



CONTROL AND MONITORING SYSTEM

Vision

To be an institution that strives to create better life for all learners by becoming the center of excellence which models a well-managed and organize life style.

Mission

- Create a conducive learning and teaching environment.
 - Encourage learners and educators to be self-reflective.
 - Promote learners' self-realization by developing their career interests.
 - Encourage learners to contribute to the school and community.
 - Develop balanced learners through participation in extra curricula activities.
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- ✓ Educators have the weekly and monthly monitoring tools that will be used to control their work.
 - ✓ HODs will use the weekly monitoring tool to control learners' books to ensure that learners write frequent activities and such activities are marked with corrections.
 - ✓ Learners' books will be randomly collected without informing the educator and the educator will be consulted for the feedback after the work has been controlled and both the HOD and the educator will sign the tool to confirm for control.
 - ✓ The HOD will then share the copy of completed weekly monitoring tool with the educator and the deputy.
 - ✓ If the activities are not enough the educator will develop the catch-up programme for frequent and quality activities and the HOD will agree on the follow-up control date to ensure that the work is completed as agreed and keep the records.
 - Educators signed for action plan with submission dates from HODs, to ensure that they know when to submit for control.
 - It is the responsibility of the educator to submit the file and three learner activities books to their relevant HODs as scheduled and sign on action plan weekly.
 - The HOD controls the educator file and learners' books using the monitoring tool.
 - The HOD will also monitoring learner performance from the informal (monthly tests) or formal tasks.
 - The HOD will then make recommendations for development and may have one on one discussion with the educator (Discussion of challenges and strategies to improve learner performance *SAIP)
 - The HOD will agree on the follow-up date with the educator for improvement.
 - Both the HOD and the educator will sign the tool to confirm that the HOD controlled the educator.
 - The HOD will then share the copy of completed weekly monitoring tool with the educator and the deputy.
 - The HODs signed for action plan with submission dates from Deputies, to ensure that they know when to submit for control.

- It is the responsibility of the HOD's to submit the file to the deputies as scheduled and sign on the submission.
- The deputy controls the HOD file using their own weekly monitoring tool.
- The deputy will consider the HOD monitoring tool, educator file and learner's books.
- The deputy will also monitor learner performance from the informal (monthly tests) or formal tasks.
- The Deputy will then make recommendations for development.
- The Deputy and the HOD will sign the tool and share completed copies.
- The Deputies signed for weekly with submission dates from the principal, to ensure that they know when to submit for control.
 - ❖ It is the responsibility of the Deputy to submit the file to the principal with all the monitoring tools completed for control as scheduled.
 - ❖ The principal control the deputies and randomly uses the HOD's file, teacher's file and learners' books.

"final the SMT discusses academic challenges identified and provide necessary support to improve learner performance and report back to the staff monthly"

Adopted by the Principal, staff and SGB.

Signatures

Principal: [Signature] 28.06.2018

SGB chairperson: [Signature] 28.06.2018

SMT member: _____

Educator: [Signature] 28-06-2018

Circuit Manager: _____

DATE: _____

