



education

Lefapha la Thuto la Bokone Bophirima
Noordwes Departement van Onderwys
North West Department of Education
NORTH WEST PROVINCE

Garona Building, Mmabatho
1st Floor, East Wing,
Private Bag X2044,
Mmabatho 2735
Tel.: (018) 388-3433
Fax.: 086-514-0126
e-mail: sgedu@nwpg.gov.za

OFFICE OF THE SUPERINTENDENT-GENERAL

Enquiries: Dr M.C. Teu
Email: MTeu@nwpg.gov.za
Mobile No: 0795156269

Deputy Directors General
Chief Directors
District Directors
Circuit Managers
Institutional Governance Support Services Coordinators
Principals of Public and Special Schools
Teacher Unions
School Governing Body Associations

CIRCULAR NO. 33 OF 2020

SCHOOL SELF EVALUATION (SSE) AND SCHOOL IMPROVEMENT PLANNING (SIP)

1. BACKGROUND

School Self Evaluation (SSE) is defined in the Policy for Whole-School Evaluation [Government Gazette Vol 433: No. 2252 of 26 July 2001] as “the process by which the school determines, at a given point, to what extent it is succeeding in attaining its stated aims and objectives, taking into account the priorities set and the full range of available resources”.

School Self Evaluation is central to school improvement efforts in many educational systems. It is a process of reflection on practice, with the aim of improving learner performance, teaching practice and school functioning. Basic Annual Management processes such as Budgeting, School Reporting and School Improvement Planning are required to take place across all public schools in the country in a way that contributes towards functional school environments (Action Plan to 2019: Towards Schooling 2025).

Every school is required to have an annually updated School Improvement Plan (SIP), detailing what the key challenges are and how they will be addressed. Prior to developing SIP, it is essential that school communities undertake SSE, in accordance with the National Policy on Whole-School Evaluation (WSE)



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2. PURPOSE OF CIRCULAR

The purpose of this circular is to emphasise the need by schools to conduct an annual SSE that will lead to credible SIP.

3. RESPONSIBILITIES OF THE SCHOOL

The school is responsible for, in line with the provisions of the WSE policy:

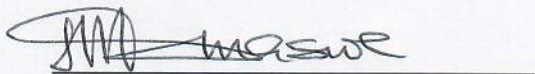
- Section 3.5.1: Carry out internal evaluation
- Section 3.5.6: Send the Improvement Plan to the District Head for Approval
- Section 3.5.7: Implement the improvement plan within the stipulated time-frame

The latest SSE and SIP forms can be downloaded from the Provincial Education website desd.nwpg.gov.za/?news=school-self-evaluation

Attached is the management plan and time-frames within which schools should complete the SSE (Annexure A).

The Quality Promotion unit and District Directors are requested to bring the contents of this circular to the attention of all officials responsible for the above-mentioned processes.

Yours Sincerely



Mrs S.M. Semaswe
Superintendent General

Cc: Mr J.N.T. Mohlala: Administrator



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ANNEXURE A: SSE MANAGEMENT PLAN

ACTIVITY	TIMELINES	RESPONSIBILITY
Circular is distributed to all Schools	July 2020	Quality promotion Unit and District Directors
SSE and SIP forms are published on the Provincial website for Schools to download and complete (desd.nwpg.gov.za/?news=school-self-evaluation)	July 2020	Quality Promotion Unit
Conduct virtual training with Circuit Managers and Governance coordinators	July 2020	Quality Promotion Unit
Schools conduct SSE by involving stakeholders: SMT; teachers; admin staff; SGB; parents and learners	August 2020	Schools
Schools submit hardcopies of SIP to sub-District and email soft copies of SSE and SIP to JTholo@nwpg.gov.za	September 2020	Schools
Sub-Districts assess reliability of SSE and SIP and give feedback to schools	October 2020	Circuit Managers and Governance Coordinators
Districts approve SIPs for implementation the following year	November 2020	Circuit Managers
Sub-Districts and Districts Management Teams develop Circuit and District Improvement Plans	November 2020	District Management Teams
Quarterly report on SSE is submitted to DBE	December 2020	Quality Promotion Unit