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Onane Primary School

“EST. 1952”

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Onane Primary School
"EST. 1952"

SECTION A

**OPERATIONAL
DOCUMENTS**

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"EST. 1952"

DISCLAIMER

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Onane Primary School

SCHOOL GOVERNING BODY

VISION AND MISSION STATEMENT

Our Vision

Our vision at Onane Primary School is to empower learners through a holistic and inclusive approach to acquire, demonstrate, articulate and value knowledge and skills that will support them, as life-long learners, to thrive within the Fourth-Industrial Revolution (4IR), to contribute to the global world in addressing the aftermath of COVID 19 and practice the core values of the school: Diligence, respect, tolerance, inclusion, and excellence.

Our Mission

Is to enable all learners' access to learning through the provision of:-

- quality education by means of instruction, guidance and facilitation by a core of qualified, competent, dedicated, responsible and accountable educators.
- Differentiated, in-depth and cohesive learning programs aligned to year level content and achievement standards informed by Curriculum designed by the Department of Basic Education.
- a quality inclusive learning environment that is responsive to learner voice
- enriching, engaging resources suitable for both the Fourth Industrial Revolution (4IR) and addressing challenges imposed by the COVID 19 pandemic.
- opportunities for community and parents to participate in learning and decision making partnerships



2024 SCHOOL CALENDAR

JANUARY 2024

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY 2024

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

MARCH 2024

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

PUBLIC AND SCHOOL HOLIDAYS 2024

01 January	New Year's Day
21 March	Human Rights Day
29 March	Good Friday
01 April	Family Day
27 April	Freedom Day
01 May	Worker's Day
16 June	Youth Day
17 June	Public holiday
09 August	National Women's Day
24 September	Heritage Day
16 December	Day of Reconciliation
25 December	Christmas Day
26 December	Day of Goodwill

APRIL 2024

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY 2024

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE 2024

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JULY 2024

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST 2024

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER 2024

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER 2024

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER 2024

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER 2024

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				



Weekends	School days	Special school holidays
Days for administration	Public holidays	School holidays

SUMMARY OF 2024 SCHOOL CALENDAR

DURATION	NO. OF WEEKS	NO. OF DAYS	NO. OF PUBLIC HOLIDAYS	ACTUAL NO. OF SCHOOL DAYS
(15) 17 January–20 March	10	46(48)	0	46(48)
03 April–14 June	11	53	1+0	52
09 July–20 September	11	54	1+0	53
01 October–(11) 13 December	11	52(54)	0	52(54)
Total	43	205(209)	2+0	203(207)



**ONANE
PRIMARY SCHOOL**

DEPARTMENT:
LIMPOPO BASIC EDUCATION

FACULTY: MANAGEMENT

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STANDARD PROCEDURE FOR RELEASING A LEARNER

A. RELEASE ON PARENT/GUARDIAN'S REQUEST

1. The person who requests the learner should come personally to the office of the principal
2. A Pass-Out letter shall be issue to the person requesting for the child by the Principal, after verifying the authenticity of the request
3. The Parent/Guardian shall hand the pass-out letter to the teacher in class who will ensure that ONLY the learner indicated on the letter is released.
4. The releasing teacher shall sign to authorize the release and hand the letter back to the parent/guardian.
5. The parent/guardian shall hand the Pass-Out letter to the security officers who will then allow the learner to pass-out.

B. RELEASE DUE TO SPECIAL SCHOOL ARRANGEMENT

1. When there is a change on School Programme, all parents shall be notified through letters prior to the release of learners
2. No verbal message must be sent to parents. Even if the arrangement affects only a particular grade of class, an official letter should be release by the office of the principal to notify parents of the arrangement.
3. Foundation and InterSen Phases shall be released at slightly different times to avoid stampede

C. SAFETY OF LEANERS AFTER RELEASE

1. The Security Officer shall be in charge of leaners' safety after release.
2. The Safety Ambassador shall ensure that learners crossing the road to Mmotwaneng are safe.
3. In case of absence of the Safety ambassador, Foundation Phase teachers shall assist their children to cross the road every afternoon and during special release.



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FACULTY: MANAGEMENT

STANDARD PROCEDURE FOR FEEDING LEARNERS

1. Food handlers shall prepare food and distribute it to all classes few minutes before break
2. No learner shall touch the food before the break signal rings
3. Immediately after the break signal, class teachers shall lead the class with a prayer
4. In a queue, learners shall get outside to wash hands
5. A dish shall be handed to each learner entering the class and the teacher shall dish out food to all learners. Learners who are not interest in school feeding shall be allowed to sit down and enjoy their meals or go out for playing.
6. (In case of absence of the class teacher, arrangement shall be done by the Management with food handlers and other teachers)
7. Learners should sit down immediately after getting their meals and enjoy them
8. The Class Teacher (NOT A LEARNER) shall mark the Feeding Register
9. The Class Teacher shall monitor the class while enjoying his/her own meals
10. Dishes shall be submitted to the kitchen after meals and classrooms shall be cleaned before the bell rings
11. Teachers may not be held accountable for meals that learners bring along from home.

Please take special note of the following:

1. No learner has the responsibility to feed the class
2. A teacher delegating a learner to carry his/her responsibility, shall be held accountable and responsible for any problem/danger that the learner may accrue as a result of his/her orders.
3. All teachers should know that failure to adhere to feeding rules constitutes a serious misconduct, punishable by law



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FACULTY: MANAGEMENT

CLASS ALLOCATION FOR 2024

GRADE AND CLASS	CLASSROOM	CLASS TEACHER	ENROLMENT	
Grade R A	Block f room 2	MATSHIKA MT	26	158
Grade R B	Block c room 1	MORWASWE RL	66	
Grade R C	Block c room 2	MARISHANE TT	66	
Grade 1 A	Block f room 1	MATSHIKA MT	29	153
Grade 1 B	Block a room 1	MOKWANA RL	41	
Grade 1 C	Block a room 2	TLAKA MM	41	
Grade 1 D	Block a room 3	DHLAMINI KD	42	
Grade 2 A	Block f room 1	MNISI MJ	32	170
Grade 2 B	Block a room 4	MAGAKWE MA	69	
Grade 2 C	Block b room 1	PHALA TJ	69	
Grade 3 A	Block f room 1	MTSWENI SJ	28	170
Grade 3 B	Block b room 2	NKOSI MK	47	
Grade 3 C	Block b room 3	MOKGABUDI ML	47	
Grade 3D	Block b room 4	POST 37	48	
Grade 4 A	Mob 1	KEKANA NC	63	187
Grade 4 B	Mob2	MONTJANE BS	62	
Grade 4 C	Mob3	MATJOMANE M.J	62	
Grade 5 A	Mob4	MILAZI D	59	178
Grade 5 B	Mob5	NCHABELENG MJ	59	
Grade 5 C	Mob6	KGAPHOLA MK	60	
Grade 6 A	Block e room 2	ZWANE MG	62	186
Grade 6 B	Block e room 3	NGWENYA N.S	62	
Grade 6 C	Block e room 4	MATHALA ME	62	
Grade 7 A	Block d room 1	TLAKA MI	61	182
Grade 7 B	Block d room 2	MOKOLO NA	61	
Grade 7 C	Block e room 1	MAHLANGU PS	60	
				1384
<u>Centre Managers</u>		<u>Non Class Teachers</u>		
Seomana MN	Sports Centre	Mogale LR		
Maile LF	Science Laboratory	Mokwena PS		
Mthombeni EM	Library	Mtsweni ZL		
Mosehla TR	Computer	Phahlamohlaka ME		
		Post 24		



ONANE
PRIMARY SCHOOL

DEPARTMENT:
LIMPOPO BASIC EDUCATION

FACULTY: MANAGEMENT

TERM 1 : DUTY LIST

WEEK	ASSEMBLY		LATE COMING REGISTER	CLEANLINESS OF THE YARD
	FOUNDATION PHASE	INTER-SEN PHASE		
05 FEB 2024 09 FEB 2024	Nkosi MK	Sihlangu SS	Mokolo NA	Mokwana RL
12 FEB 2024 16 FEB 2024	Marishane TT	Mathala MA	Tlaka MI	Moraswe RL
19 FEB 2024 23 FEB 2024	Mnisi MJ	Mokwena PS	Mogale LR	Mokgabudi ML
26 FEB 2024 01 MAR 2024	Mtsweni SJ	Zwane MG	Post 20	Post 4
04 MAR 2024 08 MAR 2024	Phala TJ	Post 06	Phahlamohlaka ME	Post 10
11 MAR 2024 15 MAR 2024	Matshika MT	Nkogatse MG	Montjane BS	Nkosi MK
18 MAR 2024	Adams LM	Ngwenya NS	Mahlangu PS	Marishane TT
20 MAR 2024	Magakwe MA	Mthombeni EM	Mtsweni ZL	Mnisi MJ

Assembly: Religious observance is limited to one hymn/song, scripture reading and prayer. No preaching

Religious Activities should not exceed 10 Minutes

The remaining 20 Minutes is for Library activities directed as per Library Activities Schedule

Late coming: The teacher in charge shall record late coming, lecture learners for rehabilitation and punish defaulters accordingly in line with lawful standards. They may assist in cleaning Foundation Phase classes

Environment: Ensure papers are picked after intervals and before learners may leave in the afternoon



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FACULTY: MANAGEMENT

TERM 2 : DUTY LIST

WEEK	ASSEMBLY		LATE COMING REGISTER	CLEANLINESS OF THE YARD
	FOUNDATION PHASE	INTER-SEN PHASE		
03 APR 2024 05 APR 2024	Mtsweni SJ	Ngwenya NS	Nchabeleng MJ	Marishane TT
08 APR 2024 12 APR 2024	Phala TJ	Mthombeni EM	Maile LF	Mnisi MJ
15 APR 2024 19 APR 2024	Matshika MT	Mogale LR	Matjomane MJ	Mtsweni SJ
22 APR 2024 26 APR 2024	Adams LM	Tlaka MI	Kekana NC	Post 4
29 APR 2024 03 MAY 2024	Magakwe MA	Mokolo NA	Seomana MN	Post 6
06 MAY 2024 10 MAY 2024	Mokwana RL	Phahlamohlaka ME	Kgaphola MK	Phala TJ
13 MAY 2024 17 MAY 2024	Moraswe RL	Montjane BS	Sihlangu SS	Adams LM
20 MAY 2024 24 MAY 2024	Mokgabudi ML	Mahlangu PS	Mathala ME	Magakwe MA
27 MAY 2024 31 MAY 2024	Post 4	Mtsweni ZL	Mokwena PS	Mokwana RL
03 JUN 2024 07 JUN 2024	Post 6	Nchabeleng MJ	Zwane MG	Moraswe RL
10 JUN 2024 14 JUN 2024	Nkosi MK	Maile LF	Nkogatse MG	Mokgabudi ML

Assembly: Religious observance is limited to one hymn/song, scripture reading and prayer. No preaching

Religious Activities should not exceed 10 Minutes

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Environment: Ensure papers are picked after intervals and before learners may leave in the afternoon



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FACULTY: MANAGEMENT

TERM 3: DUTY LIST

WEEK	ASSEMBLY		LATE COMING REGISTER	CLEANLINESS OF THE YARD
	FOUNDATION PHASE	INTER-SEN PHASE		
09 JUL 2024 12 JUL 2024	Tlaka MM	Matjomane MJ	Mogale LR	Moraswe RL
15 JUL 2024 19 JUL 2024	Nkosi MK	Kekana NC	Tlaka MI	Mokgabudi ML
22 JUL 2024 26 JUL 2024	Marishane TT	Seomana MN	Mokolo NA	Post 37
29 JUL 2024 02 AUG 2024	Dhlamini KD	Kgaphola MK	Milazi	Tlaka MM
05 AUG 2024 08 AUG 2024	Mnisi MJ	Sihlangu SS	Phahlamohlaka ME	Nkosi MK
12 AUG 2024 16 AUG 2024	Mtsweni SJ	Mathala ME	Mahlangu PS	Marishane TT
19 AUG 2024 23 AUG 2024	Phala TJ	Mokwena PS	Post 24	Dhlamini KD
26 AUG 2024 29 AUG 2024	Matshika MT	Zwane MG	Mtsweni ZL	Mtsweni SJ
02 SEP 2024 06 SEP 2024	Adams LM	Nkogatse MG	Nchabeleng MJ	Mnisi MJ
09 SEP 2024 13 SEP 2024	Magakwe MA	Ngwenya NS	Maile LF	Phala TJ
16 SEP 2024 20 SEP 2024	Mokwana RL	Mthombeni EM	Matjomane MJ	Matshika MT

Assembly: Religious observance is limited to one hymn/song, scripture reading and prayer. No preaching

Religious Activities should not exceed 10 Minutes

The remaining 20 Minutes is for Library activities directed as per Library Activities Schedule

Late coming: The teacher in charge shall record late coming, lecture learners for rehabilitation and punish defaulters accordingly in line with lawful standards. They may assist in cleaning Foundation Phase classes

Environment: Ensure papers are picked after intervals and before learners may leave in the afternoon



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FACULTY: MANAGEMENT

TERM 4 : DUTY LIST

WEEK	ASSEMBLY		LATE COMING REGISTER	CLEANLINESS OF THE YARD
	FOUNDATION PHASE	INTER-SEN PHASE		
01 OCT 2024 04 OCT 2024	Magakwe MA	Mogale LR	Kekana NC	Mtsweni SJ
07 OCT 2024 11 OCT 2024	Adams LM	Tlaka MI	Seomana NM	Phala TJ
14 OCT 2024 18 OCT 2024	Mokwana RL	Milazi D	Kgaphola MK	Matshika MT
21 OCT 2024 25 OCT 2024	Moraswe RL	Phahlamohlaka ME	Sihlangu SS	Adams LM
28 OCT 2024 01 OCT 2024	Mokgabudi ML	Montjane BS	Post 37	Magakwe MA
04 NOV 2024 08 NOV 2024	Post 37	Mahlangu PS	Mathala ME	Mokwana RL
11 NOV 2024 15 NOV 2024	Tlaka MM	Post 24	Mokwena PS	Moraswe RL
18 NOV 2024 22 NOV 2024	Nkosi MK	Mtsweni ZL	Zwane MG	Mokgabudi ML
25 NOV 2024 29 NOV 2024	Marishane TT	Nchabeleng MJ	Nkogatse MG	Tlaka MM
02 DEC 2024 06 DEC 2024	Dhlamini KD	Maile LF	Ngwenya NS	Nkosi MK
09 DEC 2024 13 DEC 2024	Mnisi MJ	Matjomane MJ	Mthombeni EM	Marishane TT

Assembly: Religious observance is limited to one hymn/song, scripture reading and prayer. No preaching

Religious Activities should not exceed 10 Minutes

The remaining 20 Minutes is for Library activities directed as per Library Activities Schedule

Late coming: The teacher in charge shall record late coming, lecture learners for rehabilitation and punish defaulters accordingly in line with lawful standards. They may assist in cleaning Foundation Phase classes

Environment: Ensure papers are picked after intervals and before learners may leave in the afternoon

Workload 15 January 2024

Post No 1. Sihlangu S.S English 7c : 08p Per Week = 08p	Post No 2. Mathala M.E English 6bc : 24p NS 6c : 07p Per Week : 33p	Post No 3. Mokwena P.S IsiNdebele 5c : 12p LO 7bc : 08p English 4b : 12p Per Week : 32p	<u>Post no. 4. Tlaka MM</u> All Foundation Phase Subjects Per Week =50p	<u>Post No. 5 Zwane M.G</u> English 6a :12p Maths 5bc :24p Per Week :36p
<u>Post No. 6 Rakgalakane C</u> Sepedi 5c : 12p SS 5abc :18p Per Week :30p	<u>Post no. 07 Nkosi M.K</u> All Foundation Phase Subjects Per Week = 50p	<u>Post no. 08 Marishane T.T</u> All Foundation Phase Subjects Per Week = 50p	<u>Post no. 09 Nkogatse M.G</u> Sepedi 4c : 12p NS 4abc : 15p LO 7a : 4p Per Week : 31p	<u>Post no. 10 Dhlamini KD</u> All Foundation Phase Subjects Per Week = 50p
<u>Post no.11 Mnisi M.J</u> All Foundation Phase Subjects Per Week =50p	<u>Post no. 12 Mtshweni S.J</u> All Foundation Phase Subjects Per Week =50p	Post No 13. Ngwenya N.S Isindebele 4c : 12p NS 5c : 05p Life Skills 6bc : 16p Per Week : 33p	<u>Post No 14. Mthombeni E.M</u> Isindebele 6c : 12p NS 5ab : 10p NS 6ab : 10p Per Week : 32p	<u>Post No 15. Mogale L.R</u> English 7ab : 16p Per Week =16p
<u>Post No 16. Tlaka M.I</u> Sepedi 5b : 12p EMS 7abc : 12p Maths 7 a : 09p Per Week : 33p	<u>Post No 17. Mokolo N.A</u> Sepedi 7b :09p SS 7abc : 18p Life Skills 5c : 08 Per Week : 35p	<u>Post no. 18 Phala T.J</u> All Foundation Phase Subjects Per Week = 50p	<u>Post no. 19 Matshika M.T</u> All Foundation Phase Subjects Per Week = 50p	<u>Post No 20. Milazi D</u> Sepedi 6b : 12p Maths 6a : 12p Life Skills 5a : 08p Per Week : 32p
<u>Post No 21. Phahlamohlaka M.E</u> Sepedi 7c : 09p Maths 7bc : 18p Per Week : 27p	<u>Post No 22. Montjane B.S</u> Sepedi 4b :12p Maths 4b :12p Life Skills 4a :08p Per Week :32p	<u>Post No 23. Mahlangu P.S</u> Isindebele 7c : 09p SS 6abc :18p Life Skills 6a : 08p Per Week : 35p	<u>Post No 24.</u> English 5a : 12p Sepedi 6c :12p CA 7abc : 12p Per Week : 36p	<u>Post No 25. Mtsweni Z.L</u> Maths 6c : 12p Maths 4c : 12p Life Skills 4c : 08p Per Week : 32p

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<p><u>Post No 26. Nchabeleng M.J</u></p> <p>Sepedi 5a : 12p Maths 5a : 12p Life Skills 5b : 08p</p> <p>Per Week : 32p</p>	<p><u>Post no. 27 Adams L.M</u></p> <p>All Foundation Phase Subjects</p> <p>Per Week = 50p</p>	<p><u>Post No 28.Maile L.F</u></p> <p>English 4a : 12p NS 7abc : 12p</p> <p>Per Week : 24p</p>	<p><u>Post no. 29 Magakwe M.A</u></p> <p>All Foundation Phase Subjects Per Week = 50p</p>	<p><u>Post no. 30 Mokwana R.L</u></p> <p>All Foundation Phase Subjects Per Week = 50p</p>
<p><u>Post no. 31 Moraswe R.L</u></p> <p>All Foundation Phase Subjects Per Week = 50p</p>	<p><u>Post No 32. Matjomane M.J</u></p> <p>Sepedi 6a : 12p SS 4abc : 18p</p> <p>Per Week : 30p</p>	<p><u>Post no.33 Makgabudi M.L</u></p> <p>All Foundation Phase Subjects Per Week = 50p</p>	<p><u>Post No 34. Kekana N.C</u></p> <p>Sepedi 4a : 12p Maths 4a : 12p Life Skills 4b : 08p</p> <p>Per Week : 32p</p>	<p><u>Post No 35. Seomana M.N</u></p> <p>Sepedi 7a : 09p Maths 6b : 12p English 4c : 12p</p> <p>Per Week : 33p</p>
<p><u>Post No 36. Kgaphola M.K</u></p> <p>English 5bc : 24p Technology 7abc : 12p</p> <p>Per Week : 36p</p>	<p><u>Post no.37</u></p> <p>All Foundation Phase Subjects Per Week = 50p</p>	<p><u>Mosehla T.M</u></p> <p>Computer 4abc=06p Computer 5abc=06p Computer 6abc=06p Computer 7abc=06p</p> <p>Per Week =24p</p>		

Summary of Workload 15 January 2024

SUBJECTS		4A	4B	4C	5A	5B	5C	6A	6B	6C
12p	Maths	Kekana	Montjane	Mtsweni	Nchabeleng	Zwane	Zwane	Milazi	Seomane	Mtsweni
12p	Sepedi	Kekana	Montjane	Nkogatse	Nchabeleng	Tlaka	Rakgalakane	Matjomane	Milazi	Post 24
12p	IsiNdebele	Ngwenya	Ngwenya	Ngwenya	Mokwena	Mokwena	Mokwena	Mthombeni	Mthombeni	Mthombeni
10p	English	Maile	Mokwena	Seomane	Post 24	Kgaphola	Kgaphola	Zwane	Mathala	Mathala
08p	Life Skills	Montjane	Kekana	Mtsweni	Milazi	Nchabeleng	Mokolo	Mahlangu	Ngwenya	Ngwenya
07	NS/Tech	Nkogatse	Nkogatse	Nkogatse	Mthombeni	Mthombeni	Ngwenya	Mthombeni	Mthombeni	Mathala
06p	Social Sciences	Matjomane	Matjomane	Matjomane	Rakgalakane	Rakgalakane	Rakgalakane	Mahlangu	Mahlangu	Mahlangu
02p	Computer	Mosehla	Mosehla	Mosehla	Mosehla	Mosehla	Mosehla	Mosehla	Mosehla	Mosehla

SUBJECTS		7A	7B	7C
10p	Sepedi	Seomane	Mokolo	Phahlamohlaka
10p	IsiNdebele	Mahlangu	Mahlangu	Mahlangu
09p	Maths	Tlaka	Phahlamohlaka	Phahlamohlaka
08p	English	Mogale	Mogale	Sihlangu
06p	Social Sciences	Mokolo	Mokolo	Mokolo
06p	Natural Sciences	Maile	Maile	Maile
04p	Creative Arts	Post 24	Post 24	Post 24
04p	EMS	Tlaka	Tlaka	Tlaka
04p	Life Orientation	Nkogatse	Mokwena	Mokwena
04p	Technology	Kgaphola	Kgaphola	Kgaphola
02p	Computer	Mosehla	Mosehla	Mosehla



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DEPARTMENT:
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FACULTY: MANAGEMENT

NEW SMT AND CLIENTS : 2024

HEAD	FOR GRADE MANAGEMENT PUPOSES	FOR QMS AND ALL SUBMISSIONS
Sihlangu S.S	WHOLE SCHOOL OVERSEER Responsible for all matters reported by HODs	Mogale, Mokwana, Phahlamohlaka, Maile, Mthombeni, Seomana.
Mokwana R.L	Grade R and 1 HOD Responsible for all Gr.R and 1 Matters	Tlaka MM, Marishane, Dhlamini, Phala, Magakwe, Mokgabudi
Mthombeni EM	Grade 2 and 3 HOD Responsible for Grade 2 and 3 and Whole school IsiNdebele	Ngwenya, Mtsweni ZL, Mtsweni SJ, Matshika, Adams, Mnisi
Malle LF	Grade 4 HOD Responsible for all Gr.4 Matters	Montjane, Nkogatse, Mosehla, Matjomane, Mokwena, Nkosi
Seomana M.N	Grade 5 HOD Responsible for all Gr.5 matters	Kekana, Nchabeleng, Zwane, Rakgalakane, Moraswe
Mogale L.R	Grade 6 HOD Responsible for all Gr. 6 matters	Mokolo, Kgaphola, Milazi, Mahlangu, Post 37
Phahlamohlaka M.E	Grade 7 Responsible for all Gr.7 Matters	Tlaka, Sihlangu, Mathala, Post 24,

ARRANGEMENT IS W.E.F 01 JANUARY 2024 THIS DOCUMENT WILL BE ALTERED FREQUENTLY BY THE OFFICE AS HR CHANGES



LIST OF PERSONNEL APPOINTED TO PERFORM CERTAIN DELEGATED DUTIES : 2024

DUTY	RESPONSIBLE PERSON
FINANCE OFFICER	MONTJANE BS
HEAD OF PROCUREMENT	MTSWENI ZL
CLASS MONITORS MANAGER	ZWANE M.G
SGB EMPLOYEES MANAGER	MAHLANGU P.S
SCIENCE LAB MANAGER	MAILE LF
NEATNESS AND CLEANLINESS MANAGER	NKOGATSE MG
SPORT CENTRE MANAGER	SEOMANA MN
SPORTS ORGANISER	MNISI MJ
ASSETS AND INFRASTRUCTURE MANAGER	MATJOMANE MJ
SA-SAMS AND E – LIBRARY COORDINATOR	MNISI MJ
FIRST AIDER, HEALTH AND SAFETY OFFICER	MAHLANGU PS
ROBOTICS OFFICER	MARISHANE TT
ICT OFFICER	MNISI MJ
LTSM MANAGERS	MAGAKE MA (F.PHASE) NGWENYA NS (INTERSEN PHASE)
NECT COORDINATOR	MOKWANA RL
SMT SECRETARY	
COMPUTER LAB MANAGER	MOSEHLA TR
FIRE MARSHALL	MOKOLO NA
NSNP DELEGATED TEACHER	PHAHLAMOHLAKA ME
STAFF SECRETARY	MOKWENA PS
LIBRARIAN	MTHOMBENI EM
ASSISTANT LIBRARIAN	MORENA M.M
SCHOOL EMIS OFFICER	MATHALA ME
QMS COORDINATORS	MORASWE R.L (F.PHASE) MAHLANGU P.S (INTER SEN PHASE)



**ONANE
PRIMARY SCHOOL**

**DEPARTMENT:
LIMPOPO BASIC EDUCATION**

COMMITTEES: 2024

DEVELOPMENTAL COMMITTEES FOR 2024

COMMITTEE 1 : ADMISSION, MAINTENANCE AND INFRASTRUCTURE		
CORE DUTIES	MEMBERS	
a. Learners' admission and transfer	Kgaphola MK	Chairperson
b. Maintenance of all infrastructural problems	Nkogatse MG	Secretary
c. Minor repairs and fittings	Mogale LR	Member
d. Implementing the SDP drawn by SGB	Phala TJ	Member
e. Addressing infrastructural Problems	Nchabeleng MJ	Member
	Matjomane MJ	Member
	Mokgabudi ML	Member
	Mtsweni SJ	Member
	Maloma M	Member

COMMITTEE 2 : DEVELOPMENTAL, BEAUTIFICATION, NSNP, CATERING AND DÉCOR		
CORE DUTIES	MEMBERS	
a. In charge of school beautification	Kekana NC	Chairperson
b. In charge of all buildings and the environment	Dhlamini KD	Secretary
c. In Charge of cleanliness on learners	Phala TJ	Member
d. Usage of proper uniform by learners	Ngwenya NS	Member
e. Preparing Catering for all events	Mtsweni ZL	Member
f. Preparing venues and décor for all events	Moraswe RL	Member
g. Distribution of food parcels to the needy	Nchabeleng MJ	Member
h. Distribution of Uniform to the needs	Morena M.M	Member
i. In charge of Lost and Found Wardrobes	Phahlamohlaka ME	NSNP Educator

COMMITTEE 3 : BEREAVEMENT, SBST AND OHS		
CORE DUTIES	MEMBERS	
a. In charge of all bereavement matters as per policy	Mokolo NA	Chairperson & SIAS Coordinator
b. Preparation of transport and programmes for all bereavement	Mahlangu PS Adams LM	Secretary and Safety Officer Member and Fire Marshall
c. Arrangements for homage for members in need as prescribed by Policy	Mtsweni SJ Rakgalakane C	Member and First Aider Member
d. Implementation of SIAS Policy	Mokwena PS	Member
e. Providing Support to learners with Serious Learning Barriers	Nkosi MK Matshika MT	Member and Health Officer Member
f. Prepare and monitor the Intervention and Support Programme	Tlaka M.I Sihlangu SS	Member Member
g. Taking care of sick learners and involves the social worker where need be.		
h. In charge of Occupational Health and Safety of Learners and Educators including their welfare cases, illnesses and safety		
i. Distribution of Sanitary Pads		
j. Provision of First Aid		

COMMITTEE 4: CURRICULUM AND SCHOOL ASSESSMENT AND IRREGULARITIES (SAIC)		
CORE DUTIES	MEMBERS	
a. Curriculum implementation and Management	Mokwana RL	Chairperson
b. Pre-Moderation of tasks	Maile LF	Secretary
c. Provision and filing of Moderation Reports	Mthombeni ME	Member
d. Moderation of Marksheets before entering	Phahlamohlaka ME	Member
e. Preparation of Support Programmes for Teachers	Mogale LR	Member
f. Preparation of School based Workshops for teachers	Seomana MN	Member
g. Preparation of Staff development activities and programmes	Deputies may make some additions to this Committee only during the Strategic planning.	

COMMITTEE 5: STANDING FINANCE COMMITTEE		
CORE DUTIES	MEMBERS	
a. In charge of the School Finances as outlined in the Directives for School Finances Management and PFMA	Sihlangu SS Mtsweni ZL Montjane BS Rantho M Mahlangu PT Thokwane KY Mlaba DL Mokwana R.L	(Overseer) (Chairperson) (Secretary) Member Member Member Member Member

COMMITTEE 6: COMPETITIONS, CULTURAL, ENTERTAINMENT AND LIBRARY COMMITTEE		
CORE DUTIES	MEMBERS	
a. Prepare for all competitions such as Maths Olympiad, Spelling Bee, Science Expo, etc.	Marishane T.T	Chairperson
b. Promotion of Cultural Programmes and Activities	Tlaka M.M	Secretary
c. Ensuring that Learners participate in Cultural Activities as part of Sports	Nkosi M.K	Member
d. Draft and Implement the entertainment programme	Matshika M.T	Member
e. Ensure that the Recreational zone is functional and used friendly to learners	Mokgabudi ML	Member
f. Draw and implement all Library related programmes and Celebrations	Dhlamini K.D	Member
	Morena M.M	Member
	Maloma M	Member

COMMITTEE 7: SPORTS AND FUNDRAISING COMMITTEE		
CORE DUTIES	MEMBERS	
a. Organize all school sports activities	Mnisi MJ	Sports Organizer and Chairperson
b. Organize all Circuit based School activities	Mokolo NA	Secretary
c. Organize in and Out Matches for the school	Kekana NC	Sports Treasurer
d. Organize transport and Catering for Sports	Montjane BS	Finance Officer
e. Purchase Fundraising material	Mathala M.E	Member
f. Organize for the Fundraising activities involving other staff members and Learners	Mosehla TR	Member
g. Fundraise for the School	Tlaka MM	Member
	Zwane MG	Member
	Seomana MN	Member

COMMITTEE 8 : ROBOTICS, ICT AND SA-SAMS		
CORE DUTIES	MEMBERS	
a. Promotion of Robotics in the school	Tlaka M.I	Chairperson
b. Monitors implementation of ICT to both teachers and learners	Mnisi MJ	Secretary and ICT Coordinator
c. Dealing with all matters related to SA-SAMS and DDD	Marishane T.T	Robotics and Coding Coordinator
	Mathala M.E	EMIS Officer
	Maile LF	Member
	Kgaphola M.K	Member
	Zwane M.G	Member
	Mosehla T.R	Member

COMMITTEE 9 : QMS AND SSE		
CORE DUTIES	MEMBERS	
a. In charge of the School Finances as outlined in the Directives for School Finances Management and PFMA	Mahlangu P.S Magakwe M.A Mtjomane M.E Rakgalakane C Milazi D Adams L.M Moraswe R.L	Chairperson and QMS coordinator Secretary and SIAS Coordinator SSE Coordinator Files Manager Member Member Member

COMMITTEE 10: LTSM AND DISCIPLINARY COMMITTEE		
CORE DUTIES	MEMBERS	
a. Receiving and Recording LTSM b. Dispatching LTSM c. Conducting retrieval of LTSM d. Replacement of losses and damages e. Dealing with learner cases f. Dealing with HR grievances and disputes g. Liaising with the SGB on resolving problems h. Recording cases and demeriting learners on SA SAMS	Ngwenya N.S Magakwe M.A Mthombeni E.M Phahlamohlaka M.E Mogale L.R Milazi D Mokwena P.S Sihlangu S.S Nkogatse M.G	Chairperson Secretary & LTSM Manager Member Member Member Member Member Member Member



**ONANE
PRIMARY SCHOOL**
DEPARTMENT:
LIMPOPO BASIC EDUCATION

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FACULTY: OFFICE

REGISTER OF RESOLUTIONS: 2023 STRATEGIC PLANNING

RESOLUTIONS	TRACKING
Developmental, beautification, NSNP, catering, maintenance and infrastructure	
1. Beautification	
a. New plastic table clothes will be bought	
b. New micro oven will be bought	
c. Staff will keep the staffroom, toilets and the kitchen clean	
d. Table clothes for the classrooms shall be bought	
e. Damaged bucket shall be replaced	
f. Classes shall be provided with extra 2 brooms two cement flower pots shall be bought and be put in front of the foundation phase classes	
g. Littering shall be monitored throughout the year to ensure cleanliness in the school yard	
h. The lawn area shall be demarcated	
i. Parents agreed to add a blazer to the school uniform	
j. The blazer shall be worn on Monday, Tuesday and Thursday	
2. NSNP	
a. The learners dishes shall be soaked once in a month	
b. The school shall phase-out the metal dishes	
c. No person shall be allowed to go home with any kitchen utensils	
d. The kitchen staff shall ensure that all utensils used by the learners are always clean and learners use jugs to wash their hands	
e. New cutlery shall be purchased	
f. The two big pots and two steel tables shall be replaced	
g. Additional shelves shall be erected to cater for breakfast grocery	
h. Teachers shall remain responsible for serving the learners during breaks and keep records	
i. Nutrition register shall be reviewed into two register to cover records for breakfast and lunch separation	
j. The kitchen staff shall scale the learner's meals according to number of learners per class.	
3. Catering	
a. All adults including SGB shall be catered for in terms of circuit, district and provisional competitions levels. The catering value shall be R120 ,00 per adult	

b. In terms of the learners the status quo still stand	
c. At National level, the SMT shall decide	
d. The two staff development shall be served with snacks and water	
e. Departmental officials shall be catered as per circuit manager 's request	
4. Maintenance and infrastructure	
a. The office of the principal, deputy and the passage shall be tiled(wooden tile)	
b. Block B shall be fitted with gutters	
c. Maintenance and infrastructure committee shall make an audit of all damaged infrastructure, furniture and present the report tpo finance committee	
d. The grade 6 petition shall be replaced	
e. The TV in the staffroom shall be utilised	
f. Foundation phase recreation centre shall be fully utilised	
g. The combo court shall be considered for refurbishment	
5. GOVERNANCE, ROBOTICS, ICT AND SA SAMS, QMS SSE LTSM	
i. Combo court will not be redone on the first trench due to insufficient fund	
b. Repainting of school 's old block and the fence is allocated in the second trench	
c. Purchasing of laptops and tablets for ICT is allocated for in the first quarter	
d. An outstanding 10 computers shall be purchased for the computer lab	
e. Foundation phase basins shall be done as soon as funds are available	
f. Outstanding projectors and white boards shall be purchased and installed in the first quarter	
g. Outstanding toilets doors for the boys toilets shall be left for the company which is going to work on the ablutions system at the school	
h. Parents shall be encouraged to finish paying the R50 by the end of term 1	
i. In order to promote the usage of ICT at the school, learners shall be given research assessment, teach them how to download fun educational videos. Parents shall be encouraged to download family link app that way they be able to know what their children are doing with their phones(Parental control)	
j. The SMT shall be very strict on the 3 days of marking in all subjects so that marking is done on time and marks are entered in the system as soon as possible	
k. Teachers shall submit the requirements to the departmental heads and also make a follow-up so that these requirements are made available.	

I. There should be an effective communication between SA SAMS committee, LTSM committee and teachers	
6. SPORTS, FUNDRAISING, COMPETITIONS, ENTERTAINMENT	
a. There will be two matches in term 2, one in-match where we feature 2 schools. Date of the match 20 April 2024. We are going to have one out-match on the 11 May 2024. School to be visited shall be confirmed later.	
b. In term 3 we are going to have one match which is n out-match. The school to visit shall be confirmed later	
c. Trip to gold Reef city shall be undertaken by the foundation phase learners only on the 16 th May 2024	
d. Trip to Mpumalanga shall be undertaken by INTER SEN only on the 29 August 2024	
e. Learners shall participate in the inter –houses to take place on the 24 th January 2024. Colours to be use are blue, red and white	
f. The following shall be bought; chessboard, netball dresses and soccer boots	
g. Athletics shall resume from 1 st day until the end of term 1	
h. Sports day for winter games shall resume in in term2. Learners who are not taking in sports shall take part in music. During sports while other learners are playing assisting teachers should teach other learners the theory of that sporting code to ensure discipline.	
i. Fundraising on Wednesday in jumping castle to contribute R2, Calender with the learners picture, cap with school emblem and cake day	
j. Fundraising shall be held during Inter-houses(24/01/2024), on valentine’s day(14/02/2024), June 16(07/06/2024), fun walk(02/09/24), cultural day, literacy day(09/09/2024)	
k. The issue of teachers who do not participate in organised school activities shall come to an end in 2024.	
l. The school shall compete in the following competitions; maths Olympics, spelling bee, reading and writing and music.	
7. Curriculum, bereavement SBST, OHS and QLTC	
Subject committee	
a. The subject committees are as follows: languages committee(all languages), science committee(maths, ns, tech, ems, and computer lit) and social science committee(ss/LO, LS and CA)	
b. Each committee shall meet each term to discuss issues/challenges relating the subjects and ways to deal with such for the benefit of the learners.	
c. Minutes of the subject meeting shall be written by secretary and copies of such minutes be distributed amongst members for record keeping.	
Subject policies	

<p>a. Subject committees shall develop subject policies or make improvements on existing subject policies. This is important in order to keep up with times. Subject policies should be submitted to curriculum manager for verification</p>	
<p>Period registers</p>	
<p>a. Period registers shall be developed as soon as possible and be given to class teachers on the first day of the re-opening of the schools</p>	
<p>b. Class teachers shall assign a monitor and/or a monitress the responsibility of managing the period register- ensuring that teachers sign the register before leaving the class at the end of their period</p>	
<p>Library</p>	
<p>a. Librarians shall ensure that books are well kept and labelled in the library.</p>	
<p>b. They should also prepare library activities and the time table for each class 's visit to the library</p>	
<p>c. They should also plan for library days and all activities conducted at the assembly for example reading aloud, poetry, dialogues and so on</p>	
<p>Science lab</p>	
<p>a. Science lap is an area where science experiments should be conducted</p>	
<p>b. Availability of smart board in the science lab also mean that all subject teachers should regularly visit the science lab for the usage of the ICT. This implies that science lab manager shall draft a time table giving each subject teacher a chance to use the smart board in the science lab as part of ICT requirement</p>	
<p>Teaching aids on the walls</p>	
<p>a. Subject teachers shall prepare teaching aids to use in class in order to enhance teaching and learning. The charts used as teaching aids shall be paced on the walls of the class after they have been used in a lesson so that it looks attractive/conducive for learning to take place</p>	
<p>b. Classroom timetable should be drawn on a big chart and paced on the classroom wall so that learners get to know when is maths period and when is sepedi period and so on</p>	
<p>State of the classroom</p>	
<p>a. Classrooms shall be clean al all time. Cupboards and tables must be well packed. There should be rules in the classroom to keep the classroom clean and conducive for learning. The classrooms rules should be developed by learners themselves assisted by their teacher. These rules must be written on a chart and paced on the classroom wall. All teachers must constantly reprimand throwing of papers on the classroom or floor to ensure a clean classroom</p>	
<p>b. There shall be cleaning timetable at the back of the classroom door or on the wall. This roaster shall indicate who cleans when for accountability.</p>	

8. Curriculum, Bereavement, SBST, OHS and QLTC – Continued		
Curriculum Management Structures in place	SAIC, Curriculum Management Committee, Subject Committees, Timetable Committee, SBST, QLTC, LTSM Committee, REALS, Library Committee. All committees are formulated.	
	<p>Subject Committees are as follows: Languages committee (All Languages), Sciences Committee (Math, NS, Tech, EMS and Computer)</p> <ul style="list-style-type: none"> ➤ Each committee shall meet each term to discuss the challenges encountered in their subjects and develop strategies to address the challenges. ➤ Subject committees shall develop subject policies or make improvements on existing subject policies. Subject policies must be submitted to curriculum manager for compliance and verification. 	
	<ul style="list-style-type: none"> ➤ Chairpersons of Subject Committees to join the SAIC and Miss Mnisi to join the committee to help Mrs. Mthombeni with IsiNdebele for foundation phase. ➤ A bottle of water to be provided during SAIC moderation sittings. 	
	<p>Library Committee and Library usage</p> <ul style="list-style-type: none"> ➤ Librarian shall ensure that books are well kept and labelled in the library. ➤ Ensure the preparation of the library activities and the timetable for each class's visit to the library. ➤ Planning must be made for Library days and all activities conducted at the assembly, such as, reading aloud, poetry, dialogues, etc. 	
Curriculum related plans and policies	Provision of ATPs to be made before reopening on the 17 th of January. Subject change affected teachers to exchange the teaching and learning materials ensuring a smooth transition.	
	<ul style="list-style-type: none"> ➤ Introduction of subject group setting by teachers teaching the same subject in the same Grade. This must not interfere with teaching and learning time. ➤ Subject Committees to decide during their first sitting on dates for formal setting of common tasks. 	
Moderation of tasks	<ul style="list-style-type: none"> ➤ Introduction of peer moderation for formal papers. This is to be done before formal submission to the SAIC. ➤ Peer moderation formation must be done formally among teachers with the competency in the paired subject, for example, Grade 4 math teacher paired with Grade 5 math teacher. ➤ Mrs. Mahlangu and Mr. Tlaka to pair teachers in the intersen phases and submit to Mr. Mogale and Mrs. Machika and Mrs. Mthombeni to pair foundation phase teachers and submit to Mrs. Mokwana. 	

	<ul style="list-style-type: none"> ➤ The peer moderation tool must be used, completed and signed by a peer. The completed tool must be submitted with the task to SAIC. Failure to do this will lead to task being unaccepted by SAIC. ➤ Submissions of tasks to SAIC must be done electronically as from term 1. A USB can be used for submissions now and at a later stage teachers will be trained on other ways to make submissions. ➤ The cover page for formal tasks must be the same for Grade R to 7. It will be developed and shared. ➤ There will be a staff development workshop on the 06th February. Focus of the workshop will be on electronic submission of tasks (USB, Email, WhatsApp, etc.), moderation of papers on the word programme using comments, and cloud storage for safe keeping. 	
Bereavement policy and reflection on amendments	The amendments of the bereavement policy are adopted as they align to the current operational circumstances.	
Coverage of absent staff and non-attendance of periods by inter-Sen teachers	<ul style="list-style-type: none"> ➤ Teachers must inform the principal a day before and in case of emergencies or urgency, early in the morning of their absence before periods commences so that the coverage is done on time. ➤ Teachers must as far as possibly inform both the principal and the teacher (s) responsible for drawing coverage. ➤ Suggested that two teachers be responsible for drawing coverage daily as this will make the job easier to manage. ➤ Early departures must inform both the principal and the covering teachers. 	
Planning for parents' involvement including inter-Sen phase meetings, consultative meetings, etc.	<ul style="list-style-type: none"> ➤ Inter-Sen Grades meetings: Grade 4 and 5 parent meeting to be held and Grade 6 and Grade 7 parents' meetings to be held as well. All dates for these meetings are stated in the communication (letter to parents) distributed. ➤ The consultative meetings to be adopted as stipulated in the schedule of meetings. 	
Reflection on the SBST matters including baseline assessment, SIAS, remedial and record keeping (SNA1 and profiles)	<ul style="list-style-type: none"> ➤ Baseline assessment must be administered from the 17th of January. Sources of the assessment papers are NECT, ATPs and curriculum advisors. ➤ Remedial work: Learners who have progressed and those who have failed automatically qualify for remedial classes. Those identified by the baseline assessment will also be added to the remedial work. Teachers must develop their own remedial registers. ➤ Reflections were made that remedial work seems to be working for some learners. 	

	<ul style="list-style-type: none"> ➤ Profiles: the migration of doing learner profiles, from paper based to electronical using SA-SAMS, will be investigated properly and a report will be given. 	
<p>Occupational Health and Safety (OHS) reference to learner health, welfare cases, educator illness, security and safety.</p>	<ul style="list-style-type: none"> ➤ Suggested that there be a workshop on occupational health and safety to capacitate teachers in handling issues. ➤ Welfare cases: There are too many welfare cases reported and as a remedy, learners displaying ill-discipline will lose benefits to correct their behavior. ➤ Learners not feeling well shall be placed in the library bed while trying to get in contact with the parent. ➤ A proper bedding must be bought to make the bed comfortable. ➤ Pampers must be bought to cater in the event of emergencies. ➤ Safety: Waste must be removed from the school premises as it is hazardous. ➤ The tree on the assembly must be trimmed for safety. ➤ Roofing on the teacher's toilet be fixed. ➤ The ceiling on Block B must be fixed since it is broken. ➤ The concrete and sand for WASH project be demarcated for safety of the learners. ➤ Consider fencing the buildings outside the school yard (learner exit gate) to not attract attending of other people posing our learners at risk. 	
<p>Improving Quality Teaching and Learning in 2024</p>	<p>Technology usage</p> <ul style="list-style-type: none"> ➤ Teachers to use the technology for teaching and learning, a timetable will be developed and teachers to follow it as outlined. Teachers use the ICT registers. ➤ Science lab be used for science experiments and smartboard be used for smart lessons. A timetable will be developed in this regard. <p>Development workshops</p> <ul style="list-style-type: none"> ➤ Teacher development workshops on subject specific curriculum and technology use will be conducted. <p>Lesson planning and attendance</p> <ul style="list-style-type: none"> ➤ Teachers must prepare for their lessons to ensure proper presentations. ➤ Teachers must attend their classes as per the timetable, on time and content coverage be enforced. <p>Teaching Aids on the walls</p> <ul style="list-style-type: none"> ➤ Subject teachers shall prepare teaching aids to use in class to enhance teaching and learning. The chards used as teaching aids shall be placed on the walls of the class after they have been used in a lesson so that it be conducive for the learners. ➤ Classroom timetable should be drawn on a big chart and placed on the classroom wall. <p>State of the classroom</p> <ul style="list-style-type: none"> ➤ Classrooms shall be always clean to be conducive for teaching and learning. Rules and cleaning roster must be placed on the class walls to ensure accountability. 	

	<p>Motivation for well performing learners.</p> <ul style="list-style-type: none"> ➤ Placing stars and other stickers on the learners work to acknowledge their good performance. ➤ Announce best performing learners during the assembly. ➤ Displaying the names of best performing learners on walls to celebrate them. <p>Motivation for struggling learners Struggling learners excelling in other areas must be celebrated and recognized. The following categories are suggested:</p> <ul style="list-style-type: none"> ➤ Best improved learner per grade ➤ Best handwriting ➤ Most neat learner in class ➤ Remedial class reading competition. <p>Suggested assembly activities to improve learning.</p> <ul style="list-style-type: none"> ➤ Spelling Bee ➤ Reading Aloud ➤ Poetry ➤ Mental activities (Math) ➤ Debate ➤ Story telling <p>Awarding of learners Top 10 performing learners per grade and per class need to be recognized.</p>	
DEAR Period.	<p>Options for DEAR period</p> <ul style="list-style-type: none"> ➤ Incorporate it in language teaching. ➤ Make it the last period of the day everyday by accumulating 5 minutes per period. ➤ Leave it as it is. <p>This was presented to the staff and it was resolved that it be incorporated in language teaching.</p>	
REALS	Teachers are not well informed about REALS. As a result, not deliberations were made about it.	



**ONANE
PRIMARY SCHOOL**

DEPARTMENT:
LIMPOPO BASIC EDUCATION

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FACULTY: OFFICE

LEARNER MISCONDUCT – CODE LIST

Level of Misconduct	Code	Description of Misconduct
<p style="text-align: center;"><u>Level 1</u></p> <p>Minor violation of general classroom discipline</p>	1-01	Failing to attend class on time
	1-02	Leaving class without permission
	1-03	Cheating in class test
	1-04	Failing to complete homework
	1-05	Dishonesty with minor consequences
	↓ ↓	
	1-99	
<p style="text-align: center;"><u>Level 2</u></p> <p>Minor violations of school code of conduct or rules</p>	2-01	Frequent repetition Level 1 infringement
	2-02	Possession or use of tobacco
	2-03	Truancy of several classes
	2-04	Cheating during examinations
	2-05	Verbally threatening safety of another person
	↓ ↓	
	2-99	
<p style="text-align: center;"><u>Level 3</u></p> <p>Serious violations of school code of conduct or rules</p>	3-01	Frequent repetition Level 2 infringement
	3-02	Minor injury to another person
	3-03	Possession or use of alcohol/narcotic substance
	3-04	Severely disruptive behaviour
	3-05	Possession of a dangerous weapon
	3-06	Theft/Vandalism
	↓ ↓	
3-99		
<p style="text-align: center;"><u>Level 4</u></p> <p>Very serious violations of school code of conduct or rules</p>	4-01	Frequent repetition Level 2 or 3 infringement
	4-02	Threatening with a dangerous weapon
	4-03	Intentionally causing physical injury to somebody
	4-04	Extortion of another person's property
	↓ ↓	
	4-99	
	<p style="text-align: center;"><u>Level 5</u></p> <p>Criminal- serious violations of school code of conduct or rules but also of civil law</p>	5-01
5-02		Possession and peddling of narcotic substances
5-03		Assault
5-04		Sexual harassment or abuse
5-05		Robbery or major theft
5-06		Intentionally using a dangerous weapon
↓ ↓		
5-99		



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FACULTY: OFFICE

DISCIPLINARY CONSEQUENCES - CODE LIST

Level of Misconduct	Code	Description of Action Taken
<p style="text-align: center;"><u>Level 1</u></p> <p>Minor violation of general classroom discipline</p>	1-01	Verbal warning
	1-02	Detention
	1-03	Demerits
	1-04	Menial task e.g. cleaning classroom
	1-05	Extra work
	↓ ↓	
	1-99	
<p style="text-align: center;"><u>Level 2</u></p> <p>Minor violations of school code of conduct or rules</p>	2-01	Any level 1 disciplinary action
	2-02	Disciplinary talk with learner
	2-03	Talk with parent or guardian
	2-04	Written warning
	2-05	Behavioural contract with learner
	↓ ↓	
	2-99	
<p style="text-align: center;"><u>Level 3</u></p> <p>Serious violations of school code of conduct or rules</p>	3-01	Any level 2 disciplinary action
	3-02	Referral to counsellor, social worker etc.
	3-03	Suspension from extramural activities, support
	3-04	Written final warning
	↓ ↓	
	3-99	
<p style="text-align: center;"><u>Level 4</u></p> <p>Very serious violations of school code of conduct or rules</p>	4-01	Any level 3 disciplinary action
	4-02	<i>Referral to relevant outside agency</i>
	4-03	Application to department for limited suspension
	↓ ↓	
	4-99	
<p style="text-align: center;"><u>Level 5</u></p> <p>Criminal- serious violations of school code of conduct or rules but also of civil law</p>	5-01	<p><u>Note:</u> to be carried out by higher school authority, SGB and Department</p>
	5-02	
	5-03	
	5-04	Application to the Department for expulsion or transfer from the school after a tribunal hearing
	5-05	
	↓ ↓	
	5-99	<i>Law Enforcement Authority involvement</i>



**ONANE
PRIMARY SCHOOL**
DEPARTMENT:
LIMPOPO BASIC EDUCATION

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FACULTY: OFFICE

SUBJECT COMMITTEES : 2024

FOUNDATION PHASE CURRICULUM MANAGER	MOKWANA R.L
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COMMITTEE : ISINDEBELE TAUGHT SUBJECTS (ISINDEBELE, MATHS, LS)			
HEAD	CHAIRPERSON	SECRETARY	MEMBERS
MTHOMBENI EM	ADAMS L.M	MATSHIKA M.T	ALL AFFECTED TEACHERS

COMMITTEE : SEPEDI TAUGHT SUBJECTS (SEPEDI, MATHS,LS AND ENGLISH)			
HEAD	CHAIRPERSON	SECRETARY	MEMBERS
MOKWANA RL	TLAKA MM	NKOSI MK	ALL AFFECTED TEACHERS

2024 INTER-SEN PHASE SUBJECTS COMMITTEE

INTER-SEN CURRICULUM MANAGER	MOGALE LR
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COMMITTEE : LANGUAGES COMMITTEE (SEPEDI,ISINDEBELE,ENGLISH)			
HEAD	CHAIREPRSON	SECRETARY	MEMBERS
MAILE LF	MATHALA ME	MOKWENA PS	ABOVE SUBJECT TEACHERS

COMMITTEE : SCIENCES COMMITTEE (MATHS, NS, TECH, EMS, COMP LIT)			
PHAHLAMOHLAKA ME	KGAPHOLA MK	MOKOLO NA	ABOVE SUBJECT TEACHERS

COMMITTEE : SOCIAL SCIENCES COMMITTEE (SS,LO,LS,CA)			
SEOMANA MN	KEKANA NC	MTSWENI ZL	ABOVE SUBJECT TEACHERS



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DEPARTMENT:
LIMPOPO BASIC EDUCATION

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FACULTY: OFFICE

2024 SCHEDULE OF MEETINGS

COMMITTEES	TERM 1	TERM 2	TERM 3	TERM 4
Languages AND F. Phase	23/01/2024	17/04/2024	23/07/2024	15/10/2024
Social Sciences	24/01/2024	18/04/2024	24/07/2024	16/10/2024
Sciences	25/01/2024	19/04/2024	25/07/2024	17/10/2024
SCHOOL GOVERNING BODY (SGB)				
SGB Formal Meetings	23/01/2024 19/03/2024	23/05/2024	01/08/2024	07/11/2024
PARENTS MEETINGS				
Strategic Planning 2024	15/01/2024			
Orientation for newly admitted learners	16/01/2024			
Appeals and Consent Applications Meeting	18/01/2024			
Grade 6,7 Special Parents Meeting	22/01/2024			
Consultative Meetings for Parents to Learners with barriers, Orphans and Most Vulnerable	01/02/2024	16/07/2024		03/10/2024
General Parents Meetings (All Parents)	19/03/2024			05/11/2024
SMT AND STAFF MEETINGS				
SMT Meetings	15/01/2024 29/02/2024 14/03/2024	03/04/2024 30/05/2024	09/07/2024 29/08/2024	01/10/2024 28/11/2024
Staff Meetings	15/01/2024 05/03/2024	04/04/2024 04/06/2024	10/07/2024 03/09/2024	02/10/2024
Staff Development	02/02/2023		27/07/2023	
Strategic Planning : 2025				31/10/2024
FINANCE COMMITTEE MEETINGS				
Formal Monthly Meetings for FINCOM	19/01/2024 26/01/2024 08/02/2024 22/02/2024 07/03/2024 19/03/2024	11/04/2024 25/04/2024 09/05/2024 23/05/2024 06/06/2024 13/06/2024	18/07/2024 01/08/2024 15/08/2024 29/08/2024 12/09/2024 19/09/2024	10/10/2024 24/10/2024 07/11/2024 21/11/2024 05/12/2024 11/12/2024
PROFESSIONAL LEARNING COMMUNITIES (PLCs) ,DEVELOPMENTAL AND PROGRAMMES COMMITTEES MEETINGS				
DH/Chairperson to select a dates to meet with Grade teachers. Dates shall reflect on the Management Plan for each Term				



**ONANE
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FACULTY: OFFICE

ASSESSMENT PLAN 2024

COMMITTEES	TERM 1		TERM 2		TERM 3		TERM 4	
	DATE	TRACKING	DATE	TRACKING	DATE	TRACKING	DATE	TRACKING
Baseline Assessment Per Term	17-19/01/2024							
Due date for Submission of Master Copies	T1 31/01/2024 T2 23/02/2024		T1 17/04/2024 T2 30/04/2024		T1 31/07/2024 T2 12/08/2024		T1 18/10/2024 T2 02/11/2023	
Pre – Moderation by the SAIC and SMT	T1 01/02/2024 T2 27/02/2024		T1 18/04/2024 T2 02/05/2024		T1 01/08/2024 T2 15/08/2024		T1 24/10/2024 T2 04/11/2024	
Administration of Tasks	T1 05/02/2024 T2 01/03/2024		T1 22/04/2024 T2 06/05/2024		T1 12/08/2024 T2 26/08/2024		T1 30/10/2024 T2 06/11/2024	
Post Moderation of Tasks	T1 13/02/2024 T2 11/03/2024		T1 25/04/2024 T2 15/05/2024		T1 22/08/2024 T2 10/09/2024		T1 05/11/2024 T2 21/11/2024	
Due date for Capturing of Marks on SA-SAMS	14/03/2024		20/05/2024 Exams Commence		13/09/2024		29/11/2024	
Printing of Schedules	15/03/2024		11/06/2024		17/08/2024		03/12/2024	
Printing of Report Cards	18/03/2024		12/06/2024		18/09/2024		09/12/2024	
Collection of Report Cards	19/03/2024		13/06/2024		19/09/2024		10/12/2024	

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LIMPOPO
PROVINCIAL GOVERNMENT
 REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF
EDUCATION

SEKHUKHUNE SOUTH DISTRICT

2024 INTERMEDIATE PHASE ASSESSMENT PLAN

FEBRUARY					
05 February 2024	Oral Read aloud	English	4, 5 & 6	1	09h00
07 February 2024	PET(1st Observation) School based	Life Skills	4, 5 & 6	1	09h00
16 February 2024	Controlled Test	SS-GEO	4, 5 & 6	1	09H00
16 February 2024	Assignment (School based)	Mathematics	4, 5 & 6	1	12h00
20 February 2024	Performing Arts(Practical) School based	Life Skills	4, 5 & 6	1	09h00
20-23 February 2024	Essay Writing (school based)	English	4, 5 & 6	1	09h00
21 February 2024	Essay Writing	Home Languages	4, 5 & 6	1	09h00
22 February 2024	Project	SS His	4& 5	1	09h00
22 February 2024	Case study or Assignment (School based)	Life Skills	4, 5 & 6	1	09h00
23 February 2024	Assignment (School based)	Mathematics	6	1	09h00
27 February 2024	Oral - Read Aloud	Home Language	4,5 & 6	1	09h00
28 February 2024	Practical Task-School based	NST	4, 5 & 6	1	09h00
29 February 2024	Assignment (School based)	Mathematics	4, 5 & 6	1	09h00

MARCH					
01 March 2024	PET(2nd Observation) School based	Life Skills	4, 5 & 6	1	09h00
04 March 2024	Response to Text (District-based)	English	4, 5 & 6	1	09h00
05 March 2024	School-based controlled	Social Sciences His	5	1	09H00
05 March 2024	School-based Local History project	Social Sciences His	4	1	12h00
06 March 2024	Test - District based	NS and Tech	4, 5 & 6	1	09h00
11 March 2024	Oral Read Aloud	English	4, 5 & 6	1	09h00
12 March 2024	Controlled Test 1 (District based)	Mathematics	4, 5 & 6	1	09h00
15 March 2024	TEST	Home Languages	4,5 & 6	1	09h00
APRIL					
05 April 2024	Investigation (School based)	Mathematics	4, 5 & 6	2	09h00
08 April 2024	Oral Read Aloud	English	4, 5 & 6	2	09h00
15 April 2024	Transactional Writing	English	4, 5 & 6	2	09h00
26 April 2024	PET(1st Observation) School based	Life Skills	4, 5 & 6	2	09H00
MAY					
06 May 2024	Transactional Writing	Home Languages	4,5 & 6	2	09h00
16 May 2024	Visual Art (Practical) School based	Life Skills	4, 5 & 6	2	09H00
23 May 2024	Practical Task - School based	NS and Tech	4, 5 & 6	2	09h00
27 May 2024	PET(2nd Observation) School based	Life Skills	4, 5 & 6	2	09H00
27 May 2024	Controlled Test Response to Texts (District Based)	English	4, 5 & 6	2	12H00
28 May 2024	Investigation (School based)	Mathematics	4, 5 & 6	2	09H00
30 May 2024	Controlled test	SS GEO	4, 5 & 6	2	09h00
JUNE					
03 June 2024	Controlled Test	SS HIST	4, 5 & 6	2	09H00
04 June 2024	Test ((District based)	Life Skills	4, 5 & 6	2	09H00
05 June 2024	June Examination/Test- District based	NS and Tech	4, 5 & 6	2	09H00
06 June 2024	Controlled Test 2 (District based)	Mathematics	4, 5 & 6	2	09H00
07 June 2024	Response to Texts	Xitsonga	4, 5 & 6	2	09H00
10 June 2024	TEST	Home Languages	4, 5 & 6	2	09h00

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JULY					
15 July 2024	Creative Writing Stage 1 Project	English	4, 5 & 6	3	09h00
15 July 2024	Creative Writing Stage 2 Project	English	4, 5 & 6	3	09h00
22 July 2024	Creative writing project	English	4, 5 & 6	3	09h00
AUGUST					
06 August 2024	Controlled Test	SS GEO	4, 5 & 6	3	09H00
06 August 2024	Project	SS HIST	6	3	12H00
08 August 2024	PET(1st Observation) School based	Life Skills	4, 5 & 6	3	09H00
12 August 2024	Performing Arts(Practical) School based	Life Skills	4, 5 & 6	3	12H00
21 August 2024	Project (School based)	Mathematics	4, 5 & 6	3	09H00
22 August 2024	Practical Task - School based	NS and Tech	4, 5 & 6	3	09H00
29 August 2024	Project (School based)	Home Languages	4, 5 & 6	3	09H00
30 August 2024	Project(School based)	Life Skills	4, 5 & 6	3	09H00
30 August 2024	ORAL	Home Languages	4, 5 & 6	3	09h00
SEPTEMBER					
05 September 2024	PET(2nd Observation) School based	Life Skills	4, 5 & 6	3	09H00
06 September 2024	Controlled Test -District based	NS and Tech	4, 5 & 6	3	09h00
10 September 2024	Controlled Test	SS HIST	4, 5 & 6	3	09H00
10 September 2024	Controlled Test 3 (District based)	Mathematics	4, 5 & 6	3	12H00
11 - 17 September 2024	Oral Presentation	English	4, 5 & 6	3	09h00
OCTOBER					
07 October 2024	Oral Presentation	English	4, 5 & 6	4	09h00
16 October 2024	ORAL	Home Languages	6-Apr	4	09h00
23 October 2024	Transactional Writing	English	4, 5 & 6	4	09H00
24 October 2024	PET(1st Observation) School based	Life Skills	4, 5 & 6	4	09H00
25 October 2024	Transactional Writing	Home Languages	4, 5 & 6	4	09h00
NOVEMBER					
FINAL EXAMINATION	DATES TO BE CONFIRMED				

2024 SENIOR PHASE ASSESSMENT PLAN

DATE	NAME OF TASK	SUBJECT	GRADE	TERM	TIME
FEBRUARY					
08 February 2024	Essay Writing (School Based)	English GET	8 & 9	1	09h00
09 February 2024	Assignment(School based)	EMS	9	1	09h00
16 February 2024	Assignment/Case Study (School based)	EMS	7	1	09h00
16 February 2024	Oral (Read Aloud)/School based	English GET	7,8 & 9	1	12h00
19 February 2024	Project	SS- Geography	7	1	09h00
19 February 2024	TEST	SS-Geo	8 & 9	1	09h00
20 February 2024	Essay Writing (District Based)	English GET	7	1	09h00
20 February 2024	Essay Writing	Xitsonga GET	8 & 9	1	09h00
22 February 2024	Assignment (School based)	GET Mathematics	7, 8 & 9	1	09h00
22 February 2024	PET(1st Observation) School based	Life Orientation	7, 8 & 9	1	12H00
22 February 2024	Essay Writing	Home Language	7,8 & 9	1	09h00
22 February 2024	Essay Writing	Xitsonga GET	7	1	09h00
23 February 2024	Data response (School based)	EMS	8	1	09H00
23 February 2024	Art Form 1 (Practical) School based	Creative Arts	7, 8 & 9	1	12H00
27 February 2024	Oral - Read Aloud	Tshivenda GET	8 & 9	1	09h00
27 February 2024	Oral - Read Aloud	Home Language	8 & 9	1	09h00
28 February 2024	Practical/Investigation - District based	Natural Sciences	7	1	09h00
28 February 2024	Practical/Investigation - school Based	Natural Sciences	8-9	1	09h00
29 February 2024	Art Form 2 (Practical) School based	Creative Arts	7, 8 & 9	1	09h00
MARCH					
01 March 2024	Mini PAT	Technology	7, 8 & 9	1	12h00
04 March 2024	Response to Texts (District Based)	English GET	7,8 9	1	09h00
04 March 2024	PET(2nd Observation) School based	Life Orientation	7, 8 & 9	1	12H00
05 March 2024	School-based controlled	Social Sciences Geo	8 & 9	1	09H00
07 March 2024	District controlled test	Social Sciences His	7	1	09h00
08 March 2024	School-based controlled	Social Sciences His	8 & 9	1	09H00

11 March 2024	Test- District based	Natural Sciences	7, 8 & 9	1	09h00
11 March 2024	ORAL	Home Languages	7,8 & 9	1	12H00
12 March 2024	Controlled tests (District based)	EMS	7,8 & 9	1	09h00
13 March 2024	Controlled Test 1 (District based)	GET Mathematics	7, 8 & 9	1	09h00
13 March 2024	Write task(District based)	Life Orientation	7, 8 & 9	1	09h00
15 March 2024	TEST	Home Languages	7,8 & 9	1	12H00
15 March 2024	Response to Texts	Xitsonga GET	7,8 & 9	1	09h00
APRIL					
05 April 2024	Investigation (School based)	GET Mathematics	7,8 & 9	2	09h00
23 April 2024	Transactional Writing	Home Languages	7,8 & 9	2	09H00
23 April 2024	Transactional Text (District based)	English GET	7, 8 & 9	2	12H00
25 April 2024	PET(1st Observation) School based	Life Orientation	7, 8 & 9	2	12H00
MAY					
16 May 2024	Art Form 1 (Practical) School based	Creative Arts	7, 8 & 9	2	09H00
23 May 2024	Art Form 2 (Practical) School based	Creative Arts	7, 8 & 9	2	09H00
23 May 2024	Practical/Investigation- District based	Natural Sciences	7	2	12H00
23 May 2024	Practical/Investigation - School Based	Natural Sciences	8-9	2	12H00
24 May 2024	PET(2nd Observation) School based	Life Orientation	7, 8 & 9	2	12H000
24 May 2024	District controlled test	Social Sciences Geo	8 & 9	2	09H00
29 May 2024	District controlled test	Social Sciences His	7	2	09H00
29 May 2024	District controlled test	Social Sciences His	9	2	12H00
JUNE					
03 June 2024	Mid – Year Exam (District based)	EMS (Paper 1 for grade 8 & 9)	7,8 & 9	2	09H00
04 June 2024	Controlled Test (District based)	Life Orientation	7, 8 & 9	2	09H00
04 June 2024	Response to Text- Controlled Test (District)	English	7, 8 & 9	2	12H00
06 June 2024	Mid- Year Exam (District based)	EMS (Paper 2)	8 & 9	2	09H00
06 June 2023	Write task(District based)	Creative Arts	7, 8 & 9	2	12H00
07 June 2024	Investigation (School based)	GET Mathematics	8 & 9	2	09H00
07 June 2024	June Examination/Test- District based	Natural Sciences	7, 8 & 9	2	12H00
10 June 2024	Mid Year Exam/Test	Technology	7, 8 & 9	2	09H00

10 June 2024	TEST	Home Languages	7,8 & 9	2	12H00
AUGUST					
01 August 2024	Project writing	English GET	7, 8 & 9	3	09H00
07 August 2024	Project(School based)	Life Orientation	7, 8 & 9	3	09H00
08 August 2024	School-based project on settlement	Social Sciences Geo	8	3	09h00
08 August 2024	Project (School based)	EMS	9	3	09H00
21 August 2024	Controlled Test 2 (District based)	GET Mathematics	7, 8 & 9	3	09H00
21 August 2024	Project (School based)	GET Mathematics	7, 8 & 9	3	12h00
22 August 2024	Project - School based	Natural Sciences	7-9	3	09H00
22 August 2024	Art Form 1 (Practical) School based	Creative Arts	7, 8 & 9	3	12H00
22 - 30 August 2024	Creative Writing Project (District based)	English GET	7, 8 & 9	3	09H00
23 August 2024	Project(District based)	Life Orientation	7, 8 & 9	3	09H00
23 August 2024	Project (School based)	EMS	8	3	12H00
28 August 2024	Art Form 2 (Practical) School based	Creative Arts	7, 8 & 9	3	09H00
29 August 2024	ORAL	Home Languages	7,8 & 9	3	09h00
SEPTEMBER					
02 -06 September 2024	Oral (School based)	English GET	7, 8 & 9	3	09H00
04 September 2024	Test- District based	Natural Sciences	7-9	3	09h00
05 September 2024	PET(2nd Observation) School based	Life Orientation	7, 8 & 9	3	09H00
06 September 2024	Mini PAT	Technology	7, 8 & 9	3	09H00
06 September 2024	Project / Case study	EMS	7	3	12H00
09 September 2024	School-based Oral History Research project	Social Sciences His	9	3	09H00
09 September 2024	School-based controlled test	Social Sciences His	8	3	09H00
12 September 2024	Controlled Test 3 (District based)	GET Mathematics	7, 8 & 9	3	09H00
12 September 2024	Literature Test (School based)	Home Languages	7,8 & 9	3	12h00
16 September 2024	Response to literature	English GET	7,8 & 9	3	09H00
16 September 2024	Literature Test (School based)	English GET	7- 9	3	12H00
OCTOBER					
07 October 2024	Transactional writing	English GET	7, 8 & 9	4	09H00
16 October 2024	ORAL	Home Languages	7,8 & 9	4	09h00
24 October 2024	PET(1st Observation) School based	Life Orientation	7, 8 & 9	4	09H00
25 October 2024	Transactional Writing	Home Languages	7,8 & 9	4	09h00
NOVEMBER					
FINAL EXAMINATION	DATES TO BE CONFIRMED				



ONANE
PRIMARY SCHOOL
DEPARTMENT:
LIMPOPO BASIC EDUCATION

FACULTY: OFFICE

2024 SPORTING CODES AND CONVENERS

NETBALL	FOOTBALL	LADIES SOCCER	VOLLEY BALL	CHESS	MORABARABA
Mnisi (Coach)	Seomana (Coach)	Kgaphola (Coach)	Ngwenya (Coach)	Mathala (Coach)	Mahlangu (Coach)
Dhlamini	Adams	Nchabeleng	Mthombeni	Mokwena	Nkogatse
Tlaka MM	Marishane	Moraswe	Mokgabudi	Phala	Matshika
Milazi	Tlaka MI	Zwane	Nkosi	Post 37	

SCRABBLE MONOPOLY	DRAMA DEBATE	MODERN DANCE	MAJORETTES	TABLE TENNIS	AEROBICS
Maile (Coach)	Magakwe (Coach)	Mtsweni ZL(Coach)	Kekana (Coach)	Mosehla(Coach)	Mokoana (Coach)
Matjomane	Kgaphola	Morena	Montjane	Phahlamohlaka	Mokolo
Maloma	Sihlangu	Mtsweni ZL	Post 24	Mtsweni SJ	Rakgalakane



**ONANE
PRIMARY SCHOOL**

DEPARTMENT:
LIMPOPO BASIC EDUCATION

FACULTY: OFFICE

ATHLETICS CODE CONVENERS : 2024

PLEASE TAKE SPECIAL NOTE OF THE FOLLOWING

- The Event is under the Sports Committee. The Sports Organizer should Lead. The Secretary should submit to Office the Event Plan and Duty List before the end of business day on the 17th January 2024
- No alteration of Conveners below without prior approval of the Office of the Principal
- Dhlamini and Milazi may be in the administration Office due to their condition
- All Managers must ensure that there is discipline and the code is under good control
- Caretakers (C) must keep records, be in charge of material used and compile a Report for submission to Office
- All facilitators must join efforts to ensure that learners are under strict control. No learner should be found loitering around without supervision.

TRACK EVENTS	HIGH JUMP	LONG JUMP	JAVELINE	SHORT PUT	DISCUSS
GROUP MANAGERS					
Event Supervisors: Sihlangu and Mogale					
Seomana		Phahlamohlaka		Mthombeni	
CODE FACILITATORS					
Mahlangu (C)	Mathala(C)	Marishane TT(C)	Nkogatse (C)	Nchabeleng (C)	Maile (C)
Tlaka MI	Ngwenya	Matjomane	Matshika	Phala	Nkosi
Kgaphola	Matjomane	Mokwena	Adams	Mokgabudi	Mtsweni SJ
Mahlangu	Rakgalakane	Magakwe	Dhlamini KD	Milazi D	
Morena					
Moraswe					
FUNDRAISING CREW FOR THE DAY					
Mokwana (Manager) Kekana NC (Leader), Mnisi MJ, Mokolo NA, Montjane BS, Mosehla TR, Zwane MG, Maloma M, Serothoane P					



**ONANE
PRIMARY SCHOOL**

DEPARTMENT:
LIMPOPO BASIC EDUCATION

FACULTY: OFFICE

MANAGEMENT PLAN FOR ATHLETICS INTERHOUSE EVENT : 2024

MANAGEMENT PLAN FOR ATHLETICS : 2024

DATES	ACTIVITIES	RESPONSIBILITY
18/01/2024	Letter issued to all parents outlining the programme for the Term	Sihlangu SS
18/01/2024	Learners are informed of the Event. Group Colours are well outlined and information regarding Fundraising is dispatched	Mnisi MJ(Event Information) Kekana NC (Fundraising Information)
23/01/2024	Ensuring availability and readiness of Equipment required for the day including: <ul style="list-style-type: none">• Preparation of Grounds• Drawing Tracks• Preparing other field like long Jump field	Mahlangu(Track Events) Mathala (High Jump) Marishane(Long Jump) Nkogatse (Javeline) Nchabeleng (Short Put) Maile (Discuss)
22/01/2024	Purchase of all Sports Requirements	Mnisi (Buyer) Mosehla (Buyer) Seomana (Buyer) Rantho (SGB)
23/01/2024	# Stock purchasing for fund raising purpose # Distribution of duty list to educators	Mnisi (Buyer) Kekana (Buyer) Mokolo (Buyer) Mlaba (SGB)
24/01/2024	Interhouse and Fundraising 1	Mnisi and Sports Committee Mnisi and Fundraising Crew
25/01/2025	Commencement of athletics practice	Educators and learners



**ONANE
PRIMARY SCHOOL**

DEPARTMENT:
LIMPOPO BASIC EDUCATION

FACULTY: SPORTS

SPORTS MATCHES ITINERARY: 2024

DATE	ACTIVITY	VENUE (GROUNDS)	IDENTIFIED SCHOOL	RESPONSIBILITY
26/08/2023	In Match	Onane Grounds	Masesha P School (Seshego)	Sports Committee
26/08/2023	In Match	Onane Grounds	Kabenziwa P School (Siyabuswa)	Sports committee
27/05/2023	Out Match	Mpilonhle Grounds	Mpilonhle P School (Dullstroom)	Sports committee
12/08/2023	Out Match	Mangwedi P School	Mangwedi P School (Backemburg)	Sports Committee



**ONANE
PRIMARY SCHOOL**

**DEPARTMENT:
LIMPOPO BASIC EDUCATION**

FACULTY: OFFICE

LIBRARY ACTIVITIES ITINERARY: 2024

FOUNDATION PHASE

Term 1 : Reading
Term 2 : Reading, Poetry and Story-telling
Term 3 : Reading and Spelling BEE

All activities to be conducted by Foundation Phase Teachers at assembly on Fridays

DAY	ACTIVITY	RESPONSIBILITY
Mondays	Spelling BEE	Mathala ME Mokolo NA Mosehla TR Matjomane MJ (Overseer)
Tuesdays	Reading	Mtsweni ZL Tlaka MI Post 6 Seomana MN (Overseer)
Wednesdays	Reporting and Story Telling	Morena MM Mokwena PS Kekana NC Phahlamohlaka ME (Overseer)
Thursdays	Debate	Zwane MG Kgaphola MK Montjane BS Maile LF (Overseer)
Fridays	Poetry and Talent Search	Ngwenya NS Nchabeleng MJ Nkogatse MG Mahlangu PS Mthombeni EM (Overseer)



**ONANE
PRIMARY SCHOOL**

DEPARTMENT:
LIMPOPO BASIC EDUCATION

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FACULTY: MANAGEMENT

2024 QUALITY MANAGEMENT SYSTEMS (QMS)

MANAGEMENT PLAN

DATE	ACTION	RESPONSIBILITY	TRACKING
15/01/2024	<ul style="list-style-type: none"> Signing of Job description by all teachers Preparation of Teachers files 	Principal Mahlangu PS	✓
15/01/2024	<ul style="list-style-type: none"> Provision of Collective Agreement and all other QMS Documents 50 	Principal	✓
24/01/2024	<ul style="list-style-type: none"> Advocacy and training of all educators Outlining roles and responsibilities 	Principal	
24/01/2024 – 25/01/2024	<ul style="list-style-type: none"> Development of Work Plans by all SMT Members 	SMT	
01.02.2024 – 30/04/2024	<ul style="list-style-type: none"> Development based on Previous Appraisal's outcomes 	DHs and their Clients	
30/04/2024	<ul style="list-style-type: none"> Development of Appraisal Schedule 	Mahlangu PS	
30/04/2024	<ul style="list-style-type: none"> Provision of appraisal documents to all educators 		
06/05/2024 – 08/05/2024	<ul style="list-style-type: none"> Self-Appraisal Pre- Appraisal Discussion 	Educators DHs and Clients	
09/05/2024 – 15/05/2024	<ul style="list-style-type: none"> Lesson Observations Mid-year Appraisal 	DHs and Clients DHs and Clients	
16/05/2024	<ul style="list-style-type: none"> Post Appraisal Discussion 	DHs and Clients	
23/05/2024	<ul style="list-style-type: none"> School based Verification 	Principal and Deputies	
24/05/2024	<ul style="list-style-type: none"> Submission of documents to Circuit 	Principal	

03/07/2024 – 14/07/2024	<ul style="list-style-type: none"> • Checking on Educators Files • Provision of Development Needs • Advocacy to all teachers 	QMS School Coordinators	
09/07/2024	<ul style="list-style-type: none"> • Development Circle Commences 	All DHs and their Subordinates	
01/10/2024 – 04/10/2024	<ul style="list-style-type: none"> • Preparation for Annual Appraisal 		
07/10/2024 - 09/10/2024	<ul style="list-style-type: none"> • Self-Appraisal • Pre- Appraisal Discussion 	Educators DHs and Clients	
10/10/2024 - 18/10/2024	<ul style="list-style-type: none"> • Lesson Observations • Annual Appraisal 	DHs and Clients DHs and Clients	
21/10/2024 - 23/11/2024	<ul style="list-style-type: none"> • Post Appraisal Discussion 	DHs and Clients	
24/11/2024 – 25/11/2024	<ul style="list-style-type: none"> • School based Verification 	Principal and Deputies	
31/10/2024	<ul style="list-style-type: none"> • Finalization of School Files and Submission for Circuit Verification 	Principal	

PRINCIPAL : _____ DATE : _____



**ONANE
PRIMARY SCHOOL**

DEPARTMENT:
LIMPOPO BASIC EDUCATION

FACULTY: MANAGEMENT

SMT CORE DUTIES AND ADDED RESPONSIBILITIES :2024

In addition to duties outlined in the Personnel Administrative Measures (PAM) as per Government Gazette Number 39684 dated 12 February 2016, attached hereto, each SMT Members is assigned duties indicated below. Additional duties may be assigned during the course of the year as and when need arises.

MEMBER	SIHLANGU SS
RANK	PRINCIPAL
ADDITIONAL DUTIES	<ul style="list-style-type: none"> • Oversees all Programmes and duties in the Institution • Learner Admission • Other Schools Admission Forms • Transfers • Testimonials • SASSA Forms • Procurement • Human Resource Management
MEMBER	MOKWANA RL
RANK	DEPUTY PRINCIPAL
ADDITIONAL DUTIES	<ul style="list-style-type: none"> • Coverage of Absent Staff in the Foundation Phase on daily basis • Curriculum Manager (Foundation Phase) • Foundation Phase Subject Committee Coordinator • Coordinates SBST Activities for Learners with barriers, Orphans and Vulnerable learners • Coordinates NECT Project • Works hand in glove with the Safety Officer and SBST to resolve cases
MEMBER	MOGALE LR
RANK	DEPUTY PRINCIPAL
ADDITIONAL DUTIES	<ul style="list-style-type: none"> • Curriculum Manager (Inter-Sen Phase) • In charge of Development of Quarterly Management Plans • In charge of updating and controlling INCIDENT REGISTERS • Manages all School Plans and Policy Implementation • In charge of all learners transportation matters • In charge of learner cases, discipline and welfare
MEMBER	PHAHLAMOHLAKA M.E
RANK	DEPARTMENTAL HEAD
ADDITIONAL DUTIES	<ul style="list-style-type: none"> • In charge of Occupational health, safety and Security • Manages National School Nutrition Programme • Coverage of absent Staff in the Inter-Sen Phase • Manages welfare cases and keep records on daily basis • NSNP Registers, Monthly and Quarterly Reports
MEMBER	MAILE L.F

RANK	DEPARTMENTAL HEAD
ADDITIONAL DUTIES	<ul style="list-style-type: none"> • Science Laboratory Manager • In charge of period Registers • In Charge of Remedial and Intervention Programmes • In charge of Remedial Registers • NS and NSTech Subject Coordinator • Manages Information and Communication Technology (ICT)
MEMBER	SEOMANA M.N
RANK	DEPARTMENTAL HEAD
ADDITIONAL DUTIES	<ul style="list-style-type: none"> • In charge of Sports and physical wellbeing of learners • Sports Centre Manager • In charge of Library Services and Programmes • Assistant Time Table Developer • Manages Late coming and learner absenteeism • In charge of lost and Found Wardrobe and Uniform Donations
MEMBER	MTHOMBENI M.E
RANK	DEPARTMENTAL HEAD
ADDITIONAL DUTIES	<ul style="list-style-type: none"> • Teacher Librarian • Attendance Registers • Monitors all School Centres on daily basis • Manages Administration, infrastructure and staff development • LTSM Manager • QMS Programme Manager

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**ONANE
PRIMARY SCHOOL**

**DEPARTMENT:
LIMPOPO BASIC EDUCATION**

YEAR PLANNER : 2021

Date	Activity	Responsibility	Target	Tracker
15.01.2024	Educators Re-open	Educators	Educators	
15.01.2024	Strategic Planning Session	Principal	Educators	
15.01.2024	Distribution of Stationery and all Registers	DHs and DPs	Educators	
15.01.2024	Distribution of ACTA 2024 and all documents	Principal	Educators	
16.01.2024	Handing over of LTSM amongst educators	Educators	Educators	
16.01.2024	Creation of class lists, Distribution of Stationery	Class Teachers	Educators	
16.01.2024	Orientation day	SMT	Newly Admitted	
16.01.2024	Appeals and Consent Applications	Mogale LR	Selected parents	
16.01.2024	Submission of Foundation Phase Requirements	Parents	Parents	
16.01.2024	Submission and Moderation of Lesson Plans	Educators	Educators	
17.01.2024	Learners re-open for new academic year	Principal & Teachers	Learners	
17.01.2024	Distribution of Data Forms from all learners	Class Teachers	All learners	
17.01.2024	Preliminary Enrolment	Serotoame PP	Learners	
17.01.2024	Baseline Assessment /SIAS	Educators	All Learners	
18.01.2024	Selection of Class Monitors (2 Per Class)	Class Teachers	All Classes	
18.01.2024	Submission of Monitors to Zwane MG	Class Teachers	Selected Monitors	
18.01.2024	Compilation and Submission of Monitors list to Office	Zwane MG	Selected Monitors	
18.01.2024	Introduce Proceducers code of Conduct to Learners	Class teachers	Learners	
18.01.2024	Orientation, intro of class policies, school policy etc	Class teachers	Learners	
19.01.2024	Setting up Classroom Reading Corners	Class Teachers	All Phases (Language Ed)	
19.01.2024	Establishment of Reading Clubs	All English Teachers	Learners	
24.01.2024	Athletics Interhouses and Fundraising	Sports Comm	All learners	
30.01.2024	Audit of Written work and Content Coverage	SMT	All Teachers	
31.01.2024	Submission: Monthly and Written Work Reports	SMT	SMT	

February				
Date	Activity	Responsibility	Target Group	Tracker
01.02.2024	Control of all school Registers	Sihlangu SS	All Teachers	
01.02.2024	Preparations for all Competitions Commence	Chairperson	Learners	
	Application for Concession	Sihlangu SS	Learners	
06.02.2024	Staff Dev on Electronic Submission	Sihlangu SS	Staff	
07.02.2024	Commencement of Sporting Activities	Sports Com	All learners	
08.02.2024	Audit of Written Work and Content Coverage	SMT	All Teachers	
12/02/2024	Class Visit Week	SMT	SMT Members	
14.02.2024	Valentines and Fundraising	Fundraising C	All Learners	
20.02.2024	Moderation of all Files 1	Sihlangu SS	SMT and Staff	
22/02/2024	Stocktaking	Matjomane MJ	School Material	
	Submission : Workers Reports	Mentors	Assistants	
28/02/2024	Audit of Written Work and Content Coverage	SMT	All Teachers	
28/02/2024	SBST : Audit of learners with barriers	SBST	Learners with barriers	
28/02/2024	Submission: Monthly and Written Work Reports	SMT	SMT	

March				
Date	Activity	Responsibility	Target Group	Tracker
05.03.2024	Retrival of LTSM	LTSM Com	Learners	
	Moderation of all Assessment records	Educators	Educators	
	Submission of all committees progress Reports	Secretaries	Educators	
07.03.2024	Audit of Written Work and Content Coverage	SMT	All Teachers	
14.03.2024	Submission : HR Reports and Portfolios	Mentors	Assistants	
14/03/2024	Submission: Monthly and Written Work Reports	SMT	SMT	
20.03.2024	School Recess			

April				
	Activity			
Date		Responsibility	Target Group	Tracker
03.04.2024	Accountability Session Week	SMT	Underperforming Subjects	
04.04.2024	Orientation for Newly appointed support staff	Office	Workers	
16.04.2024	Control of Learner Profiles	SMT	Educators	
18/04/2024	Internal Audit : Finance Records	SMT & SGB	FinCom	
23/04/2024	Audit of Written Work and Content Coverage	SMT	All Teachers	
	Control : All Registers AND SMT Files	Principal	All Teachers	
26/04/2024	Freedom day Celebrations	Entertainment Committee	Learners and Educators	
30/04/2024	Audit of Written Work and Content Coverage	SMT	All Teachers	
	Submission: Finance Report	Treasurer	Finances	
30.04.2024	Submission: Monthly and Written Work Reports	SMT	All Teachers	

May				
	Activity	Responsibility	Target Group	
Date				Tracker
02/05/2024	Awareness : Road Safety	Chairperson	Inter-Sen	
06/05/2024	Monitors Reporting day	Mahlangu PS	Monitors	
10/05/2024	All committees Progress Reporting Day	SMT	All Learners	
15/05/2024	Audit of Written work and Content Coverage	SMT	All Teachers	
16/05/2024	Trip to Gold Reefs City	Ent. Committee	F.Phase Learners	
21/05/2024	Moderation of all Registers	Principal	All Teachers	
21/05/2024	Moderation of Learner Profiles	SBST	All Teachers	
23/05/2024	Moderation of Files	SMT	All files	
30/05/2024	Audit of Written work and Content Coverage	SMT	All Teachers	
30/05/2024	School based Science Expo	Science Teachers	Gr 4 - 7	

June				
	Activity	Responsibility	Target Group	
Date				Tracker
03/06/2024	Stocktacking	All Centre Managers	Centre Managers	
03/06/2024	Retrieval of LTSM	LTSM Committee	All Learners	
13/06/2024	Collection of Report Cards	Parents	Parents	
14/06/2024	School Recess			

July				
Date	Activity	Responsibility	Target Group	Tracker
09/07/2024	School Re-opens			
09/07/2024	Enrolment Statistics	Maloma M	All learners	
15/07/2024	Class Visit Week	SMT	All Teachers	
16.07.2024	Fundraising	Fundraising Co	All Learnrs	
25/07/2024	Talent search and exhibition	Library	All learners	
25/07/2024	Learner Monitors Reports	Mahlangu PS	Monitors	
	Reading Clubs Day	English Teachers	Learners	
30/07/2024	Audit of Written Work	Deputies	All Teachers	
31/07/2024	Submission: Monthly and Written Work Reports	Deputy Principal	SMT	

August				
Date	Activity	Responsibility	Target Group	Tracker
01/08/2024	Moderation of Files	Principal	SMT	
08/08/2024	Moderation of School Records and Registers	Principal	All Records	
12/08/2024	Internal Audit : Finances	SMT & SGB	FinCom	
15/08/2024	Committees Progress Reports	Secretaries	Principal	
28/08/2024	Audit of written work and Content Coverage	SMT	All Teachers	
29.08.2024	Trip to Mpumalanga	Ent. Committee	InterSen Learners	
30/08/2024	Submission: Monthly and Written Work Reports	SMT	SMT	

SEPTEMBER				
Date	Activity	Responsibility	Target Group	Tracker
02.09.2024	Funwalk and Spring Day	Library Comm	All Learners	
05/09/2024	School based Workshop	Mokwana RL	F.Phase	
05/09/2024	School based Wrokshop	Mogale LR	Inter-Sen Phase	
09.09.2024	Literacy and Cultural Day	Library Com	All Learners	
16/09/2024	Audit of Written Work	Deputies	All Teachers	
17/09/2024	Submission : Monthly Reports	SMT	SMT	
20/09/2024	School Recess	Principal	Educators	

October				
Date	Activity	Responsibility	Target Group	Tracker
11/10/2024	Prize Giving	SMT	All Educators	
31/10/2024	Strategic Planning	SMT	All Educators	

November				
Date	Activity	Responsibility	Target Group	Tracker
01/11/2024	Final Finance Audit	SMT & SGB	FinCom	
04/11/2024	SMT Exam Preparation Meeting	SMT	SMT	
04/11/2024	Staff Exam Preparation Meeting	Principal	Educators	

December				
Date	Activity	Responsibility	Target Group	Tracker
04/12/2024	Submission: Annual Report	Principal	Circuit	
11/12/2024	Issuing of Reports to learners	Educators	Learners	
13/12/2024	School Recess	Principal	Educators	

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Onane Primary School

OFFICE OF THE PRINCIPAL

SUPPORT PROGRAMME FOR PROGRESSED LEARNERS, LEARNERS WITH SERIOUS LEARNING BARRIERS AND RETAINED LEARNERS

DAY	VENUE	TIME	FOCUS AREA	RESPONSIBILITY
MONDAYS	CLASSES	07H45 – 08h15	MATHEMATICS REMEDIAL	MATHS TEACHERS
	ASSEMBLIES	07H45 – 08h15	LANGUAGES POETRY & STORYTELLING	TEACHERS AND LIBRARIANS
TUESDAYS	CLASSES	07H45 – 08h15	ENGLISH REMEDIAL	ENGLISH TEACHERS
	ASSEMBLIES	07H45 – 08h15	LANGUAGES : READING	TEACHERS AND LIBRARIANS
WEDNESDAYS	CLASSES	07H45 – 08h15	SEPEDI	SEPEDI TEACHERS
	ASSEMBLIES	07H45 – 08h15	LANGUAGES READING & STORYTELLING	TEACHERS AND LIBRARIAN
THURSDAYS	CLASSES	07H45 – 08h15	ISINDEBELE :REMEDIAL	ISINDEBELE TEACHERS
	ASSEMBLIES	07H45 – 08h15	LANGUAGES : SPEAKING	TEACHERS AND LIBRARIAN
FRIDAYS	ASSEMBLIES	07H45 – 08h15	BEST PRESENTERS DAY	TEACHERS AND LIBRARIAN

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Onane Primary School
"EST. 1952"

SECTION B

**BUILDING
BLOCKS**

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LIMPOPO
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF
EDUCATION

SCHOOL IMPROVEMENT PLAN TEMPLATE

School Improvement Plan linked to IQMS Resolution 8 of 2003, WSE Policy GG Number 22512 of 26 July 2001

GENERAL SCHOOL INFORMATION:

Academic Year	2024
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BASIC INFORMATION (demographic information)										
Name of School	ONANE PRIMARY SCHOOL									
EMIS No.	9	2	4	6	5	0	5	2	8	
Province	LIMPOPO									
District	SEKHUKHUNE SOUTH									
Education Circuit	HLOGOTLOU									
Status of school	Public	<input checked="" type="checkbox"/>	Section 14	<input type="checkbox"/>	Independent	<input type="checkbox"/>	Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Type of School	Primary	<input checked="" type="checkbox"/>	Secondary	<input type="checkbox"/>	Combined	<input type="checkbox"/>	Full LSEN	<input type="checkbox"/>	Other	<input type="checkbox"/>
ACADEMIC PERFORMANCE OF THE SCHOOL:										



NATIONAL SENIOR CERTIFICATE					
Number Wrote	Number Passed	Pass Percentage	Bachelors	Mathematics	Physical Science
ANNUAL NATIONAL ASSESSMENT					
GRADE 3		GRADE 6		GRADE 9	
Literacy	Maths	Language	Maths	Language	Maths
Contact details (demographic information)					
Box/Private Bag: PRIVATE BAG X647 GROBLERSDAL					
Post Office: GROBLERSDAL					
Postal Code			0	4	7 0

KEY SCHOOL IMPROVEMENT AREAS FOR CURRENT YEAR

1	QUALITY OF TEACHING, LEARNING AND EDUCATOR DEVELOPMENT
2	LEARNER ACHIEVEMENT
3	LEADERSHIP, MANAGEMENT AND COMMUNICATION
4	SCHOOL SAFETY SECURITY AND DISCIPLINE
5	GOVERNANCE AND RELATIONSHIPS



SECTION A : INTERVENTIONS THAT LEAD TO IMPROVED LEARNER PERFORMANCE

AREA FOR DEVELOPMENT	DESCRIPTION ACTIVITIES/ INTERVENTIONS	RESPONSIBILITY	START DATE	FINISH DATE	BUDGET	PROGRESS		Status
						Q1	Q2	
1. Quality of teaching, learning and educator development	Improvement of Intervention strategies for learners with barriers	Language and Mathematics teachers	22/01/2024	04/05/2024	R1,000	Q1		
						Q2		
						Q3		
						Q4		
2. Quality of Teaching, learning and educator development	Display posters and charts in all classes for learners to learn at ease	Finance Committee and Subject Teachers	22/01/2024	30/09/2024	R7,000	Q1		
						Q2		
						Q3		
						Q4		
3. Quality of teaching, learning and educator development	Workshop for training educators on SACE CPTD uploading	Principal	01/02/2023	01/02/2023	R0.00	Q1		
						Q2		
						Q3		
						Q4		
4. Learner achievement	Training educators Developing mathematics	School Management Team	05/02/2024	31/05/2023	R0.00	Q1		
						Q2		
						Q3		

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AREA FOR DEVELOPMENT	DESCRIPTION ACTIVITIES/ INTERVENTIONS	RESPONSIBILITY	START DATE	FINISH DATE	BUDGET	PROGRESS		Status
	skills for teaching mental calculations					Q4		
5. Leadership, Management and Communication	Regular observance of Educators in Practice	School Management Team	01/02/2024	05/10/2024	R0.00	Q1		
						Q2		
						Q3		
						Q4		
6. Leadership, Management and Communication	Management of Curriculum delivery and Content Coverage	School Management Team	22/01/2024	05/10/2024	R0.00	Q1		
						Q2		
						Q3		
						Q4		
7. Leadership, Management and Communication	Workshops for Professional development of Educators as per QMS findings	Principal and QMS Coordinators from Circuit and District	04/03/2024	20/09/2024	R3,000	Q1		
						Q2		
						Q3		
						Q4		

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AREA FOR DEVELOPMENT	DESCRIPTION ACTIVITIES/ INTERVENTIONS	RESPONSIBILITY	START DATE	FINISH DATE	BUDGET	PROGRESS		Status
8. School safety, Security and Discipline	Monitoring learners during break	Educators	22/01/2023	29/11/2024	R0.00	Q1		
						Q2		
						Q3		
						Q4		
9. School Safety Security and Discipline	Emergency drill	School Safety Officer	22/01/2024	14/06/2024	R0.00	Q1		
						Q2		
						Q3		
						Q4		
10. Governance and Relationships	Development of the Maintenance Policy and refine the Religion Policy	School Governing Body	24/01/2024	24/01/2024	R0.00	Q1		
						Q2		
						Q3		

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AREA FOR DEVELOPMENT	DESCRIPTION ACTIVITIES/ INTERVENTIONS	RESPONSIBILITY	START DATE	FINISH DATE	BUDGET	PROGRESS		Status
						Q1	Q2	
						Q4		
11. School Infrastructure	Improving the ablution facilities	School Governing Body	15/01/2024	31/09/2024	R10,000	Q1		
						Q2		
						Q3		
						Q4		
12. Parents and Community	Reviving Quality Learning and Teaching Campaign (QLTC)	Principal	15/01/2023	23/11/2024	R0.00	Q1		
						Q2		
						Q3		
						Q4		

Status	Key
	Less than 50% of progress has been made in implementing the activity

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	50% or more progress has been made in implementing the activity
	The activity has been successfully concluded

SIGNATURES:

DESIGNATION	NAME	SIGNATURE	DATE
PRINCIPAL			
SGB CHAIRPERSON			

School Stamp

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