Guidelines for Schools

Examples of Evidence

Schools
Evaluation
Authority

Accountability • Quality • Respect

"When accountability knocks, who will answer?"
(Abelmann & Elmore, 1999)

GUIDELINES FOR SCHOOLS

Examples of Policies/evidence required for a school evaluation.

Although the SEA's evaluation of your school *is not a compliance exercise*, with the major focus being on the Quality of Teaching & Learning and Learner Achievement, the Lead Evaluator will make certain requests for documents needed to fulfil a particular part of the mandate of the SEA, when it conducts evaluations.

The list provided below is in no way intended to get you to prepare these documents but are cited as examples of types of policy documents/evidence only. Schools are requested not to prepare any documents unless asked to do so by a Lead Evaluator, in advance of, or during, a visit.

- **Principals Please Note:** Where a policy is provided as evidence, there must be reference to how the policy is implemented (share this with the Lead Evaluator/Evaluator).

Vision and Mission statement

- The SEA Evaluation Team will want to see the vision and/or mission visible in the school as both an artefact and as a 'living entity' in daily interactions.
- Values: are the values displayed around the school and are they 'lived' in the daily interactions between people on the school's premises/campus.
- Displaying your vision and values act as daily reminders of your expectations as a school community. In his book '*Atomic Habits'*, James Clear speaks about "artefacts" as reminders.
- Year planner & Timetable
- Strategic Plan for the year/Theme for the year
- Yearbook (where applicable)

1.   Key Area 1: Learner Achievement (LA)

1.1   Year Planner
1.2   SIP/APIP/Action Plans
1.3   Annual Assessment/Moderation Plan
1.4   NSC Examinations results and diagnostic breakdown per subject (this includes any letters received from the WCED, addressed to individual Grade 12 teachers in which the SBA and Final result varied by more than 10 % - 15 %)
1.5   Systemic results (Grades 3, 6, 9) and diagnostic breakdown per subject (Mathematics/Languages).
1.6   Promotion and Progression Schedules for the previous year.
1.7   Quarterly assessment results and analysis (evidence of meetings)
1.8   Data analysis of throughput rates (and Attendance registers).
1.9   Extra- and co-curricular programme and participation rates.
1.10   Yearbooks/Learner recognition
1.11   Subject Advisors reports (including proof of school visit/s)

2.   Key Area 2: Teaching & Learning (T & L)

2.1   Subject Files/policies
2.2   Preparation Files (NOT the DBE workbooks)
2.3   Pace setters/Work schedules (as per ATPs) with planning (lesson planning/learning experience planning)
2.4   Curriculum & Assessment Policy (including Moderation Policy/Framework)
2.5   Annual Assessment Plan
2.6   SIP/APIP (and subject improvement plans, where applicable)
2.7   Notices/attendance registers of academic meetings with parents
2.8   SBST Interventions (minutes/support records/progress)
2.9   ISPs (where applicable)
2.10   QMS Files (does T & L / LA align to QMS scores?)
2.11   Examples of learners' workbooks / files with evidence of feedback (marking/comments) & portfolios, assessments, digital portfolios, recordings (e.g. Dramatic Arts; Dance Studies)
2.12   ICT Integration Policy (where applicable)
2.13   Classroom observation minutes (excludes QMS process)
2.14   Evidence of support for newly-qualified teachers (NQTs) e.g. classroom observation meetings
2.15   Agendas and minutes of subject meetings
2.16   PLCs (where applicable)
2.17   Evidence of professional development/upskilling (CPTD)
2.18   SACE CPTD files

3.   Key Area 3: Behaviour and Safety

3.1   Code of Conduct for learners
3.2   Evidence of disciplinary hearings for learners (notice and minutes/outcome)
3.3   Recommendations for expulsion (and response from WCED)
3.4   School Safety Policy (including records of fire drills and safety protocols) with latest proof of training in National School Safety Framework.
3.5   Late coming/Attendance registers
3.6   Education Continuity Plan
3.7   Nutrition programme (where applicable at NSNP schools)
3.8   Documents outlining Counselling Support Services and other support services (e.g. Social Work) – no names of learners may be requested (confidentiality)
3.9   Other safeguarding measures e.g. District interventions (Safe Schools Holiday programme/s)
3.10   SAPS Clearance certificates

4.   Key Area 4: Leadership & Management

4.1   SMT meetings' agenda/minutes
4.2   SIP (including APIP) and proof of analysis of academic results
4.3   SIM sign off (evidence of Circuit Manager / SAs visits/interventions)
4.4   Correspondence to parents (e.g. Newsletters/D6 Communicator)
4.5   Academic reports (quarterly)
4.6   Signed job descriptions for Staff
4.7   Lesson observation reports (not QMS)
4.8   Professional Development Plan (and proof of execution of plan)
4.9   ICT Policy
4.10   Proof of meetings with parents (Grade Heads/House Heads)
4.11   Policies relating to functions of SMT e.g., LTSM Retrieval Policy
4.12   Attendance/late coming/leave registers for staff/learners (including quarterly registers of learner attendance)
4.13   Evidence of progressive discipline/referrals for serious misconduct by staff
4.14   Staff Handbook (PMP/HR measures for SGB-employed staff including contracts)
4.15   List of staff qualifications

5.   Key Area 5: Governance, parents, community

5.1   Policies relating to School Governing Bodies (reviewed and adopted) e.g. Admissions Policy; Staff Recruitment/Retention Policy
5.2   Minutes of SGB meetings & Finance committee meetings
5.3   Letter appointing Bursar (legal prescripts)
5.4   Signed and adopted Audited Financial Statements (AFS)
5.5   WCED 043s
5.6   Communication to parents by Principal/SBG

5.   Key Area 5: Governance, parents, community (continued)

5.7   AGM Notice and Minutes/Attendance registers including resolutions adopted at the AGM

5.8   Newsletters, SM posts e.g. Facebook/Instagram, emails to parents

5.9   Original, signed contracts with service providers e.g. photocopiers

5.10   Correspondence

5.11   Visitors' register

5.12   NSNP Plan

5.13   Maintenance Plan

5.14   Parent contracts (start of each year)

5.15   Staff contracts (school-employed)

5.16   Learner Transport Schemes contracts (where applicable)

5.17   Policies around boarding, if applicable