**JOHANNESBURG CENTRAL DISTRICT**

**SUB-DIRECTORATE: CURRICULUM LEARNING AND IMPLEMENTATION**

**SCHOOL VISIT MONITORING AND SUPPORTING TOOL**

**SENIOR PHASE**

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| **SCHOOL** |  |
| **SUBJECT** |  |
| **DATE OF VISIT** |  |
| **PRINCIPAL NAME** |  |
| **CELL NO. & EMAIL** |  |
| **HOD/S NAME/S** |  |
| **CELL NO. & EMAIL** |  |
| **ROTATION MODEL** |  |
| **NATURE OF VISIT** | **Focused School Visit  Follow up visit  Other** |

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| **GRADES** | **7** | **8** | **9** |
| **NUMBER OF LEARNERS** |  |  |  |
| **EDUCATORS** |  |  |  |
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**SIGNATURES TO CONFIRM THAT THE MONITORING AND SUPPORT TOOL WAS DISCUSSED BY THE SUBJECT ADVISOR**

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| **DESIGNATION** | **SIGNATURE** | **DATE** |
| **PRINCIPAL** |  |  |
| **DEPUTY PRINCIPAL** |  |  |
| **HOD** |  |  |
| **EDUCATOR/S** |  |  |
| **SUBJECT ADVISOR** |  |  |

**SCHOOL STAMP**

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| 1. **CURRICULUM MANAGEMENT (HOD) FILE** | **YES** | **NO** | **COMMENT/S** |
| Does the HOD management file include the following? | | | |
| * 1. Contents page |  |  |  |
| * 1. Departmental Management Plan   (year/quarter) |  |  |  |
| NCS GrR-12 Policy documents: | | | |
| * CAPS including Abridged Chapter 4 |  |  |  |
| * NPA |  |  |
| * NPPPPR |  |  |
| * 1. Internal Departmental Subject Policy |  |  |
| 1.5 Educators’ Timetables |  |  |
| * 1. Current Annual Teaching Plan/s (ATP) |  |  |
| * 1. Programme/s of Assessment/s (POA) |  |  |
| * 1. School Assessment Plan |  |  |
| 1. 9 MONITORING TOOLS FOR: | | | |
| * Educators’ Files * Curriculum Coverage * Pre and Post Moderation * Learners’ Books * DBE Workbooks * District and Provincial Mass Based Project implementation |  |  |  |
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| * Are the monitoring tools relevant? |  |  |
| * Evidence of monitoring taking place? (filled copies) |  |  |
| 1.10 DEPARTMENTAL REPORTS ON: | | | |
| * Curriculum Delivery and Coverage * Usage of DBE Workbooks – Maths * Assessment and Moderation |  |  |  |
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| * 1. Evidence of Departmental Minutes |  |  |
| * 1. Evidence of Analysis of   results/Diagnostic Analysis/item  analysis |  |  |
| * 1. Evidence of List of learners who   require additional support. |  |  |
| * 1. Relevant GDE Circulars filled |  |  |
| * 1. Evidence of School Improvement   Plan filed and implemented |  |  |
| * 1. District, Provincial, EWSE, QA, AG   reports are filled in HOD;s file |  |  |

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| **NAME OF EDUCATOR :** | **GRADE 7** | | | | **GRADE 8** | | **GRADE 9** | | **SUBJECT: MATHEMATICS** |
| **2. EDUCATOR’S FILE** | **YES** | | | **NO** | **YES** | **NO** | **YES** | **NO** | **COMMENTS** |
| **Is the Educator file presentable and includes the following :** | | | | | | | | | |
| 2.1 Content page |  | |  | |  |  |  |  |  |
| 2.2 Timetable and model |  | |  | |  |  |  |  |  |
| 2.3 CAPS Policy Document |  | |  | |  |  |  |  |  |
| 2.4 NPA |  | |  | |  |  |  |  |  |
| 2.5 NPPPPR |  | |  | |  |  |  |  |  |
| 2.6 Current Annual teaching plans |  | |  | |  |  |  |  |  |
| 2.7 Current Term Lesson Plans |  | |  | |  |  |  |  |  |
| 2.7.1 Are the lesson plans derived from  the Annual Teaching Plan |  | |  | |  |  |  |  |  |
| 2.7.2 Are the following aspects evident in the lesson plan? | | | | | | | | | |
| * Date |  |  | | |  |  |  |  |  |
| * Subject |  |  | | |  |  |  |  |  |
| * Activities |  |  | | |  |  |  |  |  |
| * Resources |  |  | | |  |  |  |  |  |
| * Expanded Opportunities |  |  | | |  |  |  |  |  |
| * Teacher reflection |  |  | | |  |  |  |  |  |
| 2.8 LTSM and ICT resources where applicable |  |  | | |  |  |  |  |  |
| * + 1. Is the textbook aligned with CAPS? |  |  | | |  |  |  |  |  |
| * + 1. Does every learner have a DBE Workbook? |  |  | | |  |  |  |  |  |
| * + 1. Are textbooks available for every learner? |  |  | | |  |  |  |  |  |
| 2.8.4 Is there an inventory list for LTSM? |  |  | | |  |  |  |  |  |
| 2.8.5 If the school is an ICT school, does every  learner have a tablet loaded with relevant  textbooks? |  |  | | |  |  |  |  |  |

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| **NAME OF EDUCATOR:** | **GRADE 7** | | **GRADE 8** | | | **GRADE 9** | | **SUBJECT: MATHEMATICS** |
| **2.9. ASSESSMENT :** | **YES** | **NO** | **YES** | | **NO** | **YES** | **NO** | **COMMENT** |
| * Is there evidence of a Programme of Assessment (POA)? |  |  |  | |  |  |  |  |
| * Is there evidence of formal tasks as per   policy requirements? |  |  |  | |  |  |  |
| * Are the SBA tasks/ Tests papers / Exam scripts dated? |  |  |  | |  |  |  |
| * Assessment instruments/tools of good quality? |  |  |  | |  |  |  |
| * Is there evidence of Pre- and Post - moderation? |  |  |  | |  |  |  |
| * Are the SASAMS marksheets available?   {Working and Printed} |  |  |  | |  |  |  |
| * Are the marks aligned with the policy document? |  |  |  | |  |  |  |
| * Is there Analysis of results/Diagnostics?? |  |  |  | |  |  |  |  |
| * Is there a list of progressed learners |  |  |  | |  |  |  |  |
| * Are learners at risk identified/highlighted |  |  |  | |  |  |  |
| * Is there evidence of Subject Intervention/Improvement Plan? |  |  |  | |  |  |  |
| * Is there evidence of Sciences terminology/Quantitative Analysis and Drill Work? |  |  |  | |  |  |  |
| * Is the target set for each grade? |  |  |  | |  |  |  |
| **3.LEARNERS’ BOOKS** |  |  | **YES** | | **NO** | **YES** | **NO** | **COMMENT** |
| * Are the learners' books presentable? |  |  |  | |  |  |  |  |
| * Do learners’ books show regular and accurate marking? |  |  |  | |  |  |  |  |
| * Is the learners’ work aligned with the lesson plans? |  |  |  | |  |  |  |  |
| * Is there evidence of the completion of topics? |  |  |  | |  |  |  |  |
| * Is the content adequate and of a good standard? |  |  |  | |  |  |  |  |
| * Is there evidence of teacher feedback and remedials in the learner books |  |  |  | |  |  |  |  |
| 4. **CONTENT COVERAGE** | **GRADE \_7\_\_** | | **GRADE \_8\_\_** | | | **GRADE\_\_9\_** | | **COMMENT** |
| **YES** | **NO** | **YES** | **NO** | | **YES** | **NO** |  |
| * 1s the content coverage up to date as per the ATP? |  |  |  |  | |  |  |  |
| * What is the Percentage of content coverage? |  | |  | | |  | |  |
| * What is the expected % content coverage? |  | |  | | |  | |  |
| * How many written activities are completed? |  | |  | | |  | |  |

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| * How many written activities are expected to be completed? |  |  |  |  |
| * What Percentage of SBA is completed? |  |  |  |  |
| * What is the expected of SBA Completion? |  |  |  |  |

**THE FOLLOWING LEARNERS’ BOOKS WERE CHECKED**

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| **NAMES OF LEARNERS’ BOOKS.** | **GR7** | **NAMES OF LEARNERS’ BOOKS.** | **GR8** | **NAMES OF LEARNERS’ BOOKS.** | **GR 9** |
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| **AREAS OF STRENGTH / GOOD PRACTICE:** |
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| **AREAS OF CHALLENGES** |
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| **SUBJECT ADVISOR’S COMMENTS** |
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| **PRINCIPAL’S COMMENTS** |
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**Johannesburg Central District**

**SENIOR PHASE SCHOOL VISIT SUPPORT REPORT**

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| **AREA OR TOPIC** | **CHALLENGE/S** | **SUPPORT PROVIDED** | **RESOURCES PROVIDED** |
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**SIGNATURES TO AKNOWLEDGE THE ABOVE SUPPORT PROVIDED TO THE EDUCATOR/S**

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| **SMT** | **SIGNATURE** | **DATE** |
| **PRINCIPAL** |  |  |
| **DEPUTY PRINCIPAL** |  |  |
| **HOD** |  |  |
| **EDUCATOR/S** |  |  |
| **SUBJECT ADVISOR** |  |  |

SCHOOL STAMP