner achievement per level analysis/ subject/ grade by either Report Marks or Exam Test Marks Poorly performing subjects & learners can be identified</p>
<p>4.3.3 Evidence of interventions plans based on the results analysis</p>	<p>Report: 1. Learner Intervention Report: (Gr 4 – Gr 12) (Check against report)</p>	<ul style="list-style-type: none"> Identify learners that need support/learners at risk Identify poorly performing subjects Intervention plans to be developed, implemented and monitored Compare subject performance against: Province; District and Circuit Check promotion stats and discuss progress of individual learners Check overaged learners and come up with plans



Quality of teaching and learning & educator development

Learner Assessment and Achievement

4.5

<p>4.5.4 Educators keep sound records of assessments, learner progress and learner achievement.</p>	<p>Dashboard Summary page: 1. Task Marks by subject</p> <p>Reports: 1. Subject Mark Schedule 2. Subject Performance</p>	<p>1. Evidence of Task per subject/Grade</p> <p>1. Learner subject marks at task level year to date 2. Overall and per subject learner performance statistics / grade in a phase. Shows achievements by promotion status</p>
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4.6 The school conducts appropriate assessment of learner competencies

Quality of teaching and learning & educator development



<p>4.6.1 The correct number of assessments are done per term as required</p>	<p>Dashboard Summary page: 1. Task Marks by subject</p> <p>Reports: 1. Subject Mark Schedule 2. Subject Performance</p>	<p>1. Evidence of Task per subject/Grade</p> <p>1. Learner subject marks at task level year to date 2. Overall and per subject learner performance statistics / grade in a phase. Shows achievements by promotion status</p>
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Quality of teaching and learning & educator development

Assessments are of a good standard and correctly recorded

4.7

<p>4.7.4 Subject results are analysed twice per quarter</p>	<p>Report: 1. School Achievement Report (Check against report if analysis done is correct)</p>	<p>END OF EACH TERM 1. Achievement level analysis per subject & grade with option to view achievement by Report Marks or Exam Test Marks</p>
<p>4.7.5 Analysis leads to remedial instruction</p>	<p>Report: 1. Learner Intervention Planning Report</p>	<ul style="list-style-type: none"> Identify learners that need support/learners at risk Identify poorly performing subjects Intervention plans to be developed, implemented and monitored Compare subject performance against: Province; District and Circuit Check promotion stats and discuss progress of individual learners Check overaged learners and come up with plans



Curriculum provision and resources



5.5 Establish and maintain a relevant Curriculum Information Management Systems Database

5.5.3 Records of teacher qualification per subject (HR Persal / SA-SAMS)	Dashboard Summary page: 1.Educator Profile Report: 1.Educator Information Report	1.Educator Qualification and teaching subjects 2.Educator teaching load and years experience
5.5.4 Records of enrolment stats per subject, per grade (SA-SAMS / EMIS)	Report: 1. Subject Performance Report	1. Overall and per subject learner performance statistics / grade in a phase. Shows achievements by promotion status
5.5.5 Records of quarterly results per subject, per grade (SA-SAMS)	Report: 1. School Achievement Report (Check against report if analysis done is correct)	END OF EACH TERM 1. Achievement level analysis per subject & grade with option to view achievement by Report Marks or Exam Test Marks



Learner Achievement



Learner Assessment and Achievement

6.1

6.1.1 Evidence of internal assessments	Dashboard Summary page: 1.Task Marks by subject Reports: 2. Subject Performance	1.Evidence of Task per subject/Grade 2.Overall and per subject learner performance statistics / grade in a phase. Shows achievements by promotion status
6.1.5 Evidence of Grade 12 results	Report: 1. Learner Grade 12 NSC Performance	1. Gr 12 learner report marks & NSC results for previous year.
6.1.6 Evidence of analysis of results for all assessments	Report: 1. School Achievement Report (Check against report if analysis done is correct)	END OF EACH TERM 1. Achievement level analysis per subject & grade with option to view achievement by Report Marks or Exam Test Marks
6.1.7 The school has subject improvement plans based on learner results	Report: 1. Learner Intervention Planning Report	<ul style="list-style-type: none"> Identify learners that need support/learners at risk Identify poorly performing subjects Intervention plans to be developed, implemented and monitored Compare subject performance against: Province; District and Circuit Check promotion stats and discuss progress of individual learners Check overaged learners and come up with plans



Learner Achievement



6.3 Learners can handle numbers with ease, calculate mentally and with electronic devices and apply these skills to solve problems in Mathematics

6.3.4 Evidence of records reflecting the school's stance promoting mathematical fluency	Reports: 1.Mathematics and Language	1. Learner Pass Rate and averages for Mathematics, Home Language, and First Additional Language level subjects in the phase exits grades 3, 6 and 9
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