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Wes-Kaap Onderwysdepartement

Western Cape Education Department

ISEbe leMfundo leNtshona Koloni

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

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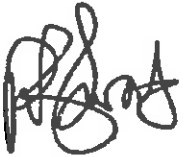
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GRAND CENTRAL TOWERS, LOWER PARLIAMENT STREET, PRIVATE BAG X9114, CAPE TOWN 8000

WEB: <http://wced.wcape.gov.za>

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

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for the period of

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PART A: SCHOOL DETAILS

Name of School: _____

Name of Principal: _____

Name of SGB
Chairperson: _____

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

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 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.					