



SCHOOL IMPROVEMENT PLAN

Academic Year

Name of school	
District	
Circuit	
EMIS	

Did the school undertake SSE prior to developing the SIP?	Choose an item.
-----------------------------------------------------------	-----------------

1. INSTRUCTIONS:

- The School Improvement Plan (SIP) should be the *single platform* to record all the improvement initiatives of a school for a particular academic year.
- The school should utilize the results of the School Self-evaluation (SSE) process, together with the Annual Academic Performance Report (AAPR), diagnostic analysis reports from learner assessments and teacher appraisal information to *prioritize* improvement activities for inclusion in the SIP.

SIZE & SHAPE OF THE SIP

- The SIP should be developed in *two parts*, that is: -
 - Section A:** Interventions that lead to improved learner performance (BF; QTLED; LA; LMC & CPR).
 - Section B:** Interventions that improve the school environment (GR; SSSD; SI & PC).
- Section A should have a maximum of eight OBJECTIVES. Each objective may have a maximum of five activities. When recording *ACTIVITIES*, try as far as possible to commence with a verb and write each activity on a separate row. Section B can have a maximum of five OBJECTIVES. Similarly, each objective may have a maximum of five activities.

PROGRESS REPORTING

- Record the *status* of each activity at the end of the quarter, in the last two columns, as follows:

Status	Key
RED	Not yet achieved - Less than 50% of progress has been made in implementing the activity
AMBER	In progress - 50% or more progress has been made in implementing the activity
GREEN	Achieved - The activity has been successfully concluded

SUBMISSION

- f. The SIP should be submitted to the Circuit/District Office in December and amended in January after incorporating all learner performance data.
- g. Schools should commence implementing the intervention activities that are contained in the SIP when schools open in January.
- h. Schools should inform the Circuit/District Office of the specific support required as contained in the SIP.
- i. Progress reports on the implementation of the SIP must be submitted to the Circuit/District Office at the end of every term and the date recorded in the table below:

PERIOD	INDICATE DATE ON WHICH PROGRESS REPORT WAS SUBMITTED TO CIRCUIT/DISTRICT OFFICE	SIGNATURE OF SCHOOL PRINCIPAL
Term 1		
Term 2		
Term 3		
Term 4		

SUPPORT

- j. Guide to School Improvement Plans available @ <https://rise.articulate.com/share/UAFiZamgqIBhD7DLTW2y45XcdfLc2ct>
- k. Always SAVE this as a Macro-enabled document.

2. LEARNER PERFORMANCE DATA: (This information below for the mid-year results can be copied from the SSE Report)

➤ **Mid-year results**

<p>i. FOUNDATION PHASE</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th rowspan="2" style="width: 5%;">Grade</th> <th colspan="3" style="text-align: center;">Percentage of learners that achieved 50% or more (Levels 4-7)</th> </tr> <tr> <th style="width: 20%;">Home Language</th> <th style="width: 20%;">Mathematics</th> <th style="width: 20%;">Life Orientation</th> </tr> </thead> <tbody> <tr><td style="text-align: center;">1</td><td></td><td></td><td></td></tr> <tr><td style="text-align: center;">2</td><td></td><td></td><td></td></tr> <tr><td style="text-align: center;">3</td><td></td><td></td><td></td></tr> </tbody> </table>	Grade	Percentage of learners that achieved 50% or more (Levels 4-7)			Home Language	Mathematics	Life Orientation	1				2				3				<p>ii. INTERMEDIATE PHASE</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th rowspan="2" style="width: 5%;">Grade</th> <th colspan="6" style="text-align: center;">Percentage of learners that achieved 50% or more (Levels 4-7)</th> </tr> <tr> <th style="width: 15%;">Home Language</th> <th style="width: 15%;">First Additional Language</th> <th style="width: 15%;">Mathematics</th> <th style="width: 15%;">Natural Science & Technology</th> <th style="width: 15%;">Social Sciences</th> <th style="width: 15%;">Life Orientation</th> </tr> </thead> <tbody> <tr><td style="text-align: center;">4</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td style="text-align: center;">5</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td style="text-align: center;">6</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	Grade	Percentage of learners that achieved 50% or more (Levels 4-7)						Home Language	First Additional Language	Mathematics	Natural Science & Technology	Social Sciences	Life Orientation	4							5							6						
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iv.	<p>FURTHER EDUCATION AND TRAINING PHASE</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th rowspan="2" style="width: 5%;">Grade</th> <th colspan="10" style="text-align: center;">Percentage of learners that achieved 50% or more (Levels 4-7)</th> </tr> <tr> <th style="width: 12%;">Home Language</th> <th style="width: 12%;">First Additional Language</th> <th style="width: 12%;">Mathematics</th> <th style="width: 12%;">Life Orientation</th> <th colspan="6" style="text-align: center;">Indicate six other subjects with highest enrolment here</th> </tr> <tr> <td style="text-align: center;">10</td> <td></td><td></td><td></td><td></td> <td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td style="text-align: center;">11</td> <td></td><td></td><td></td><td></td> <td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td style="text-align: center;">12</td> <td></td><td></td><td></td><td></td> <td></td><td></td><td></td><td></td><td></td><td></td> </tr> </thead> <tbody> </tbody> </table>	Grade	Percentage of learners that achieved 50% or more (Levels 4-7)										Home Language	First Additional Language	Mathematics	Life Orientation	Indicate six other subjects with highest enrolment here						10											11											12										
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12																																																							

V. GRADE 12					
Number Wrote	Number Passed	Pass %	Bachelors %	Diploma %	Higher Certificate %

➤ End of year results

i. FOUNDATION PHASE				ii. INTERMEDIATE PHASE						
Grade	Percentage of learners that achieved 50% or more (Levels 4-7)			Grade	Percentage of learners that achieved 50% or more (Levels 4-7)					
	Home Language	Mathematics	Life Orientation		Home Language	First Additional Language	Mathematics	Natural Science & Technology	Social Sciences	Life Orientation
1				4						
2				5						
3				6						

iii. SENIOR PHASE								
Grade	Percentage of learners that achieved 50% or more (Levels 4-7)							
	Home Language	First Additional Language	Mathematics	Life Orientation	Natural Sciences	Social Sciences	Technology	Economic & Management Sciences
7								
8								
9								

iv. FURTHER EDUCATION AND TRAINING PHASE									
Grade	Percentage of learners that achieved 50% or more (Levels 4-7)								
	Home Language	First Additional Language	Mathematics	Life Orientation	Indicate six other subjects with highest enrolment here				
10									
11									
12									

V. NATIONAL SENIOR CERTIFICATE					
Number Wrote	Number Passed	Pass %	Bachelors %	Diploma %	Higher Certificate %

3. AN OVERVIEW ON THE KEY AREAS PRIORITISED FOR IMPROVEMENT

	NO.	FOCUS AREA	ASPECT TARGETED FOR IMPROVEMENT (State as OBJECTIVES).
Part A: Interventions that lead to improved learner performance.	1.	BASIC FUNCTIONALITY	•
	2.	QUALITY OF TEACHING AND LEARNING AND EDUCATOR DEVELOPMENT	•
	3.	LEARNER ACHIEVEMENT	•
	4.	LEADERSHIP, MANAGEMENT AND COMMUNICATION	•
	5.	CURRICULUM PROVISION AND RESOURCES	•
Part B: Interventions that improve the school	6.	GOVERNANCE AND RELATIONSHIP	•
	7.	SCHOOL SAFETY, SECURITY AND DISCIPLINE	•
	8.	SCHOOL INFRASTRUCTURE	•

	9.	PARENTS AND COMMUNITY	•
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4. THE PLAN

SECTION A : INTERVENTIONS THAT LEAD TO IMPROVED LEARNER PERFORMANCE

No.	FOCUS AREA	OBJECTIVE	DESCRIPTION OF ACTIVITIES	RESPONSIBILITY	START DATE	FINISH DATE	BUDGET (If any)	Term	STATUS	COMMENTS /REASONS (To be completed at the end of each term)			
1.								T1	Choose an item.				
								T2	Choose an item.				
								T3	Choose an item.				
								T4	Choose an item.				
											T1	Choose an item.	
											T2	Choose an item.	
											T3	Choose an item.	
											T4	Choose an item.	
											T1	Choose an item.	
											T2	Choose an item.	
											T3	Choose an item.	
											T4	Choose an item.	
								T1	Choose an item.				

No.	FOCUS AREA	OBJECTIVE	DESCRIPTION OF ACTIVITIES	RESPONSIBILITY	START DATE	FINISH DATE	BUDGET (If any)	Term	STATUS	COMMENTS /REASONS (To be completed at the end of each term)			
								T2	Choose an item.				
								T3	Choose an item.				
								T4	Choose an item.				
								T1	Choose an item.				
											T2	Choose an item.	
											T3	Choose an item.	
											T4	Choose an item.	
											T1	Choose an item.	
2.								T1	Choose an item.				
								T2	Choose an item.				
								T3	Choose an item.				
								T4	Choose an item.				
											T1	Choose an item.	
											T2	Choose an item.	
											T3	Choose an item.	
											T4	Choose an item.	
											T1	Choose an item.	
											T2	Choose an item.	
											T3	Choose an item.	
											T4	Choose an item.	
								T1	Choose an item.				
								T2	Choose an item.				
								T3	Choose an item.				

No.	FOCUS AREA	OBJECTIVE	DESCRIPTION OF ACTIVITIES	RESPONSIBILITY	START DATE	FINISH DATE	BUDGET (If any)	Term	STATUS	COMMENTS /REASONS (To be completed at the end of each term)
								T4	Choose an item.	
								T1	Choose an item.	
								T2	Choose an item.	
								T3	Choose an item.	
								T4	Choose an item.	
3.								T1	Choose an item.	
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3.								T1	Choose an item.	
3.								T2	Choose an item.	
3.								T3	Choose an item.	
3.								T4	Choose an item.	
3.								T1	Choose an item.	
3.								T2	Choose an item.	
3.								T3	Choose an item.	
3.								T4	Choose an item.	
3.								T1	Choose an item.	
3.								T2	Choose an item.	
3.								T3	Choose an item.	
3.								T4	Choose an item.	

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								T1	Choose an item.	
								T2	Choose an item.	
								T3	Choose an item.	
								T4	Choose an item.	
4.								T1	Choose an item.	
								T2	Choose an item.	
								T3	Choose an item.	
								T4	Choose an item.	
								T1	Choose an item.	
								T2	Choose an item.	
								T3	Choose an item.	
								T4	Choose an item.	
								T1	Choose an item.	
								T2	Choose an item.	
								T3	Choose an item.	
								T4	Choose an item.	
								T1	Choose an item.	
								T2	Choose an item.	
								T3	Choose an item.	
								T4	Choose an item.	
								T1	Choose an item.	
								T2	Choose an item.	
								T3	Choose an item.	
								T4	Choose an item.	
								T1	Choose an item.	
								T2	Choose an item.	
								T3	Choose an item.	
								T4	Choose an item.	

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								T2	Choose an item.	
								T3	Choose an item.	
								T4	Choose an item.	
5.								T1	Choose an item.	
								T2	Choose an item.	
								T3	Choose an item.	
								T4	Choose an item.	
								T1	Choose an item.	
								T2	Choose an item.	
								T3	Choose an item.	
								T4	Choose an item.	
								T1	Choose an item.	
								T2	Choose an item.	
								T3	Choose an item.	
								T4	Choose an item.	
								T1	Choose an item.	
								T2	Choose an item.	
								T3	Choose an item.	
								T4	Choose an item.	
								T1	Choose an item.	
								T2	Choose an item.	
								T3	Choose an item.	

No.	FOCUS AREA	OBJECTIVE	DESCRIPTION OF ACTIVITIES	RESPONSIBILITY	START DATE	FINISH DATE	BUDGET (If any)	Term	STATUS	COMMENTS /REASONS (To be completed at the end of each term)		
								T4	Choose an item.			
6.								T1	Choose an item.			
								T2	Choose an item.			
								T3	Choose an item.			
								T4	Choose an item.			
										T1	Choose an item.	
										T2	Choose an item.	
										T3	Choose an item.	
										T4	Choose an item.	
										T1	Choose an item.	
										T2	Choose an item.	
										T3	Choose an item.	
										T4	Choose an item.	
										T1	Choose an item.	
										T2	Choose an item.	
										T3	Choose an item.	
										T4	Choose an item.	
							T1	Choose an item.				
							T2	Choose an item.				
							T3	Choose an item.				
							T4	Choose an item.				
							T1	Choose an item.				
							T2	Choose an item.				
							T3	Choose an item.				
							T4	Choose an item.				
							T1	Choose an item.				
							T2	Choose an item.				
							T3	Choose an item.				
							T4	Choose an item.				
7.								T1	Choose an item.			

No.	FOCUS AREA	OBJECTIVE	DESCRIPTION OF ACTIVITIES	RESPONSIBILITY	START DATE	FINISH DATE	BUDGET (If any)	Term	STATUS	COMMENTS /REASONS (To be completed at the end of each term)			
								T2	Choose an item.				
								T3	Choose an item.				
								T4	Choose an item.				
								T1	Choose an item.				
											T2	Choose an item.	
											T3	Choose an item.	
											T4	Choose an item.	
											T1	Choose an item.	
											T2	Choose an item.	
											T3	Choose an item.	
											T4	Choose an item.	
											T1	Choose an item.	
											T3	Choose an item.	
											T4	Choose an item.	
											T1	Choose an item.	
											T2	Choose an item.	
8.								T1	Choose an item.				
								T2	Choose an item.				

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								T3	Choose an item.	
								T4	Choose an item.	
								T1	Choose an item.	
								T2	Choose an item.	
								T3	Choose an item.	
								T4	Choose an item.	
								T1	Choose an item.	
								T2	Choose an item.	
								T3	Choose an item.	
								T4	Choose an item.	
								T1	Choose an item.	
								T2	Choose an item.	
								T3	Choose an item.	
								T4	Choose an item.	
								T1	Choose an item.	
								T2	Choose an item.	
								T3	Choose an item.	
								T4	Choose an item.	

SECTION B: INTERVENTIONS THAT LEAD TO AN IMPROVED SCHOOL ENVIRONMENT.

No.	FOCUS AREA	OBJECTIVE	DESCRIPTION OF ACTIVITIES	RESPONSIBILITY	START DATE	FINISH DATE	BUDGET (If any)	Term	STATUS	COMMENTS /REASONS To be completed at the end of each term)
1.								T1	Choose an item.	
			T2	Choose an item.						
			T3	Choose an item.						
			T4	Choose an item.						
								T1	Choose an item.	
			T2	Choose an item.						
			T3	Choose an item.						
			T4	Choose an item.						
								T1	Choose an item.	
			T2	Choose an item.						
			T3	Choose an item.						
			T4	Choose an item.						
					T1	Choose an item.				
T2	Choose an item.									

No.	FOCUS AREA	OBJECTIVE	DESCRIPTION OF ACTIVITIES	RESPONSIBILITY	START DATE	FINISH DATE	BUDGET (If any)	Term	STATUS	COMMENTS /REASONS To be completed at the end of each term)
								T3	Choose an item.	
								T4	Choose an item.	
								T1	Choose an item.	
								T2	Choose an item.	
								T3	Choose an item.	
								T4	Choose an item.	
2.								T1	Choose an item.	
								T2	Choose an item.	
								T3	Choose an item.	
								T4	Choose an item.	
								T1	Choose an item.	
								T2	Choose an item.	
								T3	Choose an item.	
								T4	Choose an item.	
								T1	Choose an item.	
								T2	Choose an item.	
								T3	Choose an item.	
								T4	Choose an item.	
								T1	Choose an item.	
								T2	Choose an item.	
								T3	Choose an item.	
								T4	Choose an item.	

No.	FOCUS AREA	OBJECTIVE	DESCRIPTION OF ACTIVITIES	RESPONSIBILITY	START DATE	FINISH DATE	BUDGET (If any)	Term	STATUS	COMMENTS /REASONS To be completed at the end of each term)
								T1	Choose an item.	
								T2	Choose an item.	
								T3	Choose an item.	
								T4	Choose an item.	
3.								T1	Choose an item.	
								T2	Choose an item.	
								T3	Choose an item.	
								T4	Choose an item.	
								T1	Choose an item.	
								T2	Choose an item.	
								T3	Choose an item.	
								T4	Choose an item.	
								T1	Choose an item.	
								T2	Choose an item.	
								T3	Choose an item.	
								T4	Choose an item.	
								T1	Choose an item.	
								T2	Choose an item.	
								T3	Choose an item.	
								T4	Choose an item.	
								T1	Choose an item.	
								T2	Choose an item.	

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								T3	Choose an item.	
								T4	Choose an item.	
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								T3	Choose an item.	
								T4	Choose an item.	
								T1	Choose an item.	
								T2	Choose an item.	
								T3	Choose an item.	
								T4	Choose an item.	
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								T2	Choose an item.	
								T3	Choose an item.	
								T4	Choose an item.	
								T1	Choose an item.	
								T2	Choose an item.	
								T3	Choose an item.	
								T4	Choose an item.	
								T1	Choose an item.	
								T2	Choose an item.	
								T3	Choose an item.	

No.	FOCUS AREA	OBJECTIVE	DESCRIPTION OF ACTIVITIES	RESPONSIBILITY	START DATE	FINISH DATE	BUDGET (If any)	Term	STATUS	COMMENTS /REASONS To be completed at the end of each term)			
								T4	Choose an item.				
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											T3	Choose an item.	
											T4	Choose an item.	
											T1	Choose an item.	
											T2	Choose an item.	
											T3	Choose an item.	
											T4	Choose an item.	
											T1	Choose an item.	
											T2	Choose an item.	
											T3	Choose an item.	
											T4	Choose an item.	

5. SIGN OFF – APPROVAL OF SIP

DESIGNATION	NAME	SIGNATURE	DATE
Principal			
SGB Chairperson			
Circuit Manager			
District Director			

SCHOOL STAMP	DISTRICT STAMP

ANNEXURE A1

ANNEXURE A2

ANNEXURE A3

ANNEXURE A4

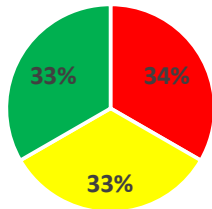
ANNEXURE B: EXTERNAL MONITORING AND SUPPORT ON SIP IMPLEMENTATION

Date	NAME OF OFFICIAL / MONITOR	DESIGNATION	REMARKS (AREA MONITORED, PROGRESS AND RECOMMENDATIONS)	SIGNATURE

	Status	Number of activities	%
	Less than 50% of progress has been made	1	33%
	50% or more progress has been made	1	33%
	The activity has been successfully concluded	1	33%

3

SIP Implementation Progress Report



- Less than 50% of progress has been made
- 50% or more progress has been made
- The activity has been successfully concluded

SIGN OFF:

DESIGNATION	NAME	SIGNATURE	DATE
Principal			
Circuit Manager			

SCHOOL STAMP

Date	NAME OF OFFICIAL / MONITOR	DESIGNATION	REMARKS (AREA MONITORED, PROGRESS AND RECOMMENDATIONS)	SIGNATURE

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