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SCHOOL DEVELOPMENT PLAN

SCHOOL MANAGEMENT TEAM:

PRINCIPAL	:
HEAD OF DEPARTMENT	:
ADDITIONAL MEMBER	:

(meets every Monday in the principal's office)

EDT:

FOUNDATION PHASE	
INTERMEDIATE PHASE	
SENIOR PHASE	
FET	

(meets according to term programme)



	PRIORITY	OUTCOME	WHO?	WHAT?	WHEN?	NOTE
1.	IMAGE OF SCHOOL					
1.1	ACCESSABILITY	Parents or learners do 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	Management	Head of department synchronises 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: note prescriptions	
	PRIORITY	OUTCOME	WHO?	WHAT?	WHEN?	NOTE
1.4	NEATNESS OF GROUNDS	Learners, staff and visitors notice the clean grounds and feel uncomfortable if they litter and commit vandalism.	Staff and learners	Weekly clean up by learners and staff. Repair breakages if possible.	Continuous (note duty sheet of support staff)	
1.5	IMAGE OF EDUCATORS	Educators are regarded as available for the learners, professional and willing to help the learners. Educators strive towards making a positive contribution for each learner, and also to uphold school's image.	Staff	Intentional attempt to put learners first.	Continuous	
2.	POLICIES					
2.1	FOCUS ON EXISTING POLICIES	Those involved are aware of the policies and	Staff	An attempt to discuss one policy per week,	Focus on policies that	



		implement them with confidence		adapt it and file it.	are currently relevant	
2.2	ADAPTATION OF EXISTING POLICIES	Check whether existing policies are relevant	Staff	An attempt to discuss, adapt and file one policy per week	Continuous	
2.3	PUT EACH LEARNING AREA POLICY IN ITS OWN FILE	Try to deal with one policy per week	Staff	An attempt to discuss, adapt and file one policy per week	Continuous	
	PRIORITY	OUTCOME	WHO?	WHAT?	WHEN?	NOTE
3.	ADMINISTRATION					
3.1	DUPLICATION	Duplication costs drop if all educators are trained to use the machine.	Administrative staff and specific educators	Complete register regarding duplication. Staff check that the policy is implemented and report to the principal if there is any non-compliance.	Continuous	
3.2	TRAINING	Refining of clean administration	Administrative staff	Attendance of suitable training events	Continuous as allowed by the school's curriculum	
3.2	FINANCIAL MANAGEMENT	Sharpening in the delivery of school fund accounts	Financial officer	Determining of deadlines and enforcing them	Continuous	
3.4	NOTICES	Notices are coordinated and informs the relevant parties	Administrative staff	Development and implementation of policies	Continuous	
3.5	OFFICE PRACTICE	Checks indicate that the following are correct and up to date: FILING	Administrative staff	Development and implementation of policies.	Continuous	



		REGISTERS CALENDARS FILES FINANCES				
	PRIORITY	OUTCOME	WHO?	WHAT?	WHEN?	NOTE
3.6	SERVICE DELIVERY	Improvement in service delivery, as well as in the attitude learners, parents and staff are treated with	Administrative staff	An intentional attempt to make parents feel more welcome, as well as that everyone's issue is the most important. Staff members also attend suitable training sessions to improve service delivery	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 of the educators.	Staff	Each educator is involved in after hour 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	



	PRIORITY	OUTCOME	WHO?	WHAT?	WHEN?	NOTE
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. Educators apply it.	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 : SMT EST MANAGEMENT PHASE GUARDIAN LA HEAD PARENTS	Regular meetings ensure that the following function as desired: SMT, EST, MANAGEMENT, 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	
	PRIORITY	OUTCOME	WHO?	WHAT?	WHEN?	NOTE
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 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 disseminated 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	
	PRIORITY	OUTCOME	WHO?	WHAT?	WHEN?	NOTE
7.	PARENT INVOLVEMENT					
7.1	CREATE OPPORTUNITY	Parents accept responsibility in various school situations	Parents	Funding Beautification Administration Educational 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 ASSs etc.	Continuous	
8.2	COMPUTER OR RESOURCES CENTRE	Record keeping for the use or lending or utilisation of goods. Further additions to the centre's goods.	Staff	Regular exhibitions in venues	Continuous	
8.3	SAVINGS MEASURES	The staff and learner council focus on savings measures limiting consumption of the following: paper soap water electricity	Staff		Continuous	
	PRIORITY	OUTCOME	WHO?	WHAT?	WHEN?	NOTE
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 really reasonable cases.	Learners, parents and	Check, indicate trends and follow up (by	Continuous	



			staff	means of a circular to parents)		
9.2	CODE OF CONDUCT	Revision of code of conduct for learners	Management, 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	Management, circuit manager and Education Department	Submissions to Education Department	Immediately and regular follow up with submissions	
	PRIORITY	OUTCOME	WHO?	WHAT?	WHEN?	NOTE
10.2	DRESSING ROOMS	Do regular repairs to toilets in order to combat health risks	Non-academic staff in cooperation with staff	Handles toilet seats toilet paper flush unit etc.	Immediately and every week continuously and following up	

