



CHIVIRIKANI PRIMARY SCHOOL

490/1 MAHLANGU STREET
KATLEHONG GARDENS
KATLEHONG, GP
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SCHOOL DEVELOPMENT PLAN

EFFECTIVE DATE: _____

REVISION HISTORY:

As amended on:

11 October 2016

SCHOOL MANAGEMENT TEAM

Principal: _____

Head of Department: _____

Additional Member: _____

(meets every Monday, 15 minutes after the school has closed, in the principal's office)

EDT

Foundation Phase: _____

Intermediate Phase: _____

(meets according to the term programme)

	Priority	Outcome	Who?	What?	When?	Notes
1.	Image Of School					
1.1.	Accessibility	Parents or learners should not feel excluded due to discrimination on grounds of race, income, religion, language, etc.	Staff	Provide correct information on aspects regarding admission.	Continuous.	
1.2.	Publication	Regular publication of performance and events of our school.	SGB	Head of Department synchronizes all publications.	Once or twice per month.	
1.3.	General Neatness Of Learners	Learners wear the prescribed school uniform, appear neat and deviations are addressed.	Staff and learners	Inspection after assemblies in the hall. Report any deviations. Provide if possible.	Continuous:	Deviations from Prescribed dress
1.4.	Neatness of Grounds	Learners, staff and visitors appreciate a clean environment and will not easily litter or commit vandalism.	Staff and learners	Weekly cleaning up by learners and staff. Repair breakages if possible.	Continuous: note duty sheet of support staff.	
1.5.	Image of Educators	Educators are required to project a professional and willing attitude towards learners. They should strive towards making a positive contribution to each learner, and also to uphold the school's image.	Staff	Set an example by the dress code and professional conduct.	Continuous.	

2.	Policies					
2.1.	Focus On Existing Policies	Those involved are aware of the policies and implement them with confidence.	Staff	Attempt to discuss one policy per week, modify if necessary and file it.	When Policies are found to be out of date.	
2.2.	Adaptation Of Existing Policies	Check whether existing policies are relevant.	Staff	Attempt to discuss one policy per week, modify if necessary and file it.	Continuous.	
2.3.	Put Each Learning Area Policy In Its Own File	Try to deal with one policy per week.	Staff	Attempt to discuss one policy per week, modify if necessary and file it.	Continuous.	
3.	Administration					
3.1.	Duplicating	Duplicating costs drop if all educators are trained to use the machine.	Administrative staff and specific educators	Complete register regarding duplication. Staff checks that the policy is implemented and report to the principal if there is any non-compliance.	Continuous	
3.2.	Training	A clean and professional administration.	Administrative staff	Attendance of suitable training events.	Continuous as allowed by the school's curriculum	
3.3.	Financial Management	Timeous presentation of school fund accounts.	Financial Officer	Determining of deadlines and enforcing them.	Continuous	
3.4.	Notices	Coordinated notices inform the relevant parties timeously.	Administrative staff	Development and implementation of policies.	Continuous	
3.5.	Office Practice	Checks indicate that the following are correct and up to date: filing, registers, calendars, finance files.	Administrative staff	Development and implementation of policies.	Continuous	

3.6.	Service Delivery	Improved service delivery. Confirmed by attitude of learners, parents and staff.	Administrative staff	Suitable training sessions to improve service delivery to everybody.	Continuous	
4.	Utilisation Of Time					
4.1.	Teaching Time	Educators utilise time as indicated on timetables. Administrative periods are used for administrative tasks.	Staff	Limitation on the following: • calls and time spent by learners without supervision.	Continuous	
4.2.	Extramural	The extramural programme functions to the advantage of the learners and not to the educators.	Staff	Each educator is involved in afterhours tasks performed at the school in some or other way.	Continuous	
4.3.	Courses And Feedback	Educators give correct and complete feedback to the rest of the staff on courses that were attended.	Staff	Educators give verbal and written feedback and file information gained in the “courses attended” file.	Continuous.	
4.4.	Time For Intervention	Educators indicate when and for how long there was intervention with specific learners.	Staff	The EST chairperson empowers each educator to be able to intervene in the prescribed way.	Continuous	
5.	Staff Development					
5.1.	Empowerment Of Second In Charge	Weekly meetings take place with second in charge, so that tasks can be completed thoroughly and in time.	Principal and Head of Department.		Continuous	
5.2.	Courses	Educators attend courses in order to be able to develop learners.	Educators	Development of teams and functions.	In place at the end of the first term.	

5.3.	Development And Empowerment Of Members Of The Following: <ul style="list-style-type: none"> • SMT • EST • SGB • Phase Guardian • LA Head • Parents 	Regular meetings ensure that the following areas function as desired: <ul style="list-style-type: none"> • SMT • EST • SGB and other Heads • Phase Heads • LA Heads • Parents 	Educators and School Governing Body	Development of teams and functions.	In place at the end of the first term.	
5.4.	Leadership	Educators get the opportunity to act as leader in specific projects.	Educators	Each educator is tasked with a specific project.	End of the first term tasked and continuous follow up.	
6.	Learner Support					
6.1.	Intervention Policy	Considers new policy and implements it.	Educators	Implements policy.	End of the first term and after that continuous and following up.	
6.2.	Reading Development	The SMT considers the policy and its implementation, and implements and monitors it.	Educators	Implements new policy.	End of the first term and after that continuously and following up.	
6.3.	EST	A new EST is constituted.	EST	Regular meetings and control. Minutes of meetings are circulated amongst the rest of the educators.	Continuous.	
6.4.	Problematic Cases	Learners are identified early and the correct steps are followed for the learners.	Staff	Regular meetings and control.	Continuous.	

7.	Parent Involvement					
7.1.	Create Opportunity	Parents accept responsibility in various school situations.	Parents	<ul style="list-style-type: none"> • Funding • Beautification • Administration • Education help • Fund Raising 	Continuous	
7.2.	Give Recognition	Parents are thanked regularly in circulars.	Principal and staff	Mention names in circulars.	Continuous	
8.	Resources					
8.1.	Modules	Learning material is used and adapted for compatibility with the learners and their circumstances.	Staff	Internal training regarding the interpretation of ASS's etc.	Continuous	
8.2.	Computer Resources Centre	Record keeping for the use or lending of supplies. Further additions to the centre's supplies.	Staff	Control records daily	Continuous	
8.3.	Saving Measures	The staff and learner council focus on savings measures limiting consumption of the following: <ul style="list-style-type: none"> • Paper, soap • water & electricity 	Staff		Continuous	
8.4.	Inventory	A thorough survey of all property is checked and all redundant, defective and antiquated property or stock is removed after writing it off, selling it or placing it in the archives.	SMT	Each venue is furnished with an up to date inventory, which is posted behind the door. Random checks prove that inventory is correct.		

9.	Teaching And Learning					
9.1.	Attendance	Learners are only absent in mandatory cases.	Learners, parents and staff.	Check, indicate trends and follow up (by means of a circular to parents).	Continuous	
9.2.	Code Of Conduct	Revision of code of conduct for learners.	SGB, staff, learners and parents.		By the third term.	
9.3.	Leadership	New learner council appointed. Functions well. See if system can be improved.	Staff and parents.		Continuous	
10.	Facilities					
10.1.	Repairs	Education Department to do repairs.	SGB, Circuit Manager and Education Department.	Submissions to Education Department.	Immediately and regular follow up with submissions.	
10.2.	Dressing Rooms	Regular repairs to toilets in order to combat health risks.	Non-academic staff in cooperation with staff.	Handles toilets seats, toilet paper, flush units etc.	Immediately and every week continuously and following up.	

