Navrae
Enquiries Mrs L Rose
IMibuzo

Telefoon
Telephone 021-4672558
IFoni

Faks
Fax 021-4672694
IFeksi

Wes-Kaap Onderwysdepartement

Western Cape Education Department

ISebe leMfundo leNtshona Koloni

Verwysing
Reference 6/14/24
ISalathiso 20020826-0013

CIRCULAR: 0144/2002
EXPIRY DATE: NONE

TO: CHIEF DIRECTORS, DIRECTORS (HEAD OFFICE AND EMDCs), DEPUTY DIRECTORS, SENIOR CIRCUIT MANAGERS, CIRCUIT MANAGERS, CHIEF EDUCATION SPECIALIST (SPECIALISED LEARNER AND EDUCATOR SUPPORT), CURRICULUM ADVISERS, HEADS OF EDUCATIONAL INSTITUTIONS AND CHAIRPERSONS OF SCHOOL GOVERNING BODIES

BRIEF SUMMARY: A *School Development Plan must be drawn up by each institution under the Western Cape Education Department by 31 January 2003, and implemented from 2003.*

SUBJECT: **SCHOOL DEVELOPMENT PLANS**

1. The Whole School Evaluation Policy was published in the Government Gazette No. 22512 of 26 July 2001. The WCED will begin implementing this policy during 2003.

2. The introduction of School Development Plans, part of the Quality Assurance System developed by officials of both the National Department of Education and the Provincial Education Departments, has been promoted over the past three years. This is in keeping with the objectives of the '*Tirisano*' operational plan and is an integral part of Whole School Evaluation.

3. This strategy is supported by the Western Cape Education Department (WCED), and aims at purposeful and planned development activities at all levels of the education system. It should also promote systematic, monitored *support* for improvement, which must come from the WCED in general and the relevant EMDC in particular.

4. Over the past three years the introduction of School Development Plans has been facilitated by officials of the WCED. As a result, many schools do have such a plan.

5. By **31 January 2003**, however, every school must have a School Development Plan. This plan should take into account the areas for development identified by the school community and the *realistic* goals which the school wishes to set for 2003. As far as

possible, the plan should focus on those facets of school life that will enhance teaching and learning, inclusive of all curricular needs.

6. School Development Plans should be regarded as important elements of a sound Quality Management System within schools and the EMDC. Good plans developed by the school in collaboration with the EMDC concerned will enable EMDC officials to respond to needs timeously and in a more relevant way. Principals are therefore advised to approach EMDC officials in connection with the development or refinement of their schools' plans.

7. The attached template serves as a basic guide for School Development Plans. Schools may, however, develop their own templates or formats if they choose. Care should be taken to include the aspects reflected in the format provided. The plan should not be longer than 10 pages.

8. Each school will soon receive booklets containing the Whole School Evaluation Policy and Guidelines.

Please bring the contents of this Circular to the attention of all personnel.

HEAD: EDUCATION
DATE: 11/11/02

Western Cape Education Department

School Development Plan

of

....

for the period of

....

PART A: SCHOOL DETAILS

Name of School: ______________________

Name of Principal: ______________________

Name of SGB Chairperson: ______________________

Telephone No. (of school) ______________ Fax No: ______________

e-mail ______________________

Type of School: (Tick where applicable)

PRIMARY	SECONDARY	COMBINED	OTHER (Specify)
RURAL	URBAN	PERI-URBAN	

District: (EMDC) ______________________

Circuit: ______________________

Other details:

NO. OF LEARNERS ______________

NO. OF EDUCATORS ______________

Additional, useful information:

PART B: **STATEMENT OF THE ISSUES**

i.e. What is the problem? What has made this into a problem area in the school?

What are the areas of strength that should be developed further?

PART C: PRIORITISED TARGETS

1.

2.

3.

4.

Continue as required.....

PART D: REVIEW AND RECOMMENDATIONS

PART E: CONCLUSION

Signed: **Date:**

Principal

SGB (Chairperson)

Departmental Official

Departmental Official

TARGETS	WHAT? (INTERVENTIONS)	WHEN? START/END	WHO WILL DRIVE THE PROJECT?	WHO WILL MONITOR? WHEN?	INDICATORS OF SUCCESS
1.					
2.					
3.					
4.					

Navrae
Enquiries Mrs L Rose
IMibuzo

Telefoon
Telephone 021-4672558
IFoni

Faks
Fax 021-4672694
IFeksi

Wes-Kaap Onderwysdepartement

Western Cape Education Department

ISebe leMfundo leNtshona Koloni

Verwysing
Reference 6/14/24
ISalathiso 20020826-0013

OMSENDBRIEF: 0144/2002
VERVALDATUM: GEEN

AAN: HOOFDIREKTEURE, DIREKTEURE (HOOFKANTOOR EN OBOS'e), ADJUNKDIREKTEURE, SENIOR KRINGBESTUURDERS, KRINGBESTUURDERS, HOOFONDERWYSKUNDIGES (GESPESIALISEERDE LEERDER EN OPVOEDERONDERSTEUNING), KURRIKULUMADVISEURS, HOOFDE VAN OPVOEDKUNDIGE INRIGTINGS EN SKOOLBEHEERLIGGAME

KORT OPSOMMING: 'n Skoolontwikkelingsplan moet teen 31 Januarie 2003 deur elke inrigting van die Wes-Kaap Onderwysdepartement opgestel word, en vanaf 2003 geïmplementeer word.

ONDERWERP: **SKOOLONTWIKKELINGSPLANNE**

1. Die Heelskoolevalueringsbeleid is in die Staatskoerant No. 22512 van 26 Julie 2001 gepubliseer. Die WKOD sal hierdie beleid in 2003 implementeer.

2. Die instelling van Skoolontwikkelingsplanne, deel van die Gehalteversekeringstelsel wat deur beamptes van beide die Nasionale Onderwysdepartement en die Provinsiale Onderwysdepartemente ontwikkel is, geniet oor die afgelope drie jaar aandag. Dit strook ook met die doelwitte van die '*Tirisano*'-bedryfsplan en is 'n integrale deel van Heelskoolevaluering.

3. Hierdie strategie word ondersteun deur die Wes-Kaap Onderwysdepartement (WKOD) en is toegespits op doelgerigte en beplande ontwikkelingsaktiwiteite op alle vlakke van die onderwysstelsel. Dit behoort ook die bevordering van sistematiese, gemoniteerde *steun* vir verbetering, wat uitgaan van die WKOD in die algemeen en die betrokke OBOS in die besonder, in die hand te werk.

4. Oor die afgelope drie jaar is die instelling van skoolontwikkelingsplanne deur beamptes van die WKOD bevorder. Gevolglik beskik baie skole wel oor so 'n plan.

5. Teen **31 Januárie 2003** moet elke skool egter oor 'n skoolontwikkelingsplan beskik. Hierdie plan moet die probleemareas wat deur die skoolgemeenskap geïdentifiseer is en die *realistiese* doelwitte wat die skool vir 2003 wil stel, in ag neem. Die plan moet

so ver moontlik toegespits wees op daardie fasette van die skoollewe wat bevorderlik sal wees vir onderrig en leer en moet alle kurrikulêre behoeftes insluit.

6. Skoolontwikkelingsplanne moet beskou word as belangrike elemente van 'n gesonde gehaltebestuurstelsel binne die skool en die OBOS. Goeie planne wat deur die skool in samewerking met die betrokke OBOS opgestel is, sal OBOS-beamptes in staat stel om betyds en op 'n meer relevante wyse te reageer. Skoolhoofde word dus aangeraai om OBOS-beamptes te nader in verband met die ontwikkeling of verfyning van hulle skole se planne.

7. Die aangehegte voorbeeld dien as 'n basiese gids vir skoolontwikkelingsplanne. Skole mag egter hulle eie voorbeelde of formate ontwikkel as hulle wil. Daar moet sorg gedra word dat aspekte wat in die voorbeeld verskaf is gereflekteer word. Die plan moet nie 10 bladsye oorskry nie.

8. Elke skool sal binnekort boekies ontvang wat die Heelskoolevalueringsbeleid en Riglyne bevat.

U word versoek om die inhoud van hierdie omsendbrief onder die aandag van alle personeel te bring.

HOOF: ONDERWYS
DATUM: 11/11/02

Wes-Kaap Onderwysdepartement

Skoolontwikkelingsplan

van

....

vir die tydperk

....

AFDELING A: SKOOLBESONDERHEDE

Naam van skool: ______________________________

Naam van prinsipaal: ______________________________

Naam van SBL
Voorsitter: ______________________________

Telefoonno.
(van skool): ____________________ Faksno. ______________

e-posadres: ______________________________

Soort skool: (Merk waar toepaslik)

PRIMêR	SEKONDêR	GEKOMBINEERD	ANDER (Spesifiseer)
LANDELIK	STEDELIK	HALF-STEDELIK	

Distrik: (OBOS) ______________________________

Kring: ______________________________

Ander besonderhede:

GETAL LEERDERS ______________

GETAL OPVOEDERS ______________

Addisionele, nuttige inligting:

AFDELING B: PROBLEEMSTELLING

m.a.w. Wat is die probleem? Wat het gemaak dat dit 'n probleemarea in die skool geword het?
Wat is die suksesvolle areas wat verder ontwikkel moet word?

AFDELING C: TEIKENS VOLGENS PRIORITEIT

1. ______________________________

____

____

____

2. ______________________________

____

____

____

3. ______________________________

____

____

____

4. ______________________________

____

____

Voeg by soos nodig

AFDELING D: OORSIG EN AANBEVELINGS

AFDELING E: SLOTSOM

Geteken: **Datum:**

Prinsipaal

SBL (Voorsitter)

Departementele Amptenaar

Departementele Amptenaar

TEIKENS	WAT? (INTERVENSIES)	WANNEER? BEGIN/END	WIE SAL DIE PROJEK BESTUUR?	WIE SAL MONITOR? WANNEER?	AANDUIDINGS VAN SUKSES
1.					
2.					
3.					
4.					

Navrae
Enquiries Mrs L. Rose
IMibuzo

Telefoon
Telephone 021-467-2558
IFoni

Faks
Fax 021-467-2694
IFeksi

Verwysing
Reference 6/14/24
ISalathiso 20020826-0013

Wes-Kaap Onderwysdepartement

Western Cape Education Department

ISebe leMfundo leNtshona Koloni

ISETYHULA: 0144/2002
UMHLA WOKUPHELELWA: AWUKHO

IYA: KUBALAWULI ABAZIINTLOKO, KUBALAWULI (KWANDLUNKULU NAKWII-EMDC), KUMASEKELA-BALAWULI, KUBAPHATHI BEESEKETHE ABAKHULU, KUMAGOSA AZIINGCALI KWEZEMFUNDO (OKUXHASA ABAFUNDI NOOTITSHALA BEMFUNDO ENEEMFUNO EZIZODWA) KUBAPHATHI BEESEKETHE, KUBACEBISI NGEZEKHARITYHULAM, KWIINTLOKO ZAMAZIKO EMFUNDO NAKUMABHUNGA OLAWULO EZIKOLO

ISISHWANKATHELO ESIFUTSHANE: IsiCwangciso sokuPhucula iZikolo masiqulunqwe liziko lemfundo ngalinye eliphantsi kweSebe leMfundo leNtshona Koloni ungadlulanga owama-31 Januwari 2003 yaye masiphunyezwe ukususela ngo-2003.

ISIHLOKO: IZICWANGCISO ZOKUPHUCULA IZIKOLO

1. UmGaqo-nkqubo woHlenga-hlengiso lweSikolo Siphela wapapashwa kwiGazethi kaRhulumente No. 22512 yowama-26 Julayi 2001. ISebe leMfundo leNtshona Koloni liya kuqalisa ukuwuphumeza lo mgaqo-nkqubo ngo-2003.

2. Ukuqaliswa kweziCwangciso zokuPhucula iZikolo, okuyinxenye yeNkqubo yokuQinisekisa ngoMgangatho oPhezulu weMfundo kwaqulunqwa ngamagosa eSebe leMfundo kaZwelonke nawamaSebe eMfundo amaPhondo, kuye kwakhuthazwa kule minyaka mithathu idlulileyo. Oku kukwahambisana neenjongo zesicwangciso sika'*Tirisano*' sikamakusetyenzwe nesiyingxam yomGaqo-nkqubo woHlenga-hlengiso lweSikolo Siphela.

3. Le ndlela ixhaswa liSebe leMfundo leNtshona Koloni, yaye ijolise kwimisebenzi eneenjongo ezitsolileyo nophuhliso olucwangcisiweyo kuwo onke amanqanaba enkqubo yemfundo. Kufuneka kananjalo ikhuthaze *inkxaso* yenkqubo yophuhliso omalusoloko lubekwe esweni, nemayivele kwiSebe leMfundo leNtshona Koloni ngokubanzi ibe ngakumbi kwi-EMDC echaphazelekayo.

4. Ukuqaliswa kweziCwangciso zokuPhucula iZikolo kwiminyaka emithathu edlulileyo bekusoloko kuququzelelwa ngabaphathi beesekethe, ngabacebisi ngezekharityhulam

nangababoneleli-ziinkonzo (*service providers*) bangaphandle. Ngenxa yoku izikolo ezininzi zinaso isicwangciso esilolu hlobo.

5. Nangona kunjalo, ngowama-31 **Januwari 2003**, ngasinye isikolo masibe sesenze isiCwangciso sokuPhucula iSikolo. Esi sicwangciso masithathele ingqalelo ezo ndawo zifuna ukuphuhliswa eziqatshelwe ngootitshala, ngabafundi ngabazali noluntu lwendawo esikuyo isikolo (*school community*) kunye neenjongo *ezifikelelekayo* isikolo esinqwenela ukuzibekela zona ngo-2003. Kangangoko oku kunokwenzeka, isicwangciso eso masijolise kuloo miba yesikolo yezinto zemihla ngemihla eya kukhuthaza ukufunda nokufundisa.

6. IziCwangciso zokuPhucula iZikolo mazithathwe njengezinto eziziintsika zeNkqubo yoLawulo oluseMgangathweni kwizikolo nakwi-EMDC. Izicwangciso ezizizo eziveliswe sisikolo sisebenzisana ne-EMDC echaphazelekayo ziya kwenza ukuba amagosa e-EMDC abe nako ukuziphendula kwangexesha iimfuno zaso nangendlela efanelekileyo. Ngako oko ziyacetyiswa iinqununu ukuba maziye kumagosa e-EMDC ngokunxulumene nokuveliswa okanye nokucokisiswa kwezicwangciso zezikolo zazo.

7. Olu xwebhu luqhotyoshelweyo yithempleyithi emayibe sisikhokelo xa kusenziwa iziCwangciso zokuPhucula iZikolo. Nakuba kunjalo, izikolo zinokuvelisa ezazo iithempleyithi okanye iifomathi ukuba zikhetha ukwenjenjalo. Kufuneka ke ziqaphele ukuba yonke imiba iyaboniswa kulo fomathi ziyenzileyo. Esi sicwangciso masingabi ngaphezu kwamaphepha ali-10.

8. Kungekudala ngasinye isikolo siza kufumana iincwadana zalo mGaqo-nkqubo woHlenga-hlengiso lweSikolo Siphela kunye neencwadana ezisisiKhokelo.

Uyacelwa ukuba wazise bonke abasebenzi abalapho okubhalwe kule Setyhula.

INTLOKO: YESEBE LEMFUNDO
UMHLA: 11/11/02

ISebe leMfundo leNtshona Koloni

IsiCwangciso sokuPhucula iSikolo

....

esilungiselelwe eli thuba

....

ICANDELO A IINKCUKACHA ZESIKOLO

Igama lesikolo: ______________________________

Igama lenqununu: ______________________________

Igama lebhunga lolawulo
Usihlalo: ______________________________

Ino. yefoni
(yesikolo) ____________________ Ino yefeksi. ______________

i-i-meyili______________________________

Uhlobo lwesikolo: (Thikisha apho kufanelekileyo)

IPRAYIMARI	ISEKONDARI	ESIDIBENEYO	ESINYE(Cacisa)
EMAPHANDLENI	EDOLOPHINI	ESAYAME IDOLOPHU	

ISithili: (EMDC) ______________________________

ISekethe: ______________________________

Ezinye iinkcukacha:

INANI LABAFUNDI ________________

INANI LOOTITSHALA________________

Enye ingcaciso eluncedo:

ICANDELO B: INKCAZO YEMIBANDELA

Oko kuthi, Yintoni ingxaki? Yintoni ebangele ukuba oku kube yingxaki esikolweni?

ICANDELO C: IITHAGETHI EZIBEKWE EKUQALENI

1. ______________________________

____

____

____

2. ______________________________

____

____

____

3. ______________________________

____

____

____

4. ______________________________

____

____

____

ICANDELO D: UKUHLOLISISWA KWAKHONA KWEEMEKO NEENGCEBISO

____

____

____

____

____

____

____

____

ICANDELO E: ISIPHELO

____

____

____

____

____

Isayinwe: **Umhla:**

______________________ ______________________
INqununu

______________________ ______________________
USihlalo (weBhunga loLawulo)

______________________ ______________________
IGosa leSebe

______________________ ______________________
IGosa leSebe

IITHAGETHI	LOLUPHI UNGENELELO ? (NGONCEDO)	LWAQALA/ LWAPHELA NINI?	NGUBANI OZA KUBHEXESHA IPROJEKTHI?	NGUBANI OZA KUBA LILISO? NINI?	IZINTO EZALATHA IMPUMELELO
1.					
2.					
3.					
4.					