# 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 |

