# QUALITY MANAGEMENT SYSTEM (QMS)

# SCHOOL MANAGEMENT PLAN

**2023**

| **ITEM** | **Duration** | **Facilitator** |
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| **HOëRSKOOL BERGVLAM** | | |
| 1. Advocacy and training | Jan | QMS Officer |
| 1. Mid-year self-appraisals (A-D1) completed | 30 Jan | All |
| 1. Workplans L2-4 completed | 30 Jan | L2-4 |
| 1. Roles and responsibilities discussed (L1-4) | Jan | QMS Officer |
| 1. School management plan developed | 30 Jan | QMS Officer |
| 1. School work plan certificate to Circuit | 30 March | Principal |
| 1. Pre-appraisal discussions | Jan-March | L2-4 |
| 1. Classroom observation sessions | Feb-May | L2-4 |
| 1. Superior post-appraisal completed | Feb-May | L2-4 |
| 1. Post-appraisal discussions (recorded) and adjustments | Feb-May | L2-4 |
| 1. Appraiser reports (QMS02-4\_06) completed | 30 May | L2-4 |
| 1. Verification and signing off of Mid-year evaluations (Teacher files) | June | Principal |
| 1. Mid-year evaluation certificate to Circuit | Before the end of term 2 | Principal |
| 1. Annual self-appraisal (A- D1) completed | 30 Jul | Al |
| 1. Pre-appraisal discussions | Jul-Sep | L2-4 |
| 1. Classroom observation sessions | Aug-Oct | L2-4 |
| 1. Superior post-appraisals completed | Aug-Oct | L2-4 |
| 1. Post-appraisal discussions (recorded) and adjustments | Aug-Oct | L2-4 |
| 1. Appraisal composite score sheet (A- D2) completed | 30 Oct | L2-4 |
| 1. Appraiser reports completed | 30 Oct | L2-4 |
| 1. Verification and signing off of annual evaluations (Teacher files) | Nov | Principal |
| 1. Summative scores for school completed (E1) | Nov | Principal |
| 1. Summative scores for school to Circuit | Before the end of the year | Principal |

