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**School Improvement Plan Template**

***School Improvement Plan linked to IQMS Resolution 8 of 2003, WSE Policy GG Number 22512 of 26 July 2001***

**GENERAL SCHOOL INFORMATION:**

|  |  |
| --- | --- |
| Academic Year | **2015** |

|  |
| --- |
| BASIC INFORMATION (demographic information) |
| Name of School  | **Arcadia Primary School** |
| EMIS No. | **8** | **0** | **0** | **2** | **1** | **1** | **3** | **6** | **7** |  |
| Province | Gauteng |
| District | Tshwane North |
| Education Circuit |  |
| Status of school | Public | X | Section 14 | No | Independent |  | Other |  |
| Type of School | Primary | X | Secondary |  | Combined |  | Full LSEN |  | Other |  |
| ***Academic Performance of the school:*** |
| National Senior Certificate  |
| Number Wrote | Number Passed | Pass Percentage | Bachelors | Mathematics | Physical Science |
| N/A | - | - | - | - | - |
| Annual National Assessment |
| GRADE 3 | GRADE 6 | GRADE 9 |
| Literacy | Maths | Language  | Maths | Language | Maths |
| 62% | 41% | 72% | 69% | - | - |
| Contact details (demographic information) |
| Box/Private Bag: **P O Box 15388,**  |
| Post Office: **PRETORIA** |
| Postal Code | **0** | **0** | **0** | **1** |

**KEY SCHOOL IMPROVEMENT AREAS FOR CURRENT YEAR**

|  |  |
| --- | --- |
| **1** | **LEARNER ACHIEVEMENT *- Improvement in mathematics in the foundation phase*** |
| **2** | **BASIC FUNCTIONALITY - *Code Of Conduct For Learners*** |
| **3** | **LEADERSHIP, MANAGEMENT AND COMMUNICATION - *SMT promotes the Quality of Teaching and Learning*** |
| **4** | **LEARNER ACHIEVEMENT *-Supporting Learners with Barriers to Learning*** |
| **5** | **QUALITY OF TEAQCHING LEARNING AND EDUCATOR DEVELOPMENT -*Knowledge and Understanding of Curriculum******(Improvement in knowledge of subject and SKILLS)*** |
| **6** | **SCHOOL INFRASTRUCTURE –*Classrooms*** |
| **7.**  |  |
| **8.** |  |
| **9.** |  |
| **10.** |  |
|  |  |

**School Improvement Strategy:**

**Indicate progress on an ongoing basis.**

| AREA FOR DEVELOPMENT | **DESCRIPTION****ACTIVITIES/****INTERVENTIONS** | **RESPONSIBILITY** | **START DATE** | **FINISH DATE** | **BUDGET** | **PROGRESS** |
| --- | --- | --- | --- | --- | --- | --- |
| **LEARNER ACHIEVEMENT *-*** ***improvement in MatheMATICS in The FOUNDATION phase*** | * Teach number concepts according to the number range prescribed for Grade 3 in CAPS
 | **Grade 3 Teachers*** S Smith
* T Dlamini
* B Brown
 | **13/04/2015** | **30/11/2015** | **-** |  |
| * Weekly planning discussion between Grade 3 teachers and HOD prior to the lessons taking place
 | **Grade 3 Teachers*** S Smith
* T Dlamini
* B Brown

 & HOD – D Ngobeni | **13/04/2015** | **30/11/2015** | **-** |  |
| * Mental tests conducted weekly
 | **Grade 3 Teachers*** S Smith
* T Dlamini
* B Brown
 | **13/04/2015** | **30/11/2015** | **-** |  |
| * Mental maths conducted daily at commencement of each lesson
 | **Grade 3 Teachers*** S Smith
* T Dlamini
* B Brown
 | **13/04/2015** | **30/11/2015** | **-** |  |
| * Develop and use of maths worksheets in order to allow for maximum work by learners
 | **Grade 3 Teachers*** S Smith
* T Dlamini
* B Brown
 | **13/04/2015** | **30/11/2015** | **-** |  |
| * Use of DBE workbook activities to consolidate concepts and skills
 | **Grade 3 Teachers*** S Smith
* T Dlamini
* B Brown
 | **13/04/2015** | **30/11/2015** | **-** |  |
| * At least 3 word problems should be done weekly in Grades 3
 | **Grade 3 Teachers*** S Smith
* T Dlamini
* B Brown
 | **13/04/2015** | **30/11/2015** | **-** |  |
| * Use ANA exemplars to determine assessment standards
 | **Grade 3 Teachers*** S Smith
* T Dlamini
* B Brown
 | **13/04/2015** | **30/11/2015** | **-** |  |
| * Close control of learner books by the teacher
 | **Grade 3 Teachers*** S Smith
* T Dlamini
* B Brown
 | **13/04/2015** | **30/11/2015** | **-** |  |
| * Corrections done by the learners and checked by the teacher
 | **Grade 3 Teachers*** S Smith
* T Dlamini
* B Brown
 | **13/04/2015** | **30/11/2015** | **-** |  |
| * One visit per term to nearby schools to observe good practice in a Grade 3 class
 | **Principal** – T Abrahams | **13/04/2015** | **30/11/2015** | **R400****Travel cost** |  |
| * Request subject advisor to conduct at least one workshop per quarter
 | **Principal** – T Abrahams | **13/04/2015** | **30/11/2015** | **-** |  |
| * Use of ICT to enhance pedagogical knowledge at least once a month
 | **Grade 3 Teachers*** S Smith
* T Dlamini
* B Brown

 **& HOD** – D Ngobeni | **04/05/2015** | **30/11/2015** | **-** |  |
| **BASIC FUNCTIONALITY - *Code of conduct for learners*** | * Formation of task team to develop Code of Conduct for learners
 | **Principal** – T Abrahams | **13/04/2015** | **17/04/2015** | **-** |  |
| * Development of a Code of Conduct for learners
 | **Task Team** | **20/04/2015** | **30/04/2015** | **-** |  |
| * Ratification of the Code of Conduct by the district office
 | **Circuit manager –** T Nkosi | **01/06/2015** | **30/06/2015** | **-** |  |
| * Implementation of the Code of Conduct
 | **All learners and staff** | **01/07/2015** | **Ongoing** | **-** |  |
| * Regular advocacy on the Code of Conduct
 | **SMT** | **At least twice a term** | **-** |  |
| * Classroom rules displayed in each classroom
 | **Class Teachers** | **21/04/2015** | **Ongoing** | **-** |  |
| * Code of Conduct implemented consistently by all teachers
 | **All staff** | **01/07/2015** | **Ongoing** | **-** |  |
| **LEADERSHIP, MANAGEMENT AND COMMUNICATION *SMT PROMOTES - QUALITY OF TEACHING AND LEARNING*** | **Curriculum management files** |
| * Convene an SMT meeting
 | **Principal – *T Abrahams*** | **02/03/2015** | **02/03/2015** | **-** |  |
| * Compile a common Table of Contents
 | **SMT** | **09/02/2015** | **13/02/2015** | **-** |  |
| * Identify instruments and documents
 | **SMT** | **16/02/2015** | **20/02/2015** | **-** |  |
| * Design a management programme
 | **SMT** | **23/02/2015** | **27/02/2015** | **-** |  |
| * Manage curriculum Implementation per week/month/quarter
 | **HODs** | **02/03/2015** | **30/11/2015** | **-** |  |
| **Principal ensures effective teaching takes place** |
| * Design a draft monitoring instrument
 | **SMT** | **16/02/2015** | **20/02/2015** |  |  |
| * Convene a staff meeting
 | **Principal –** T Abrahams | **23/02/2015** | **23/02/2015** | **-** |  |
| * Discuss the draft monitoring instrument
 | **Principal – T Abrahams** | **23/02/2015** | **27/02/2015** | **-** |  |
| * Implement monitoring instrument to ensure that effective teaching takes place
 | **SMT** | **02/03/2015** | **30/11/2015** | **-** |  |
| **LEARNER** **ACHIEVEMENT *-SUPPORTING LEARNERS WITH BARRIERS TO LEARNING***  | * The Institutional Level and Support Team (ILST) will identify learners with barriers to learning and type of barriers that they have.
* Parents are informed and background information sourced from them
 | **ILST: Ms Merona (HOD Int Phase)** **Mr Adams** **Ms Madela** | **15/01/2015** | **30/01/2015** | **-** |  |
| * Learners who have severe barriers will be referred to the district for further screening and intervention.
 | **ILST:** | **02/02/2015** | **02/02/2015** | **-** |  |
| * Learners with barriers will be given more time to complete tasks e.g remaining in the afternoon under the supervision of a teacher.
 | **HOD-IP Ms Merona** | **Ongoing** | **-** |  |
| * Learning content to be broken down into  simpler small units
 | **Intermediate phase teachers** | **Ongoing** | **-** |  |
| * Teachers to use practical examples and use visual and auditory teaching aids to help the learners to understand lesson content.
 | **Intermediate phase teachers** | **01/02/2015** | **30/11/2015** | **-** |  |
| * Peer support  with supervision to be used to support these learners
 | **Class/Subject teacher:** Ms Mantoa | **01/02/2015** | **30/11/2015** | **-** |  |
| * The school will invite the  district based support team (DBST)  to support teachers on dealing with learners experiencing barriers or to even provide direct support to learners
 | **Principal –** T Abrahams | **05/03/2015** | **05/03/2015** | **-** |  |
| **QUALITY OF TEAQCHING LEARNING AND EDUCATOR DEVELOPMENT -*Knowledge and understanding of currriculum******(Improvement in knowledge of subject and skills)*** | **English (FAL) – Foundation Phase:*** Group Guided Reading - Mentoring
 | **Senior Educator –** Ms Maake | **01/4/2015** | **31/05/2015** | **-** |  |
| * **Formal Assessment Activities –** Workshop/s
 | **Subject Advisor –** W Liston | **12/05/2015** | **14/05/2015** | **-** |  |
| **Mathematics – Foundation Phase*** Number concept development - Workshop
 | **HoD –** Ms Pitso | **02/06/2015** | **04/06/2015** | **-** |  |
| * **Space and Shape –** Workshop/s
 | **Deputy Principal** – T Joseph | **26/05/2015** | **28/05/2015** | **-** |  |
| **SCHOOL INFRASTRUCTURE –*****CLASSROOMS*** | **Maintenance*** All broken windows will be replaced
 | **General Worker –** M Motaung | **18/05/2015** | **22/05/2015** | **R2000** |  |
| * All graffiti removed
 | **General Worker –**V Koto | **25/05/2015** | **29/05/2015** | **R1500** |  |
| **Replacement of ceilings in seven classrooms*** Written communication to the District office
 | **Principal –** T Abrahams | **25/04/2015** | **25/04/2015** | **-** |  |
| * Follow up on written communication to the District Office
 | **Principal –** T Abrahams | **25/05/2015** | **25/05/2015** | **-** |  |
| * Replacement of ceilings
 | **District Director –** C Mashaba | **25/04/2015** | **31/05/2015** | **-** |  |

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| **General Comments:** |
| **The school community is committed to the success of all learners enrolled at the school.** |
| **The activities planned are focussed on improving learner performance as well as creating an environment for quality teaching and learning to take place.** |
| **Progress on the planned activities will be updated periodically.** |
| **Additions will be made to the plan as and when required.** |

**SIGNATURES:**

|  |  |  |  |
| --- | --- | --- | --- |
| DESIGNATION | **NAME** | **SIGNATURE** | **DATE**  |
| **PRINCIPAL** | **Ms T Abrahams** | **TAbrahams** | **31 January 2015** |
| **SGB CHAIRPERSON** | **Mr L Funani** | **Lfunani** | **31 January 2015** |

School Stamp

**DISTRICT APPROVAL OF THE PLAN:**

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| --- |
| **General Comments:** |
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|  |  |  |  |
| --- | --- | --- | --- |
| DESIGNATION | **NAME** | **AUTHORISED SIGNATURE** | **DATE**  |
| **CIRCUIT MANAGER** |  |  |  |
| **DISTRICT MANAGER** |  |  |  |

District/ Circuit Office Stamp

**RECORD OF INTERVENTIONS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | **Name** | **Designation** | **Remarks** | **Signature** |
|  |  |  |  |  |
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