


# SCHOOL IMPROVEMENT PLANS

Basic annual management processes such as Budgeting, Annual reporting and **School Improvement Plans** are required to take place across all public schools in the country in a way that contributes towards a functional school environment (Goal 21 - Action Plan: Towards Schooling 2030).



A SCHOOL IMPROVEMENT PLAN (SIP) is a road map, that sets out the changes a school needs to make to improve the level of learner performance and the school environment, as well as show how and when these changes will be made.

The SIP template

No.	FOCUS AREA	OBJECTIVE	DESCRIPTION OF ACTIVITIES	RESPONSIBILITY	START DATE	FINISH DATE	BUDGET (If any)	Term	STATUS	Comments /Reasons

## USEFUL HINTS:

- **FOCUS AREA** refers to the nine areas of evaluation according to the WSE policy.
- An **OBJECTIVE** is based on an identified need. Needs are identified, amongst others, through the self-reflective School Self-evaluation (SSE) process.

### Examples of OBJECTIVES:

- To **improve** learners ability to read with comprehension in the foundation phase.
- To **develop** a finance policy for the school.
- To **monitor** teacher planning and preparation for all subjects in the intermediate phase at least three times per term.

- Start writing the **ACTIVITIES** using a VERB.

### Examples of ACTIVITIES:

- **Teach** phonics in the foundation phase twice a week.
- **Identify** learners with barriers.
- **Undertake** lesson observations in all subjects at least twice per annum.

- The attainment of an **OBJECTIVE**, in most instances, will require more than one activity to be implemented.
- Indicate specific names and not titles for **RESPONSIBILITIES**.
- **Report** on the implementation of the SIP at the end of every term to the Circuit/District office.
- Schools should inform the District Office of the **specific support required** as contained in the SIP.
- Schools should commence **implementing** the intervention activities that are contained in the SIP when schools open in January.

PROVINCE	SSE & SIP CIRCULAR
Eastern Cape	Circular QPS 01 of 2021
Free State	WSE Circular 1 of 2022
Gauteng	Circular 1 of 2020
KwaZulu-Natal	Circular 33 of 2021
Limpopo	Circular 125 of 2021
Mpumalanga	Circular No. 33 of 2021
North West	Circular 16 of 2021
Northern Cape	Circular 34 of 2022
Western Cape	Circular 0062/2021



A detailed online guide on School Improvement Plans can be accessed through the link below:

<https://rise.articulate.com/share/UAFiZamqqlBhD7DLTW2y45XcdIfLc2ct>

*The SIP is a powerful instrument for change, USE IT !*