

## SCHOOL READINESS CHECKLIST - 2024

### SECTION A

#### 1. GENERAL INFORMATION

1.1	School Name				
1.2	EMIS Number				
1.3	Quintile				
1.4	Status (Section 20 /21)				
1.5	Type of School	Primary	Secondary	Special	Other
1.6	School Ownership	Public	Independent	PSOPP	
1.7	Physical Address				
1.8	Principal Name				
1.9.	Principal's Mobile No				
1.10	School's Email Address				
1.11	District				
1.12	District Director				
1.13	CMC				
1.14	CMC Head				
1.15	Circuit				
1.16	Circuit Manager				

### SECTION B

#### 2. EDUCATOR/STAFF INFORMATION

##### 2.1 OFFICIAL POST- ESTABLISHMENT

Post -Provisioning Norm (PPN) for 2024			Received		Not received	
POST	PRINCIPAL	DEPUTY PRINCIPAL	DEPARTMENTAL HEAD	EDUCATORS	ADMIN CLERK	OTHER (Specify)
Number per PPN						
Actual number per post						
Warm bodies						
Vacancies						

## 2.2 SGB Posts

Total SGB Posts for 2024						
POST	Educator	Admin Clerk	Cleaner	Security	Groundsman	OTHER (Specify)
Qualification						
Contract duration						
Approval by Director (Indicate Yes/No)						

## 2.3 EA and GSA posts for 2024

			Total EA		Total GSA	
Category	EDUCATOR ASSISTANT (EAs)			GENERAL SCHOOL ASSISTANTS (GSAs)		
	Curriculum	ICT/eCadres	Reading Champs	Infrastructure	CYCW	Sport Enrichment Assistant
No. Allocated						
Received Payment						
Contracts						
Duration						

If there are vacancies, indicate the subjects and grades affected: **(Status, are there any substitutes?)**


## 3. LEARNER INFORMATION

### 3.1. SCHOOL ENROLMENT PER GRADE ACCORDING TO ADMISSION REGISTER

GRADE	R	1	2	3	4	5	6	7	8	9	10	11	12	TOTAL
Male														
Female														
TOTAL														

## 2024 SCHOOL READINESS CHECKLIST

### 3.2. CLASSROOM INFORMATION

**Number of Classrooms per Grade: (Please fill in the number of classrooms per grade).**

Gr R	Gr 1	Gr 2	Gr 3	Gr 4	Gr 5	Gr 6	Gr 7	Gr 8	Gr 9	Gr 9	Gr 9	Gr 10	Gr 11	Gr 12	Total

### 3.3 MULTI – GRADE CLASSES

**Write the combined grades in each block.**

e.g. Grade 3 & 4				
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### 3.4 REMEDIAL CLASS

**Available / Not Available**

### 4. LEADERSHIP, MANAGEMENT AND ADMINISTRATION

4.1. PLANNING	AVAILABLE	NOT AVAILABLE	COMMENTS/RECOMMENDATIONS
2023 School Self Evaluation ( <b>SSE</b> ) report signed by the School Principal; SGB Chairperson and Circuit Manager			
2024 School Improvement Plan ( <b>SIP</b> ) and Academic Performance Improvement Plan ( <b>APIP</b> ) approved by the SGB and signed off by School Principal, Circuit Manager and District Director.			
2023 Annual Academic Performance Report ( <b>AAPR</b> ) approved and signed off by School Principal and Circuit Manager.			
Year Planner signed off by the Circuit Manager which indicates ALL school activities ( <b>Core &amp; Extra Curricular; Meetings; Class visits; Control of teacher's and learner's work</b> )			
The School Composite Timetable is aligned with CAPS.			
Classroom Timetables			
Teacher's Personal Timetables			
Educator Master File and Lesson Plans			
Class lists as per SASAMS			
Work allocation of staff and is in line with <b>PAM document</b> .			



Curriculum Monitoring Plan for Term 1			
Learner Attendance register			
Educator attendance register			
Educator movement register (late arrival/early departure)			
Educator leave register			
Period Register			
<b>Curriculum Plans:</b> <ul style="list-style-type: none"> <li>CAPS documents for ALL subjects</li> <li>Annual Teaching Plans</li> <li>School Assessment Plan</li> <li>SBST/SIAS plan</li> </ul>			
<ul style="list-style-type: none"> <li>Analysis of 2023 results (Gr R – Gr 11)</li> </ul>			
<b>4.2. PERFORMANCE MANAGEMENT</b>			
<ul style="list-style-type: none"> <li>QMS Annual reviews conducted for Principal; Deputy-Principals; Departmental Heads &amp; Educators, and documents submitted to the Circuit Manager.</li> </ul>			
<ul style="list-style-type: none"> <li>PMDS Annual reviews conducted for School – based Non-Teaching Educators, and documents submitted to the Circuit Manager.</li> </ul>			
<ul style="list-style-type: none"> <li>Workplans</li> </ul>			
<ul style="list-style-type: none"> <li>Term 1 Class visit Plan by SMT</li> </ul>			
<b>5. GOVERNANCE RELATED ASPECTS</b>			
<b>5.1. SCHOOL POLICIES</b>	<b>AVAILABLE</b>	<b>NOT AVAILABLE</b>	<b>COMMENTS/RECOMMENDATIONS</b>
<ul style="list-style-type: none"> <li>Admission policy</li> </ul>			
<ul style="list-style-type: none"> <li>Language Policy</li> </ul>			
<ul style="list-style-type: none"> <li>Assessment Policy</li> </ul>			
<ul style="list-style-type: none"> <li>Religious Observances Policy</li> </ul>			
<ul style="list-style-type: none"> <li>Code of Conduct for Learners</li> </ul>			
<ul style="list-style-type: none"> <li>SGB constitution,</li> </ul>			
<ul style="list-style-type: none"> <li>Finance Policy</li> </ul>			
<ul style="list-style-type: none"> <li>Procurement Policy</li> </ul>			



• Annual Financial Report			
• School Nutrition Program Policy			
• Maintenance Policy			
• Reading Policy			
• Safety Policy			
• Others:			
<b>5.2 GOVERNANCE STRUCTURES, PROCEDURES &amp; SYSTEMS</b>			
<ul style="list-style-type: none"> <li>• SGB sub committees: <ul style="list-style-type: none"> <li>✓ School Finance Committee</li> <li>✓ Assessment Committee</li> <li>✓ School Procurement committee</li> <li>✓ Maintenance Committee</li> <li>✓ SGB Executive Committee</li> <li>✓ Disciplinary Committee</li> <li>✓ SNP Committee elected</li> <li>✓ QLTC</li> <li>✓ Others:</li> </ul> </li> </ul>			
• SGB Quarterly schedule of meetings			
<b>5.3. LEARNER ADMISSIONS</b>			
• 2024 Admissions finalized			
• Total number of learners on waiting list			
• The school's admission registers and SA-SAMS is updated			
• The school has a learner profile file for each learner			
<b>5.4. FINANCIAL MANAGEMENT</b>			
• 2024 Pre-Paper Budget received			
• Budget Preparation File (Forms, Parent Invitation letters, attendance registers)			
• School Budget approved by Annual General Meeting.			
• The school utilise Business Electronic Banking and with two or more authorisers.			

• The Annual Financial Statement for 2023 audited and submitted?			
• Financial officer appointed by the SGB in writing.			

## 6. SCHOOL RESOURCING

6.1. LTSM	YES	NO	COMMENTS/RECOMMENDATIONS
Is the LTSM retrieval policy available?			
Is the LTSM Committee elected and functional?			
Is the LTSM register UPDATED?			
Were all (ordered) stationery delivered to the school before re-opening in 2024?			
Were all (ordered) textbooks delivered to the school before re-opening in 2024?			
Has the school received all the DBE (workbooks)?			
Are Educational consumables (e.g. chalk, dusters, etc) procured?			
Is the Asset register updated?			

## 6.2. COMPUTER INFORMATION: Mark with an X. the relevant information.

Number of School Computers in working order				
Number of Educator laptops in working order				
Number of Educators to be trained (basic word, excel, DDD)				
Computer Lab. available	Yes		No	
Internet / Email available	Yes		No	

## 6.3. EQUIPMENT: Mark with an X. the relevant information.

Photocopier	Yes		No	
Multi copier	Yes		No	

6.4. FURNITURE	YES	NO	COMMENTS/RECOMMENDATIONS
Sufficient desks for learners			
Sufficient tables for Educators			

## 2024 SCHOOL READINESS CHECKLIST



<b>6.5 SCHOLAR TRANSPORT</b>			
New applications for scholar transport submitted (where applicable)			
Scholar Transport Committee			
School Transport policy			
Administration file for Scholar Transport (beneficiary lists; driver contacts etc)			

**7. PHYSICAL INFRASTRUCTURE: Mark with an X. the relevant information.**

Electricity / Solar	Yes		No		Working						
Drinking Water	Yes		No		Working						
Type or Water Source	Taps		Tanks		Boreholes						
Fencing	Yes		No		Good Condition						
Ablution Facilities	Yes		No		Number working		Suitable for Grade R	Yes		No	
Classroom Libraries	Yes		No		No. of Classes						
Stand Alone Library	Yes		No		No. of Books						
Principal's office											
Staff room											
Sufficient classroom space for learners.											
Fencing											
School security											

**8. GENERAL REMARKS**

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**SCHOOL STAMP**

Official	Initial & Surname	Signature	Date
School Principal			
Circuit Manager			
CMC Manager			