

2026 Quality Management System (QMS) calendar for education institutions

JANUARY		FEBRUARY - MARCH	
<ul style="list-style-type: none"> • School Management Team (SMT): Analysis of annual appraisal scores to inform Staff Development Programme (SDP). • SMT: Ensures that QMS activities appear on the school calendar: <ul style="list-style-type: none"> – Completion of Work Plans (SMT) – Mid-year appraisals – Annual appraisals • Chief Education Therapist/Counsellor meets with district supervisor to finalise Work Plan in preparation for sign-off. • SMT: QMS training (new entrants/newly promoted). • SMT: Communicates the QMS Management Plan and SDP to staff. • SMT: Work Plans signed off by immediate senior: <ul style="list-style-type: none"> – Hard copy filed at school; and – Electronic Excel copy uploaded onto CEMIS. • Chief Education Therapist/Counsellor: Work Plans signed off by immediate senior: <ul style="list-style-type: none"> – Hard copy filed at school. • All educators sign off their Job Descriptions (JDs) with their immediate seniors. 		<ul style="list-style-type: none"> • Professional development: training and support. • SMT: Monitoring of SDP. 	
APRIL		MAY	
<ul style="list-style-type: none"> • SMT: QMS training (new entrants/newly promoted). • Line managers monitor progress of Work Plans. • SMT: Planning for mid-year appraisals. • Self-evaluation (to become familiar with instruments and appraisal process in preparation for appraisal). • SMT: Issue timetable for mid-year appraisals (lesson observation). • SMT: Monitoring of SDP. • Prepare for mid-year appraisals. 		<ul style="list-style-type: none"> • Commence mid-year appraisals. • Professional development: training and support. • SMT: Monitoring of SDP. 	
JULY		AUGUST	
<ul style="list-style-type: none"> • Line managers monitor progress of Work Plans. • SMT: Analysis of individual educator mid-year appraisal scores to inform individualised training and support. • SMT: QMS training (new entrants/newly promoted). • SMT: Monitoring of SDP. • SMT: Monitoring of Performance Improvement Plans (PIPs). 		<ul style="list-style-type: none"> • SMT: Planning for annual appraisals. • Self-evaluation (new entrants/newly promoted). • SMT: Issue timetable for annual appraisals (lesson observation). • Professional development: training and support. • SMT: Monitoring of SDP. • Prepare for annual appraisals. 	
OCTOBER		NOVEMBER	
<ul style="list-style-type: none"> • Line managers monitor progress of Work Plans. • Completion of annual appraisals. • SMT: Planning for QMS in 2027. • SMT: QMS training (new entrants/newly promoted). • Professional development: training and support. • SMT: Monitoring of SDP. 		<ul style="list-style-type: none"> • SMT: Internal moderation of summative scores. • Submission: Summative scores as per district due dates. • SMT: Draft Work Plans and upload to CEMIS. • Chief Education Therapist/Counsellor draft Work Plans with district supervisor and upload to CEMIS. • SMT: SDP structured according to summative evaluation of 2026. • SMT: Monitoring of SDP. • SMT: Monitoring of PIPs. 	
JUNE		SEPTEMBER	
<ul style="list-style-type: none"> • Professional development: training and support. • SMT: Monitoring of SDP. • Completion of mid-year appraisals. • Submission of mid-year monitoring certificates (Annexure E1 & A6). 		<ul style="list-style-type: none"> • Commence with annual appraisals. • Professional development: training and support. • SMT: Monitoring of SDP. 	
DECEMBER		DUE DATES	
<ul style="list-style-type: none"> • SMT: Ensure that QMS activities appear on the school calendar for 2027. 			
TASK		DUE DATES	
<ul style="list-style-type: none"> • Finalise Work Plans, signed off by line managers and uploaded onto CEMIS. 		30 January 2026	
<ul style="list-style-type: none"> • All educators sign off their JDs with their immediate seniors. 		30 January 2026	
<ul style="list-style-type: none"> • Completion of mid-year appraisal. 		19 June 2026	
<ul style="list-style-type: none"> • Submission of mid-year monitoring certificates (Annexure E1 & A6). 		24 June 2026	
<ul style="list-style-type: none"> • Completion of annual appraisal. 		30 October 2026	
<ul style="list-style-type: none"> • Submission of summative scores (as per district due dates). 		02–13 November 2026	
<ul style="list-style-type: none"> • Draft Work Plans uploaded onto CEMIS. 		27 November 2026	