

ANNEXURE F: SUGGESTED REPORTING TEMPLATE BY DEPARTMENTAL HEADS

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|---------------------------|--|
| Name of departmental head | |
| Name of teacher | |
| Term 1: Date monitored | |
| Term 2: Date monitored | |
| Term 3: Date monitored | |

| TERM ONE | | | | | | |
|-----------------------------|---------|---|---|--|---|--|
| Subject | Grade | Teacher is working according to the Annual Teaching Plan (ATP). (Y/N) | Percentage of curriculum covered at date monitored? | Evidence in learner books/records confirmed. (Y/N) | Assessment as per agreed assessment plan. | Report and recommendations: <ul style="list-style-type: none"> • Provide possible reasons for backlog. • Is learner performance evidenced in the assessment activities conducted? • Indicate interventions to be made and support provided. • Agree on follow up date. |
| Subject 1 | Grade ? | | | | | The interventions to be implemented if teachers are behind. |
| Subject 2 | Grade ? | | | | | |
| Subject 3 | Grade ? | | | | | |
| TEACHER SIGNATURE | | | | DATE: | | |
| DEPARTMENTAL HEAD SIGNATURE | | | | DATE: | | |

| TERM TWO | | | | | | |
|----------|-------|--|---|--|---|--|
| Subject | Grade | Teacher is working according to the ATP. (Y/N) | Percentage of curriculum covered at date monitored? | Evidence in learner books/records confirmed. (Y/N) | Assessment as per agreed assessment plan. | Report and recommendations: <ul style="list-style-type: none"> • Provide possible reasons for backlog. • Is learner performance evidenced in the assessment activities conducted? • Indicate interventions to be made and support provided. • Agree on follow up date. |
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|-----------------------------|---------|--|--|-------|--|---|
| Subject 1 | Grade ? | | | | | The interventions to be implemented if teachers are behind. |
| Subject 2 | Grade ? | | | | | |
| Subject 3 | Grade ? | | | | | |
| TEACHER SIGNATURE | | | | DATE: | | |
| DEPARTMENTAL HEAD SIGNATURE | | | | DATE: | | |

| TERM THREE | | | | | | |
|-----------------------------|---------|--|---|--|---|--|
| Subject | Grade | Teacher is working according to the ATP. (Y/N) | Percentage of curriculum covered at date monitored. | Evidence in learner books/records confirmed. (Y/N) | Assessment as per agreed assessment plan. | Report and recommendations: <ul style="list-style-type: none"> • Provide possible reasons for backlog. • Is learner performance evidenced in the assessment activities conducted? • Indicate interventions to be made and support provided. • Agree on follow up date. |
| Subject 1 | Grade ? | | | | | The interventions to be implemented if teachers are behind. |
| Subject 2 | Grade ? | | | | | |
| Subject 3 | Grade ? | | | | | |
| TEACHER SIGNATURE | | | | DATE: | | |
| DEPARTMENTAL HEAD SIGNATURE | | | | DATE: | | |