



Onane Primary School

"EST. 1952"

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Onane Primary School
"EST. 1952"

PART 1

PLANS



Onane Primary School

"EST. 1952"

DISCLAIMER

**THIS ACTA IS THE PROPERTY OF ONANE PRIMARY SCHOOL. IT IS ONLY BINDING TO THE MEMBER OF
ONANE PRIMARY SCHOOL COMMUNITY.**

**ALL OTHER DOCUMENTS FORMULATED AND/OR ADOPTED BY THE DEPARTMENT OF BASIC EDUCATION
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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

2026 CALENDAR FOR PUBLIC SCHOOLS

January 2026							February 2026							March 2026							Public and School Holidays 2026																												
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	Weekends		School days		Special school holidays
	Days for administration		Public holidays		School holidays

SUMMARY OF 2026 CALENDAR FOR PUBLIC SCHOOLS

Term	Duration	No. of weeks	No. of days	No. of public holidays	Actual no. of school days
1	(12) 14 January – 27 March	11	53 (55)	0	53 (55)
2	08 April – 26 June	12	58	3+1	54
3	21 July – 23 September	10	47	1	46
4	06 October – 09 (11) December	10	47 (49)	0	47(49)
Total		43	205 (209)	4+1	200 (204)



**ONANE
PRIMARY SCHOOL**

**DEPARTMENT:
LIMPOPO BASIC EDUCATION**

YEAR PLANNER : 2026

Date	Activity	Responsibility	Target	Tracker
	<i>(See Schedule of planned meetings)</i>			
12.01.2026	Educators Re-open	Educators	Educators	
12.01.2026	Distribution of Stationery and all Registers	DHs and DPs	Educators	
12.01.2026	Distribution of ACTA 2026 and all documents	Principal	Educators	
12.01.2026	Handing over of LTSM amongst educators	Educators	Educators	
13.01.2026	QMS Processes Commence <i>(See Management Plan)</i>	Coordinators	Educators	
13.01.2026	Orientation day	SMT	Newly Admitted	
15.01.2026	Appeals and Consent Applications	Mogale LR	Selected parents	
14.01.2026	Learners re-open for new academic year	Principal & Teachers	Learners	
14.01.2026	Distribution of Data Forms to all learners	Class Teachers	All learners	
14.01.2026	Preliminary Enrolment	Serotoame PP	Learners	
15.01.2026	SIAS Process Commences	SBST	All Learners	
15.01.2026	Baseline Assessment	Educators	All Learners	
16.01.2026	Selection of Class Monitors (2 Per Class)	Class Teachers	All Classes	
16.01.2026	Submission of Monitors to Mokolo NA	Class Teachers	Selected Monitors	
19.01.2026	Compilation and Submission of Monitors list to Office	Mokolo NA	Selected Monitors	
19.01.2026	Introduction of Policies, Procedures, code of Conduct to Learners and correctional measures for ill-discipline	Class teachers	Learners	
19.01.2026	Setting up Classroom Reading Corners	Class Teachers	All Phases (Language Ed)	
20.01.2026	Establishment of Reading Clubs	All English Teachers	Learners	

February				
Date	Activity	Responsibility	Target Group	Tracker
02.02 .2026	Control of all school Registers	Sihlangu SS	All Teachers	
02.02.2026	Preparations for all Competitions Commence	Chairperson	Learners	
04.02.2026	Application for Concession	Sihlangu SS	Learners	
05.05.2026	Staff Dev on ICT Integration Commence	Sihlangu SS	Staff	
09.02.2026	Class Visit Week	SMT	SMT Members	
12.02.2026	Audit of Written Work	SMT	All Educators	

13.02.2026	Valentines Day Celebration	Committee	All Learners	
16.02.2026	Moderation of SMT Work	Sihlangu SS	SMT and Staff	
16.02.2026	Moderation of Teachers files	DHs	All Educators	
25/02/2026	Submission : Workers Reports	Mentors	Assistants	
	Submission : Committees Progress Reports	Stocktaking	Matjomane MJ	
	Audit of Written Work	SMT	All Teachers	
26/02/2026	SBST : Audit of learners with barriers	SBST	Learners with barriers	
27/02/2026	Submission: Monthly and Written Work Reports	SMT	SMT	

March				
Date	Activity	Responsibility	Target Group	Tracker
05.03.2026	Retrieval of LTSM	LTSM Com	Learners	
	Moderation of all Assessment records	Educators	Educators	
	Submission of all committees progress Reports	Secretaries	Educators	
12.03.2026	Audit of Written Work and Content Coverage	SMT	All Teachers	
25.03.2026	Submission : HR Reports and Portfolios	Mentors	Assistants	
26/03/2026	Submission: Monthly and Written Work Reports	SMT	SMT	
27.03.2026	School Recess			

April				
Date	Activity	Responsibility	Target Group	Tracker
	<i>(See Schedule of planned meetings)</i>			
08.04.2026	Accountability Session Week	SMT	Underperforming Subjects	
09.04.2026	Orientation for Newly appointed support staff	Office	Workers	
15.04.2026	Control of Learner Profiles	SMT	Educators	
16.04.2026	Internal Audit : Finance Records	SMT & SGB	FinCom	
16.04.2026	Stocktaking	Maile LF	All Asserts	
23.04.2026	Audit of Written Work and Content Coverage	SMT	All Teachers	
	Control : All Registers AND SMT Files	Principal	All Teachers	
24/04/2026	Pre - Freedom Day Celebrations	Entertainment Committee	Learners and Educators	
29/04/2026	Audit of Written Work and Content Coverage	SMT	All Teachers	
	Submission: Finance Report	Treasurer	Finances	
	Submission: Monthly and Written Work Reports	SMT	All Teachers	

May				
	Activity	Responsibility	Target Group	Tracker
Date				
04/05/2026	Awareness : Road Safety	Chairperson	Inter-Sen	
05/05/2026	Monitors Reporting day	Mahlangu PS	Monitors	
05/05/2026	All committees Progress Reporting Day	SMT	All Learners	
06/05/2026	Inclusive Education Meeting	Parents		
07/05/2026	Audit of Written work and Content Coverage	SMT	All Teachers	
15/05/2026	Educational Tour	Ent. Committee	F.Phase Learners	
20/05/2026	Moderation of all Registers	Principal	All Teachers	
22/05/2026	Moderation of Learner Profiles	SBST	All Teachers	
27/05/2026	Moderation of SMT Files	SMT	All files	
29/05/2026	Audit of Written work and Content Coverage	SMT	All Teachers	
29/05/2026	School based Science Expo	Science Teachers	Gr 4 - 7	

June				
	Activity	Responsibility	Target Group	Tracker
Date				
03/06/2026	Stocktacking	All Centre Managers	Centre Managers	
05/06/2026	Retrieval of LTSM	LTSM Committee	All Learners	
25/06/2026	Collection of Report Cards	Parents	Parents	
26/06/2026	School Recess			

July				
	Activity	Responsibility	Target Group	Tracker
Date				
	<i>(See Schedule of planned meetings)</i>			
21/07/2026	School Re-opens			
22/07/2026	Enrolment Statistics	Maloma M	All learners	
27/07/2026	Class Visit Week	SMT	All Teachers	

August				
Date	Activity	Responsibility	Target Group	Tracker
13/08/2026	Talent search and exhibition	Library	All learners	
13/08/2026	Class Monitors Reports	Mokolo NA	Monitors	
14/08/2026	Reading Clubs Day	English Teachers	Learners	
17/08/2026	Audit of Written Work	Deputies	All Teachers	
18/08/2026	Moderation of SMT Files	Principal	SMT	
20/08/2026	Moderation of School Records and Registers	Principal	All Records	
24/08/2026	Internal Audit : Finances	SMT & SGB	FinCom	
25/08/2026	Committees Progress Reports	Secretaries	Principal	
28/08/2026	Audit of written work and Content Coverage	SMT	All Teachers	
31/08/2026	Submission: Monthly and Written Work Reports	SMT	SMT	

SEPTEMBER				
Date	Activity	Responsibility	Target Group	Tracker
01/09/2026	Fun walk and Spring Day	Library Comm	All Learners	
02/09/2026	School based Workshop SSE Commences	Mokwana RL Matjomane MJ	F.Phase Whole School	
03/09/2026	School based Workshop	Mogale LR	Inter-Sen Phase	
04/09/2026	Literacy and Cultural Day	Library Com	All Learners	
10/09/2026	Educational Tour	Ent. Committee	InterSen	
17/09/2026	Audit of Written Work	Deputies	All Teachers	
22/09/2026	Submission : Monthly Reports	SMT	SMT	
23/09/2026	School recess			
October				
Date	Activity	Responsibility	Target Group	Tracker
	<i>(See Schedule of planned meetings)</i>			
28/09/2026- 02/10/2026	Grade 7 Behaviour Reform Camp	Gr.7 Teachers	Gr.7s	
05/10/2025	Submission: SSE and SIP	Principal	Circuit	
15/10/2026	Grade 7 Career Dress Up	Committee	Grade 7	
29/10/2026	Prize Giving	SMT	All Educators	

November				
Date	Activity	Responsibility	Target Group	Tracker
03/11/2026	Final Finance Audit	SMT & SGB	FinCom	
04/11/2026	SMT Exam Preparation Meeting	SMT	SMT	
05/11/2026	Staff Exam Preparation Meeting	Principal	Educators	
27/11/2026	Grade 7 Farewell Function	Gr.7 Teachers	Gr.7s	

December				
Date	Activity	Responsibility	Target Group	Tracker
04/12/2026	Submission: Annual Report	Principal	Circuit	
08/12/2026	Issuing Reports to learners	Educators	Learners	
09/12/2026	School Recess	Principal	Educators	



**ONANE
PRIMARY SCHOOL**

DEPARTMENT:
LIMPOPO BASIC EDUCATION

FACULTY: OFFICE

ASSESSMENT PLAN 2026

COMMITTEES	TERM 1		TERM 2		TERM 3		TERM 4	
	DATE	TRACKING	DATE	TRACKING	DATE	TRACKING	DATE	TRACKING
Baseline Assessment Per Term	14-16/01/26		08-10/04/26		21-23/07/26		06-08/10/26	
Due date for Submission of Master Copies	T1 30/01/2026 T2 20/02/2026		T1 22/04/2026 T2 05/05/2026		T1 31/07/2026 T2 14/08/2026		T1 14/10/2026 T2 22/10/2026	
Pre – Moderation by the SAIC and SMT	T1 05/02/2026 T2 24/02/2026		T1 23/04/2026 T2 07/05/2026		T1 04/08/2026 T2 17/08/2026		T1 15/10/2026 T2 26/10/2026	
Administration of Tasks	T1 09/02/2026 T2 02/03/2026		T1 28/04/2026 T2 07/05/2026		T1 18/08/2026 T2 31/08/2026		T1 19/10/2026 T2 03/11/2026	
Post Moderation of Tasks	T1 20/02/2026 T2 13/03/2026		T1 05/05/2026 T2 28/05/2026		T1 20/08/2026 T2 08/09/2026		T1 20/11/2026 T2 26/11/2026	
Due date for Capturing of Marks on SA-SAMS	20/03/2026		04/06/2026 Exams Commence		18/09/2026		03/12/2026 Exams Commence	
Printing of Schedules	23/03/2026		23/06/2026		21/09/2026		07/12/2026	
Printing of Report Cards	24/03/2026		27/06/2026		21/09/2026		07/12/2026	
Collection of Report Cards	26/03/2026		26/06/2026		23/10/2026		108/12/2026	



**ONANE
PRIMARY SCHOOL**

DEPARTMENT:
LIMPOPO BASIC EDUCATION

FACULTY: OFFICE

2026 MEETINGS PLANNER

COMMITTEES	TERM 1	TERM 2	TERM 3	TERM 4
SCHOOL GOVERNING BODY (SGB)				
SGB Formal Meetings	01/02/2026	03/05/2026	02/08/2026	01/11/2026
PARENTS MEETINGS				
Orientation for newly admitted learners	13/01/2026			
Appeals and Consent Applications Meeting	16/01/2026			
Grade 7 Special Parents Meeting	29/01/2026			
Consultative Meetings for Parents to Learners with barriers, Orphans and Most Vulnerable	05/02/2026	24/06/2026		08/10/2026
General Parents Meetings (All Parents)	26/03/2026			03/11/2026
SMT AND STAFF MEETINGS				
SMT Meetings	12/01/2026 03/03/2026	08/04/2026 26/05/2026	21/07/2026 08/09/2026	06/10/2026 22/11/2026
Staff Meetings	12/01/2026 05/03/2026	09/04/2026 28/05/2026	22/07/2026 10/09/2026	07/10/2026 24/11/2026
Staff Development		19/05/2026	01/09/2026	
2027 Plenary Meeting				29/10/2026
FINANCE COMMITTEE MEETINGS				
Formal Monthly Meetings for FINCOM	19/01/2026 02/02/2026 16/02/2026 02/03/2026 16/03/2026 23/03/2026	13/04/2026 28/04/2026 11/05/2026 25/05/2026 08/06/2026 22/06/2026	27/07/2026 11/08/2026 24/08/2026 07/09/2026 21/09/2026 12/10/2026	19/10/2026 02/11/2026 16/11/2026 30/11/2026 07/12/2026
PROFESSIONAL LEARNING COMMUNITIES (PLCs) AND QLTC MEETINGS				
	23/02/2026		15/09/2026	
DH/Chairperson to select a dates to meet with Grade teachers. Dates shall reflect on the Management Plan for each Term				



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

FACULTY: MANAGEMENT

2026 QUALITY MANAGEMENT SYSTEMS (QMS)

MANAGEMENT PLAN

DATE	ACTION	RESPONSIBILITY	TRACKING
13/01/2026	<ul style="list-style-type: none"> Signing of Work Plans by SMT Members 	Sihlangu SS	
13/01/2026	<ul style="list-style-type: none"> Signing of Job description by all teachers 	Mahlangu PS	
13/01/2026	<ul style="list-style-type: none"> Preparation of Teachers files 	Rakgalakane C	
13/01/2026	<ul style="list-style-type: none"> Completion of Section A of the Appraisal Instrument 	All Educators	
13/01/2026	<ul style="list-style-type: none"> Provision of Collective Agreement and all other QMS Documents 	Milazi D	
19/01/2026	<ul style="list-style-type: none"> Advocacy and training of all educators 	Moraswe RL	
19/01/2026	<ul style="list-style-type: none"> Outlining roles and responsibilities 	Mahlangu PS	
20.01.2026 – 29/04/2026	<ul style="list-style-type: none"> Informal Self Appraisal and Development based on Previously identified needs 	DHs and their Clients	
30/04/2026	<ul style="list-style-type: none"> Development of Appraisal Time Table 	Mahlangu PS	
30/04/2026	<ul style="list-style-type: none"> Provision of appraisal documents to all educators 	Rakgalakane C Moraswe RL	
01/05/2026 – 02/05/2026	<ul style="list-style-type: none"> Self-Appraisal Pre- Appraisal Discussion 	Educators DHs and Clients	
06/05/2026– 15/05/2026	<ul style="list-style-type: none"> Lesson Observations Mid-year Appraisal 	DHs and Clients DHs and Clients	
19/05/2026	<ul style="list-style-type: none"> Post Appraisal Discussion 	DHs and Clients	

20/05/2026- 22/05/2026	<ul style="list-style-type: none"> • School based Verification • Review of Identified needs 	Sihlangu SS, Mahlangu PS, Moraswe RL	
27/05/2026	<ul style="list-style-type: none"> • Submission of documents to Circuit 	Sihlangu SS	
28/05/2026 – 29/05/2026	<ul style="list-style-type: none"> • Checking on Educators Files • Provision of Development Needs 	Circuit Coordinators Sihlangu SS	
21/07/2026- 23/09/2026	<ul style="list-style-type: none"> • Informal Self Appraisal and Development Circle 	All DHs and their Subordinates	
06/10/2026 – 07/10/2026	<ul style="list-style-type: none"> • Preparation for Annual Appraisal • Review of Identified needs 	Mahlangu PS Rakgalakane C	
07/10/2026 - 09/10/2026	<ul style="list-style-type: none"> • Self-Appraisal • Pre- Appraisal Discussion 	Educators DHs and Clients	
12/10/2026 - 16/10/2026	<ul style="list-style-type: none"> • Lesson Observations • Annual Appraisal 	DHs and Clients DHs and Clients	
19/10/2026 - 22/10/2026	<ul style="list-style-type: none"> • Post Appraisal Discussion • Finalization of Score Sheet 	DHs and Clients Sihlangu SS	
23/10/2026 – 27/10/2026	<ul style="list-style-type: none"> • School based Verification • Compilation of Annexure B • Compilation of Annexure A • Compilation of Non-Appraisal • Compilation of Scores • Signing of instruments 	Sihlangu SS SMT SMT SMT SMT Sihlangu SS	
30/10/2026	<ul style="list-style-type: none"> • Finalization of School Files and Submission for Circuit Verification 	Principal	

PRINCIPAL : _____ DATE : _____



Onane Primary School

SCHOOL GOVERNING BODY

SCHOOL MAINTENANCE PLAN

MONTH	AREA OF MAINTENANCE	FREQUENCY	RESPONSIBILITY	TRACKING
January May August	Asserts Stocktacking	Quarterly	Maile LF	
January May	Maintenance of ablution facilities	Once a term	SGB	
Jan – Dec	General Cleaning Indoors : This includes Sweeping, wiping, scrubbing, polishing, dusting of Floors, Walls, Ceiling, Windows, Blinds	Four (4) Times	Cleaners	
Jan - Nov	General Cleaning Outdoors : Walkways, Grounds, Assemble areas,	Onc a month	Monthly	
Jan - Nov	Cleaning the dumping cage	Once 10th	SGB	
Jan - Nov	Cleaning and maintaining gardens and grounds: Weeding, cutting grass, cleaning along the fence	Daily	Groundsmen	

	Planting flowers and trees			
Jan – Nov	Cleaning the V-drains and area around toilets	Weekly	Groundsmen	
Jan – Nov	Roof Maintenance	Quarterly	SGB	
Jan – Nov	Minor repairs of doors, locks, windows, window panes	Quarterly	Maile LF	
Jan – Dec	Repair of Desks and tables	Semesterly	SGB	
Feb & Sept	Repair of School signage	Twice	SGB	
May & Aug	Minor paintings	Twice	Groundsmen	
September	Major Paintings (Walls , Roof, Fence)	Once	SGB	
Jan – Nov	Plumbing Services	Quarterly	SGB	
Jun & Dec	Drainage of Sewage Systems	Twice	SGB	
Jun & Dec	Cleaning the Pit-toilets	Twice	SGB	

SGB SCHOOL DEVELOPMENT PLAN 2024 - 2027

No.	Start date	Developmental programmes identified	Responsibility	Action to be taken	Estimated budget	End date	Remarks
1	December 2024	Manufacturing of 60 desks for learners as per Allocation for learners	Chairperson of the SGB	To ensure that material is made readily available and the service provider is appointed to manufacture the Single tables	R54,000.00	January 2027	
2	March 2025	Construction of a compliant Tuckshop room for the school	School Governing Body	To raise funds and construct a Tuckshop room which is compliant in line with the Standards set by the Department of Health and Municipality	R30,000.00	July 2027	
4	May 2025	Procurement of Teaching Aids	Finance Committee	To purchase suitable teaching aids for Foundation particularly, Grade R	R30,000.00	May 2026	
5	May 2025	Retiling the Admin Block and Library	SGB Chairperson and Deputy Chairperson to Monitor	To retile the Administration Block and Library using the Venyl type of tile	R70,000.00	July 2025	
6	May 2025	Installation of Water Management Systems	SGB and Finance Committee	Installing the Water Pumps for redirecting basins water to the lawn for watering	R20,000.00	Dec 2025	

No.	Start date	Developmental programmes identified	Responsibility	Action to be taken	Estimated budget	End date	Remarks
7	December 2025	Renovating the Sports Combo Court	SGB	To renovate the Sports Combo Courts in phases to enable Tennis, Netball and Hockey to be played in 2026	R150,000.00	January 2026	
8	May 2025	Procurement Process of Laptops for the computer lab and tablets	Treasurer and the Finance Officer	The Treasurer and the finance Officer shall seek for quotations and present them to the Finance Committee to adjudicate and procure 10 or 20 Laptops based on availability of funds	R25,000.00	January 2027	
9	Quarterly	Repairing of desks	School 's finance Committee plus SGB	Outsourcing service provider through quotation system and making purchases(of crews(and payments (labour)	R20,000.00	January 2027	
10	Quarterly	Repairing and replacing doors machines, logs and handles	School 's finance Committee plus SGB	Outsourcing service provider through quotation system and making purchases	R5,000.00	January 2027	
11	May 2026	Repainting Block D,E and F	Finance Committee and SGB	The three block to be repainted and the interior be filled with Crack filler. The area damaged by desks be covered with a suitable cover or a plank	R50,00.000	July 2026	
12	May 2026	Procurement of 300 plastic chairs for the school to be used by learners in classes and during meetings	Treasurer and the Finance Officer	The finance office and the treasurer to seek for quotations and procure the chairs as agreed upon	R10,000.00	January 2026	

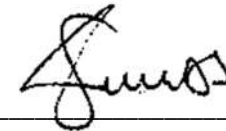
13	May 2026	Purchase of Tempered Glass Pulpit for the School	Treasurer	To purchase and engrave a glass Pulpit for the School from Pulpit South Africa Company	R10,000.00	June 2025	
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14	May 2026	Phase 1 Installation of basins in all classes	Finance Committee and SGB	All classes must have basins for washing hand to avoid usage of buckets and the spread of Covid 19	R50,000.00	July 2026	
15	November 2026	Repainting the School fence	Finance Committee and SGB	Refurbishment of the school fence	R50,000.00	January 2026	
16	December 2026	Phase 2 Installation of basins in all classes	Finance Committee and SGB	All classes must have basins for washing hand to avoid usage of buckets and the spread of Covid 19	R50,000.00	January 2027	

Signed by:



Mthimunye DA (Ms.) SGB Secretary



Sumani DS (Mr.) SGB Chairperson



SCHOOL IMPROVEMENT PLAN

Academic Year	2025
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Name of school	ONANE PRIMARY SCHOOL
District	SEKHUKHUNE SOUTH
Circuit	HLOGOTLOU
EMIS	924650528

Did the school undertake SSE prior to developing the SIP?	Yes
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1. INSTRUCTIONS:

- The School Improvement Plan (SIP) should be the *single platform* to record all the improvement initiatives of a school for a particular academic year.
- The school should utilize the results of the School Self-evaluation (SSE) process, together with the Annual Academic Performance Report (AAPR), diagnostic analysis reports from learner assessments and teacher appraisal information to *prioritize* improvement activities for inclusion in the SIP.

SIZE & SHAPE OF THE SIP

- The SIP should be developed in *two parts*, that is: -
 - Section A:** Interventions that lead to improved learner performance (BF; QTLED; LA; LMC & CPR).
 - Section B:** Interventions that improve the school environment (GR; SSSD; SI & PC).
- Section A should have a maximum of eight OBJECTIVES. Each objective may have a maximum of five activities. When recording *ACTIVITIES*, try as far as possible to commence with a verb and write each activity on a separate row. Section B can have a maximum of five OBJECTIVES. Similarly, each objective may have a maximum of five activities.

PROGRESS REPORTING

- Record the *status* of each activity at the end of the quarter, in the last two columns, as follows:

Status	Key
RED	Not yet achieved - Less than 50% of progress has been made in implementing the activity
AMBER	In progress - 50% or more progress has been made in implementing the activity
GREEN	Achieved - The activity has been successfully concluded

SUBMISSION

- f. The SIP should be submitted to the Circuit/District Office in December and amended in January after incorporating all learner performance data.
- g. Schools should commence implementing the intervention activities that are contained in the SIP when schools open in January.
- h. Schools should inform the Circuit/District Office of the specific support required as contained in the SIP.
- i. Progress reports on the implementation of the SIP must be submitted to the Circuit/District Office at the end of every term and the date recorded in the table below:

PERIOD	INDICATE DATE ON WHICH PROGRESS REPORT WAS SUBMITTED TO CIRCUIT/DISTRICT OFFICE	SIGNATURE OF SCHOOL PRINCIPAL
Term 1		
Term 2		
Term 3		
Term 4		

SUPPORT

- j. Guide to School Improvement Plans available @ <https://rise.articulate.com/share/UafiZamgqIBhD7DLTW2y45XcdfLc2ct>
- k. Always SAVE this as a Macro-enabled document.

2. LEARNER PERFORMANCE DATA: (This information below for the mid-year results can be copied from the SSE Report)

➤ **Mid-year results**

i. FOUNDATION PHASE				ii. INTERMEDIATE PHASE							
Grade	Percentage of learners that achieved 50% or more (Levels 4-7)			Grade	Percentage of learners that achieved 50% or more (Levels 4-7)						
	Home Language	Maths	LO		Home Language	First Additional Language	Maths	Natural Science & Technology	Social Sciences	LO	
	1	100% - 90%	100% - 90%		4	79% - 70%	79% - 70%	89% - 80%	100% - 90%	69% - 60%	89% - 80%
	2	100% - 90%	100% - 90%		5	100% - 90%	100% - 90%	89% - 80%	89% - 80%	89% - 80%	100% - 90%
3	100% - 90%	100% - 90%	6	100% - 90%	79% - 70%	89% - 80%	Below 60%	89% - 80%	79% - 70%		

iii. SENIOR PHASE									
Grade	Percentage of learners that achieved 50% or more (Levels 4-7)								
	Home Language	First Additional Language	Maths	LO	Natural Sciences	Social Sciences	Technology	Economic & Management Sciences	
	7	Choose an item.	Below 60%	79% - 70%	69% - 60%	89% - 80%	69% - 60%	Below 60%	79% - 70%
	8	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.
9	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	

V. GRADE 12					
Number Wrote	Number Passed	Pass %	Bachelors %	Diploma %	Higher Certificate %

➤ End of year results

i. FOUNDATION PHASE				ii. INTERMEDIATE PHASE						
Grade	Percentage of learners that achieved 50% or more (Levels 4-7)			Grade	Percentage of learners that achieved 50% or more (Levels 4-7)					
	Home Language	Mathematics	Life Orientation		Home Language	First Additional Language	Mathematics	Natural Science & Technology	Social Sciences	Life Orientation
1				4						
2				5						
3				6						

iii. SENIOR PHASE								
Grade	Percentage of learners that achieved 50% or more (Levels 4-7)							
	Home Language	First Additional Language	Mathematics	Life Orientation	Natural Sciences	Social Sciences	Technology	Economic & Management Sciences
7								
8								
9								

iv. FURTHER EDUCATION AND TRAINING PHASE									
Grade	Percentage of learners that achieved 50% or more (Levels 4-7)								
	Home Language	First Additional Language	Mathematics	Life Orientation	Indicate six other subjects with highest enrolment here				
10									
11									
12									

V. NATIONAL SENIOR CERTIFICATE					
Number Wrote	Number Passed	Pass %	Bachelors %	Diploma %	Higher Certificate %

3. AN OVERVIEW ON THE KEY AREAS PRIORITISED FOR IMPROVEMENT

	NO.	FOCUS AREA	ASPECT TARGETED FOR IMPROVEMENT (State as OBJECTIVES).
Part A: Interventions that lead to improved learner performance.	1.	BASIC FUNCTIONALITY	<ul style="list-style-type: none"> ○ Proper usage of Registers
	2.	QUALITY OF TEACHING AND LEARNING AND EDUCATOR DEVELOPMENT	<ul style="list-style-type: none"> ○ Enhance Continuing Professional Teacher Development (CPTD) ○ Improvement the remedial programme
	3.	LEARNER ACHIEVEMENT	<ul style="list-style-type: none"> ○ Improve learner Grade 6 learner performance in Languages and Maths
	4.	LEADERSHIP, MANAGEMENT AND COMMUNICATION	<ul style="list-style-type: none"> ○ Professional development workshop sessions for SMT ○ Staff development Workshop sessions for the teaching staff
	5.	CURRICULUM PROVISION AND RESOURCES	<ul style="list-style-type: none"> ○ Procure more Computers for the Computer Laboratory, Electronic Teaching Devices for the Science laboratory and More tablets for the Library ○ Improvement of the Extra and Core Curricular Programmes
Part B: Interventions that improve the school environment.	6.	GOVERNANCE AND RELATIONSHIP	<ul style="list-style-type: none"> ○ Professional development sessions for SGB ○ Implementation of School Development Plan
	7.	SCHOOL SAFETY, SECURITY AND DISCIPLINE	<ul style="list-style-type: none"> ○ Training on Emergency Procedures ○ Purchase of NSNP equipment
	8.	SCHOOL INFRASTRUCTURE	<ul style="list-style-type: none"> ○ Refurbishment of the Sports Combo Court
	9.	PARENTS AND COMMUNITY	<ul style="list-style-type: none"> ○ Revive QLTC functions, REALS-SA and PLCs in order to educate our parents on issues around education

4. THE PLAN

SECTION A : INTERVENTIONS THAT LEAD TO IMPROVED LEARNER PERFORMANCE

No.	FOCUS AREA	OBJECTIVE	DESCRIPTION OF ACTIVITIES	RESPONSIBILITY	START DATE	FINISH DATE	BUDGET (If any)	Term	STATUS	COMMENTS /REASONS (To be completed at the end of each term)
1.	Basic Functionality	Enhancement of Time Management for both learners and teachers	Proper usage of Period Registers Workshop on Learner Discipline and time management by learners	All Educators Principal Dept. Officials	13.01.2026	31.07.2026	0.00	T1	Choose an item.	
								T2	Choose an item.	
								T3	Choose an item.	
								T4	Choose an item.	
2.	Quality Teaching and Learning	Enhance Professional development and remediation programmes	Train educators on uploading CPTD points	SMT Dept. Officials	01.02.2026	28.02.2026	3,000.00	T1	Choose an item.	
								T2	Choose an item.	
			Improve the Intervention and Remedial Programme	SMT	13.01.2026	31.03.2026	T3	Choose an item.		
							T4	Choose an item.		
3.	Learner Achievement	Improve performance in exit Grades with emphasis on Grade 6 particularly	Conduct workshops and meeting for training Grade 6 Educators in different methods and techniques for improving performance	SMT	13.01.2026	31.07.2026	0.00	T1	Choose an item.	
								T2	Choose an item.	
								T3	Choose an item.	
								T4	Choose an item.	
4.		Developing both the SGB and SMT in terms of	Professional development workshops for SGB	SMT	13.01.2026	31.10.2026	5,000.00	T1	Choose an item.	
								T2	Choose an item.	

No.	FOCUS AREA	OBJECTIVE	DESCRIPTION OF ACTIVITIES	RESPONSIBILITY	START DATE	FINISH DATE	BUDGET (If any)	Term	STATUS	COMMENTS /REASONS (To be completed at the end of each term)
5.	Leadership, Management and Communication	Legislative Framework	Professional development Workshops for SMT	Principal District Officials	01.04.2026	01.08.2026	30,000.00	T3	Choose an item.	
	Curriculum Provision and resources	Improve learning and teaching strategies to catch up with the fourth Industrial Revolution	Procure more Computers for the Computer Laboratory, Electronic Teaching Devices for the Science laboratory and More tablets for the Library	FinCom SGB Principal SMT				T4	Choose an item.	
								T2	Choose an item.	
								T3	Choose an item.	
		Improve the Extra and Core curricular activities to enhance theoretical learning								

SECTION B: INTERVENTIONS THAT LEAD TO AN IMPROVED SCHOOL ENVIRONMENT.

No	FOCUS AREA	OBJECTIVE	DESCRIPTION OF ACTIVITIES	RESPONSIBILITY	START DATE	FINISH DATE	BUDGET (If any)	Term	STATUS	COMMENTS /REASONS To be completed at the end of each term)
1.	Governance and relationships	To develop the school infrastructure and maintain properties	Implementation of the School Development Plan and also maintain the infrastructure.	SMT SGB Finance	13.01.2026	31.10.2026	0.00	T 1	Choose an item.	
								T 2	Choose an item.	
								T 3	Choose an item.	
								T 4	Choose an item.	
2.	School safety, security and discipline	To train all stakeholders on ways to handle emergencies	Train the entire staff, learners and SGB on Emergency Procedures	SMT Service Provider	13.01.2026	31.07.2026	0.00	T 1	Choose an item.	
								T 2	Choose an item.	
								T 3	Choose an item.	
								T 4	Choose an item.	
3	Parents and Community	To develop						T 1	Choose an item.	
								T 2	Choose an item.	
								T 3	Choose an item.	
								T 4	Choose an item.	

No	FOCUS AREA	OBJECTIVE	DESCRIPTION OF ACTIVITIES	RESPONSIBILITY	START DATE	FINISH DATE	BUDGET (If any)	Term	STATUS	COMMENTS /REASONS To be completed at the end of each term)
								T 2	Choose an item.	

5. SIGN OFF – APPROVAL OF SIP

DESIGNATION	NAME	SIGNATURE	DATE
Principal			
SGB Chairperson			
Circuit Manager			
District Director			

SCHOOL STAMP	DISTRICT STAMP



**ONANE
PRIMARY SCHOOL**

**DEPARTMENT:
LIMPOPO BASIC EDUCATION**



Onane Primary School
"EST. 1952"

PART 2

**OPERATIONAL
DOCUMENTS**



NEW SMT AND CLIENTS: 2026

ARRANGEMENT IS W.E.F 12 JANUARY 2026 THIS DOCUMENT WILL BE ALTERED FREQUENTLY BY THE OFFICE AS HR CHANGES

HEAD	FOR GRADE MANAGEMENT PUPOSES	FOR QMS AND ALL SUBMISSIONS
Sihlangu S.S	WHOLE SCHOOL OVERSEER Responsible for all matters reported by SMT	Mogale, Mokwana, Phahlamohlaka, Mthombeni, Mathala, Maile
Mokwana R.L	Grade R and 1 HOD Responsible for all Gr.R and 1 Matters	Tlaka MM, Marishane, 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	Phasha, Nkogatse, Mosehla, Mokwena, Nkosi
Mogale LR	Grade 5 HOD Responsible for all Gr.5 matters	Nchabeleng, Zwane, Rakgalakane, Moraswe, Masemola
Mathala ME	Grade 6 HOD Responsible for all Gr. 6 matters	Mokolo, Kgaphola, Milazi, Mahlangu, Monareng ,Matjomane
Phahlamohlaka M.E	Grade 7 Responsible for all Gr.7 Matters	Tlaka MI, Sihlangu, Mokoena, Kekana, Maile



**ONANE
PRIMARY SCHOOL**

DEPARTMENT:
LIMPOPO BASIC EDUCATION

FACULTY: MANAGEMENT

CLASS ALLOCATION FOR 2026

GRADE AND CLASS	CLASSROOM	CLASS TEACHER	ENROLMENT	
Grade R A	Block A Room 1	ADAMS LM	40	175
Grade R B	Block F Room 1	MORASWE RL	68	
Grade R C	Block F room 2	MARISHANE TT	67	
Grade 1 A	Block A room 1	MATSHIKA MT	39	197
Grade 1 B	Block A room 2	MOKWANA RL	53	
Grade 1 C	Block A room 3	TLAKA MM	53	
Grade 1 D	Block A room 4	MOKOENA MV	52	
Grade 2 A	Block B room 1	MTSWENI SJ	33	185
Grade 2 B	Block B room 2	NKOGATSE MG	51	
Grade 2 C	Block B room 3	PHALA TJ	51	
Grade 2D	Block B room 4	PHASHA MM	50	
Grade 3 A	Block B room 1	MNISI MJ	29	175
Grade 3 B	Block C room 1	MOKGABUDI ML	73	
Grade 3C	Block C room 2	NKOSI MK	73	
	New Teacher substituting Mam Dhlamini to be attached to Gr.3			
Grade 4 A	Mobile 1	KEKANA NC	65	196
Grade 4 B	Mobile 2	MONARENG DM	65	
Grade 4 C	Mobile 3	MATJOMANE M.J	66	
Grade 5 A	Mobile 4	NCHABELENG MJ	58	176
Grade 5 B	Mobile 5	MTSWENI ZL	59	
Grade 5 C	Mobile 6	RAKGALAKANE C	59	
Grade 6 A	Block E room 2	ZWANE MG	59	178
Grade 6 B	Block E room 3	NGWENYA N.S	60	
Grade 6 C	Block E room 4	MOKOLO NA	59	
Grade 7 A	Block D room 1	MAGAKWE MA	56	167
Grade 7 B	Block D room 2	MILAZI D	56	
Grade 7 C	Block E room 1	MAHLANGU PS	55	
Centre Managers		Non Class Teachers		
Mathala	Sports Centre	Mogale LR		
Maile LF	Science Laboratory	Mokwena PS		
Mthombeni EM	Library	Mathala ME		
Mosehla TR	Computer	Phahlamohlaka ME		
		Masemola EK		
		Sihlangu SS		
		Tlaka MI		
		Kgaphola MK		



**ONANE
PRIMARY SCHOOL**

DEPARTMENT:
LIMPOPO BASIC EDUCATION

FACULTY: MANAGEMENT

EDUCATORS WORKLOAD 2026

POST NO.	EDUCATOR	SUBJECT	CLASS	PERIODS	TOTAL PERIODS
1	SIHLANGU SS	ENGLISH	7C	8	8
2	MONARENG DM	ENGLISH	4B	10	34
		SEPEDI	4B	12	
		CREATIVE ARTS	7ABC	12	
3	MOKWENA PS	ISINDEBELE	5C	12	30
		LO	7BC	8	
		ENGLISH	5C	10	
4	TLAKA MM	ALL GRADE 1C SUBJECTS	1C	50	50
5	ZWANE MG	ENGLISH	6A	10	34
		MATHEMATICS	6AC	24	
6	MATHALA ME	ENGLISH	6BC	20	30
		NS&TECH	6C	05	
		NS/TECH	5C	05	

POST NO.	EDUCATOR	SUBJECT	CLASS	PERIODS	TOTAL PERIODS
7	NKOSI MK	ALL GRADE 3C SUBJECTS	3C	50	50
8	MARISHANE TT	ALL GRADE RC SUBJECTS	RC	50	50
9	NKOGATSE MG	ALL GRADE 2B SUBJECTS	2B	50	50
10	SUBSTITUTE	ALL GRADE 3 SUBJECTS	3	50	50
11	MNISI MJ	ALL GRADE 3A SUBJECTS	3A	50	50
12	MTSWENI SJ	ALL GRADE 2A SUBJECTS	2A	50	50
13	NGWENYA NS	ISINDEBELE	4C	12	33
		NS&TECH	4C	5	
		LIFE SKILLS	6BC	16	
14	MTHOMBENI EM	ISINDEBELE	6C	12	27
		NS&TECH	5B	05	
		NS&TECH	6AB	10	
15	MOGALE LR	ENGLISH	7AB	16	16
16	TLAKA MI	EMS	7C	4	25
		MATHEMATICS	7A	9	
		SEPEDI	5B	12	
17	MOKOLO NA	SEPEDI	7B	9	35
		SOCIAL SCIENCES	6ABC	18	
		LIFE SKILLS	4A	8	

18	PHALA TJ	ALL GRADE 2C SUBJECTS	2C	50	50
19	MATSHIKA MT	ALL 1A SUBJECTS	1A	50	50
20	MILAZI D	SEPEDI	6B	12	32
		MATHEMATICS	5C	12	
		EMS	7AB	8	
21	PHAHLAMOHLAKA ME	SEPEDI	7C	10	28
		MATHEMATICS	7BC	18	
22	MASEMOLA EK	SEPEDI	7A	10	30
		MATHEMATICS	6B	12	
		LIFE SKILLS	5C	8	
23	MAHLANGU PS	ISINDEBELE	7C	10	36
		SOCIAL SCIENCES	7ABC	18	
		LIFE SKILLS	6A	8	
24	RAKGALAKANE C	SOCIAL SCIENCES	5ABC	18	30
		SEPEDI	5C	12	
25	MTSWENI ZL	MATHEMATICS	5B	12	32
		MATHEMATICS	4C	12	
		LIFE SKILLS	4C	8	
26	NCHABELENG MJ	SEPEDI	5A	12	32
		MATHEMATICS	5A	12	
		LIFE SKILLS	5B	8	
27	ADAMS LM	ALL F.PHASE SUBJECTS	RA	50	50
28	MAILE LF	ENGLISH	4A	10	27
		NATURAL SCIENCES	7ABC	12	
		NS&TECH	4C	5	
29	MAGAKWE MA	NS&TECH	4A	05	34
		NS/TECH	5A	05	
		LIFE SKILLS	5A	8	
		SEPEDI	4C	12	

30	MOKWANA RL	ALL GRADE 1B SUBJECTS	1B	50	50
31	MORASWE RL	ALL GRADE RB SUBJECTS	RB	50	50
32	MATJOMANE MJ	SEPEDI	6A	12	30
		SOCIAL SCIENCES	4ABC	18	
33	MOKGABUDI ML	ALL GRADE 3B SUBJECTS	3B	50	50
34	KEKANA NC	SEPEDI	4A	12	32
		MATHEMATICS	4A	12	
		LIFE SKILLS	4B	8	
35	SUBSTITUTE	SEPEDI	6B	12	34
		ENGLISH	4C	10	
		MATHEMATICS	4B	12	
36	KGAPHOLA MK	ENGLISH	5AB	24	36
		TECHNOLOGY	7ABC	12	
37	MOKOENA MV	ALL GRADE 1D SUBJECTS	1D	50	50
38	PHASHA MM	ALL.F.PHASE SUBJECTS	2D	50	50

Summary of Workload 12 January 2026

SUBJECTS		4A	4B	4C	5A	5B	5C	6A	6B	6C
12p	Maths	Kekana	Post 35	Mtsweni	Nchabeleng	Mtsweni	Milazi	Zwane	Masemola	Zwane
12p	Sepedi	Kekana	Monareng	Magakwe	Nchabeleng	Tlaka	Rakgalakane	Matjomane	Milazi	Monareng
12p	IsiNdebele			Ngwenya			Mokwena			Mthombeni
10p	English	Maile	Monareng	Post 35	Kgaphola	Kgaphola	Mokwena	Zwane	Mathala	Mathala
08p	Life Skills	Mokolo	Kekana	Mtsweni	Magakwe	Nchabeleng	Masemola	Mahlangu	Ngwenya	Ngwenya
07	NS/Tech	Magakwe	Magakwe	Maile	Magakwe	Mthombeni	Mathala	Mthombeni	Mthombeni	Mathala
06p	Social Sciences	Matjomane	Matjomane	Matjomane	Rakgalakane	Rakgalakane	Rakgalakane	Mokolo	Mokolo	Mokolo
02p	Computer	Mosehla	Mosehla	Mosehla	Mosehla	Mosehla	Mosehla	Mosehla	Mosehla	Mosehla

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



LIST OF PERSONNEL APPOINTED TO PERFORM CERTAIN DELEGATED DUTIES : 2026

DUTY	RESPONSIBLE PERSON
FINANCE OFFICER	TLAKA MI
HEAD OF PROCUREMENT	ZWANE MG
LEADERSHIP DEVELOPMENT AND CLASS MONITORS MENTOR	MOKOLO NA
SGB EMPLOYEES' MANAGER	NKOSI MK
SCIENCE LAB MANAGER	MAILE LF
NEATNESS AND CLEANLINESS MANAGER	MAHLANGU PS
SPORT CENTRE MANAGER	MATHALA ME
SPORTS ORGANISER	TLAKA MM
ASSETS AND INFRASTRUCTURE MANAGER	MAILE LF
SA-SAMS AND E – LIBRARY COORDINATOR	MNISI MJ
FIRST AIDER, HEALTH AND SAFETY OFFICER	MAHLANGU PS
FIRE MARSHALL	MOKOLO NA
ROBOTICS OFFICER	MARISHANE TT
ICT CHAMPION AND ICT COMMITTEE CHAIRPERSON	MNISI MJ
LTSM MANAGERS	MAGAKWE MA (F.PHASE) NGWENYA NS (INTERSEN PHASE)
NECT COORDINATOR	MOKWANA RL
SMT SECRETARY	
SMT DEPUTY SECRETARY	
STAFF SECRETARY	
DEPUTY STAFF SECRETARY	
COMPUTER LAB MANAGER	MOSEHLA TR
NSNP DELEGATED TEACHER	PHAHLAMOHLAKA ME
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

FACULTY: OFFICE

SUBJECT COMMITTEES : 2026

2026 FOUNDATION PHASE SUBJECTS COMMITTEE

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

COMMITTEE : SEPEDI TAUGHT SUBJECTS (SEPEDI, MATHS,LS AND ENGLISH)			
HEAD	CHAIRPERSON	SECRETARY	MEMBERS
MOKWANA RL	PHASHA MM	MOKOENA MV	ALL AFFECTED TEACHERS

2026 INTER-SEN PHASE SUBJECTS COMMITTEE

INTER-SEN CURRICULUM MANAGER	MOGALE LR
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COMMITTEE : LANGUAGES COMMITTEE (SEPEDI,ISINDEBELE,ENGLISH)			
HEAD	CHAIRPERSON	SECRETARY	MEMBERS
MAILE LF	MATJOMANE MJ	MILAZI D	ABOVE SUBJECT TEACHERS

COMMITTEE : SCIENCES COMMITTEE (MATHS, NS, TECH, EMS, COMP LIT)			
HEAD	CHAIRPERSON	SECRETARY	MEMBERS
PHAHLAMOHLAKA ME	MTSWENI ZL	ZWANE MG	ABOVE SUBJECT TEACHERS

COMMITTEE : SOCIAL SCIENCES COMMITTEE (SS,LO,LS,CA)			
HEAD	CHAIRPERSON	SECRETARY	MEMBERS
MATHALA ME	RAKGALAKANE C	MONARENG DM	ABOVE SUBJECT TEACHERS

2026 CORE AND EXTRA-CURRICULAR COMMITTEES

No.	COMMITTEE	OVERSEER	CHAIRPERSON	SECRETARY	OTHER MEMBERS	DUTIES AND RESPONSIBILITIES
01	Admission and Maintenance committee	Mthombeni EM	Masemola EK	Post 35	Mokwena PS, Matshika MT	Core duties: <ul style="list-style-type: none"> a. Learner admission b. Learner transfer c. Maintenance of Infrastructure d. Minor repairs and fittings e. Manages implementation of all school plans
02	Beautification Committee	Mokwana RL	Moraswe RL	Monareng DM	Mtsweni SJ	Core duties: <ul style="list-style-type: none"> a. School beautification b. All NSNP related matters c. Catering and décor d. Neatness and Cleanliness of learners e. Proper usage of School Uniform f. Preparing catering for events g. Preparing venues and décor h. Distribution of food parcels i. Distribution of uniform articles j. In charge of school wardrobes
03	Bereavement Committee	Mokwana RL	Nkosi MK	Mtsweni ZL	Nkogatse MG,	Core duties <ul style="list-style-type: none"> a. Occupational Health and Safety b. Management of Policies implementation c. Organizing Staff development sessions

No.	COMMITTEE	OVERSEER	CHAIRPERSON	SECRETARY	OTHER MEMBERS	DUTIES AND RESPONSIBILITIES
04	Curriculum Committee	Mogale LR	Maile LF	Mathala ME	Mokwana RL, Mthombeni EM, Phahlamohlaka ME	<p>Core duties</p> <ul style="list-style-type: none"> a. Serves as the School Assessment Irregularities Committee (SAIC) b. In charge of Curriculum implementation and Management c. Pre and Post Moderation of Assessment Tasks d. Provision of Moderation Reports e. Moderation of Marksheets f. Preparation of Support programmes for teachers g. Organising staff development sessions for teachers h. Organising school-based workshops and seminars for teacher development
05	Finance Committee	Sihlangu SS	Zwane MG	Tlaka MI	Mlaba DL, Mtimunye DA	<p>Core duties:</p> <ul style="list-style-type: none"> a. In charge of all finance matters including budgeting, budget management, procurement of services, record keeping, auditing, provision of reports and implementation of finance legislative framework

No.	COMMITTEE	OVERSEER	CHAIRPERSON	SECRETARY	OTHER MEMBERS	DUTIES AND RESPONSIBILITIES
06	Entertainment Committee	Mthombeni EM	Nchabeleng MJ	Kgaphola MK	Marishane TT, Phala TJ	<p>Core duties:</p> <ul style="list-style-type: none"> a. Serves as the Library Committee b. Serves as the Cultural Committee c. In charge of special day celebrations eg. Valentines' day d. Organizing for all Competitions, be it School based, Circuit, Provincial or National including Maths Olympiad, Spelling Bee, Science Expo etc e. In Charge of all Cultural activities and Cultural day Celebration f. Organizing the Grade R day g. Organizing Miss Onane Day h. Organizing the Fun Day a. Organizing the Doek day Organize the World Book Day and Library Day Function
07	Fundraising and Tours Committee	Maile LF	Kekana NC	Mokolo NA	Morena MM, Zwane MG,	<p>Core duties:</p> <ul style="list-style-type: none"> a. Organise all Planned Trips(Excluding Sports Trips) for the School as approved by parents. b. Work with SMT to decide on teachers to accompany learners to the trip. c. Functions hand in glove with the finance committee d. Seeks donations for the school and functions e. Handles all fundraising activities f. Together with Finance Committee, Purchases and cell all Fundraising articles

						g. Keep records and report regularly on Fundraising
No.	COMMITTEE	OVERSEER	CHAIRPERSON	SECRETARY	OTHER MEMBERS	DUTIES AND RESPONSIBILITIES
08	Sports Committee	Mathala ME	Tlaka MM (Sports Organiser)	Mosehla TR	Monareng DM, Mnisi MJ	Core duties : a. Organize all school sports activities b. Organize School Sports trips c. Organize all Circuit based School activities d. Organize in and Out Matches for the school e. Organize transport and Catering for Sports in collaboration with the Finance Committee and Management
09	ICT and SA-SAMS Committee	Maile LF	Mnisi MJ	Mosehla TR	Mathala ME, Masha PT	Core duties : a. Serves as ICT Committee b. Serves as SA-SAMS Committee c. In charge of all school ICT matters d. In charge of Coding and Robotics matters e. In charge of ICT gadgets and Computer laboratory Matters f. All matters related to SA-SAMS including weekly uploading to DDD g. Organise workshops for Promotion of ICT amongst teachers h. Develop ICT skills amongst teachers
10	SBST Committee	Sihlangu SS	Matjomane MJ	Mahlangu PS	Rakgalakane C, Kekana NC, Post 10	Core duties: a. Serves as School Based Support Team b. Serves as QMS Committee c. Serves as School Self Evaluation Committee d. Inclusive education and all SIAS Processes e. Handling all matters related to QMS

						<ul style="list-style-type: none"> f. Handling all matters related to SSE g. Facilitate implementation of 2024 School Improvement Plan (SIP) h. Implementation of SIAS Policy i. Providing Support to learners with Serious Learning Barriers j. Prepare and monitor the Intervention and Support Programme
11	Disciplinary Committee	Phahlamohlaka ME	Ngwenya NS	Magakwe MA	Mokwena PS, Mogale LR	<p>Core duties:</p> <ul style="list-style-type: none"> a. Serves as the LTSM Committee b. Serves as the Disciplinary Committee c. Receiving and Recording LTSM d. Dispatching LTSM e. Conducting retrieval of LTSM f. Replacement of losses and damages g. Dealing with learner cases h. Dealing with HR grievances and disputes i. Liaising with the SGB on resolving problems j. Recording cases and demeriting learners on SA SAMS
12	Timetable Committee	Mathala ME	Milazi D	Adams LM		<p>Core duties:</p> <ul style="list-style-type: none"> a. Drawing of School General Time Table b. Drawing of Invigilation Time Table c. Drawing the School Duty Lists d. Drawing the Library Time Table
13	Functions Committee	Phahlamohlaka ME	Kgaphola MK	Phasha MM	Mokoena MV Mokgabudi ML Mokwana RL Sihlangu SS	<p>Core duties:</p> <ul style="list-style-type: none"> b. Organizing all school functions c. Organizing Special days for Celebration d. Organizing Awards and Prize giving function e. Organizing Grade 7 Camp function f. Organizing Grade 7 Career dress up function g. Organizing Grade 7 Farewell function

No.	COMMITTEE	OVERSEER	CHAIRPERSON	SECRETARY	OTHER MEMBERS	DUTIES AND RESPONSIBILITIES
14	Quality Learning and Teaching Campaign Committee	Maile LF	Matlala TY	Mthimunye DA		Core duties: <ol style="list-style-type: none"> 1. Promotion of quality teaching and learning amongst all stakeholders 2. Brings all stakeholders together to discuss on matters of education
	Other Members: Phahlamohlaka ME NSNP Educator Makwana B Community Member Mokwena MR Community Member Choma S Community Sports Convener Mathibela T Community Sports Convener Phadu TD SADTU Leader Mokolo NA PEU Member Mashegoane D SAPS Member Tshehla E Ward Councilor Maupa J Pensioner Makuwa P Security Officer Shae R Social Worker Tshingowe N Social Worker Rampedi NS Nurse Nkoana MS Principal Mogale LR Deputy Principal Mokwana RL Deputy Principal					



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

FACULTY: OFFICE

2026 SPORTING CODES AND CONVENERS

NETBALL	FOOTBALL	LADIES SOCCER	VOLLEY BALL	CHESS	MORABARABA
Mnisi MJ (Coach)	Kgaphola MK (Coach)	Masemola (Coach)	Ngwenya NS (Coach)	Mathala (Coach)	Mahlangu PS (Coach)
Post 35	Adams LM	Zwane MG	Mokgabudi ML	Phala TJ	Nkogatse MG
Tlaka MM	Matjomane MJ	Mokoena MV	Nkosi MK	Masha PT	Matshika MT
			Mthombeni		

SCRABBLE MONOPOLY	DRAMA DEBATE	MODERN DANCE	MAJORETTES	TABLE TENNIS AND POOL	AEROBICS	HOCKEY
Maile LF (Coach)	Monareng DM (Coach)	Mtsweni ZL(Coach)	Kekana NC (Coach)	Mosehla TR (Coach)	Mokoana RL (Coach)	Milazi D (coach)
Tlaka MI	Mokwena PS	Morena MM	Magakwe MA	Phahlamohlaka ME	Rakgalakane	Marishane
Maloma M	Sihlangu SS	Phasha MM	Mokolo NA	Mogale LR (Pool)	Post 10	Mtsweni SJ

VENUE FOR SPORTING CODES

• Chess	Next to block F
• Volleyball	Combo Court
• Table Tennis and Pool	Sports centre
• Morabaraba	7 ^C Class
• Hockey	Combo Court
• Netball	Combo Court
• Ladies' soccer	School pitch
• Football	Mmotwaneng Sports Ground
• Drama & debate	Library
• Drum majorettes	Next to 6 ^C class
• Aerobics	Foundation phase assembly
• Modern dance	5 ^B Class
• Scrabble monopoly	Science lab



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

FACULTY: OFFICE

ATHLETICS CODE CONVENERS : 2026

PLEASE TAKE SPECIAL NOTE OF THE FOLLOWING

- (a) 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 15th January 2026
- (b) No alteration of Conveners below without prior approval of the Office of the Principal
- (c) All Managers must ensure that there is discipline and the code is under good control
- (d) Caretakers (C) must keep records, be in charge of material used and compile a Report for submission to Office
- (e) 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					
Mathala		Maile		Mokwana	
CODE FACILITATORS					
Kgaphola (C)	Matjomane (C)	Magakwe(C)	Nkogatse (C)	Phala (C)	Moraswe (C)
Masemola	Ngwenya	Marishane	Matshika	Mtsweni ZL	Nkosi
Mahlangu PS	Rakgalakane	Mokwena	Adams	Mokgabudi	Mtsweni SJ
Monareng	Post 35	Mokoena	Mthombeni	Nchabeleng	Phahlamohlaka
Tlaka MM					
Milazi					
Masha PT					
FUNDRAISING CREW FOR THE DAY					
(C) – Team Leader / Captain					
Maile (Manager) Mokolo NA (Leader), Kekana NC, Mosehla TR, Zwane MG, Maloma M, Tlaka MI					



**ONANE
PRIMARY SCHOOL**

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LIMPOPO BASIC EDUCATION

FACULTY: OFFICE

MANAGEMENT PLAN FOR ATHLETICS INTERHOUSE EVENT : 2026

MANAGEMENT PLAN FOR ATHLETICS : 2026

DATES	ACTIVITIES	RESPONSIBILITY
17/01/2026	Letter issued to all parents outlining the programme for the Term	Sihlangu SS
17/01/2026	Learners are informed of the Event. Group Colours are well outlined and information regarding Fundraising is dispatched	(Event Information) Kekana NC (Fundraising Information)
17/01/2026	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) Mokoena (Javeline) Mtsweni ZL (Short Put) Maile (Discuss)
20/01/2026	Purchase of all Sports Requirements	Tlaka MM Mnisi Mosehla Zwane (FinCom) Mathala (Manager)
21/01/2026	# Stock purchasing for fund raising purpose # Distribution of duty list to educators	Mokolo Kekana Motau Zwane (FinCom) Mathala (Manager)
22/01/2026	Interhouse and Fundraising 1	Kgaphola and Sports Committee Kekana and Fundraising Crew
05/02/2026	Commencement of athletics practice	Educators and learners



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

FACULTY: SPORTS

SCHOOL CATERING GROUPS: 2026

GROUP 1	GROUP 2	GROUP 3
Marishane	Post 10	Phala
Moraswe	Mtsweni S.J	Nkogatse
Matshika	Mokwena P.S	Mnisi
Kekana	Ngwenya	Nkosi
Nchabeleng	Mokolo	Adams
Mtsweni Z.L	Mthombeni	Rakgalakane
Mosehla	Magakwe	Phahlamohlaka
Monareng	Tlaka M.M	Milazi
Mokgabudi	Mokwena M.V	Mahlangu
Mokwana	Morena	Zwane
Masha	Maloma	Phasha



**ONANE
PRIMARY SCHOOL**
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LIMPOPO BASIC EDUCATION

FACULTY: OFFICE

COMPETITIONS : 2026

COMPETITION	RESPONSIBILITY
Maths Olympiad	All Maths educators (Overseer: Mtsweni ZL)
Spelling Bee	All English educators (Overseer: Mathala ME)
Reading and writing (Sepedi)	All Sepedi educators (Overseer: Milazi D)
Reading and Writing (IsiNdebele)	All isiNdebele educators (Overseer: Mthombeni ME)
Foundation Phase Maths Writing	All Maths educators (Overseer: Nkosi MK)
Sepedi Creative Writing, Reading and Spelling B	All Sepedi educators (Overseer: Mokwana RL)
IsiNdebele Creative Writing, Reading and Spelling B	All IsiNdebele educators (overseer" Mthombeni ME
Reading, Poetry, Drawing	Morena MM (Overseer: Mthombeni ME)
Music Choirs	All music committee (overseer: Mokwana RL)
Beauty Pageant (Ms. And Mr. Onane 2027)	Kekana NC and Mosehla TR
Science Expo	All Science educators (overseer: Maile LF)
Library and Cultural Competitions	Entertainment Committee (Overseer: Mthombeni EM)



ASSEMBLY ACTIVITIES ITINERARY: 2026

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 Assembly days.
Mokwana RL to create a suitable duty list for activities

DAY	ACTIVITY	ONE TO COORDINATE
Mondays	Spelling BEE	Mathala ME Matjomane MJ
Tuesdays	Reading	Mtsweni ZL Milazi D
Wednesdays	Reporting and Story Telling	Morena MM Mokwena PS
Thursdays	Debate	Mogale LR Sihlangu SS
Fridays	Poetry and Talent Search	Ngwenya NS Mthombeni



**ONANE
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FACULTY: MANAGEMENT

SMT CORE DUTIES AND ADDED RESPONSIBILITIES :2026

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"> • All duties as per PAM • Coverage of Absent Staff in the Foundation Phase on daily basis • Curriculum Manager (Foundation Phase) • Foundation Phase Conflict Management • Foundation Phase Subject Committee Coordinator • Coordinates F. Phase 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 • Foundation Phase Leave and Movement Management
MEMBER	MOGALE LR
RANK	DEPUTY PRINCIPAL
ADDITIONAL DUTIES	<ul style="list-style-type: none"> • All duties as per PAM • Curriculum Manager (Inter-Sen Phase) • Inter-Sen Phase Conflict Management • 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 learner cases, discipline and welfare • Attendance Registers (Learners and Teachers) Management • Manages Library Service and LTSM Matters •

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 • 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 • School Natural Sciences Subject Coordinator • Manages Information and Communication Technology (ICT) • Asserts and Infrastructure Manager
MEMBER	MTHOMBENI M.E
RANK	DEPARTMENTAL HEAD
ADDITIONAL DUTIES	<ul style="list-style-type: none"> • Teacher Librarian • In Charge of Library Matters • Attendance Registers • Monitors all School Centres on daily basis • Manages Administration, infrastructure and staff development • LTSM Manager • QMS Programme Manager
MEMBER	MATHALA ME
RANK	DEPARTMENTAL HEAD
	<ul style="list-style-type: none"> • EMIS Officer • In charge of SA-SAMS matters • Inter-Sen Coverage of absent staff • In charge of Time Tabling • Learner transport • In charge of learners, parents and teachers development programmes



Onane Primary School

OFFICE OF THE PRINCIPAL

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

FOUNDATION PHASE PROGRAMME SHALL BE COORDINATED BY MOKWANA RL AND MTHOMENI EM

DAY	VENUE	TIME	FOCUS AREA	RESPONSIBILITY
MONDAYS	CLASSES	07H45 – 08h15	MATHEMATICS REMEDIAL	MATHS TEACHERS
	ASSEMBLIES	07H45 – 08h15	SPELLING BEE	MATHALA, MATJOMANE
TUESDAYS	CLASSES	07H45 – 08h15	ENGLISH REMEDIAL	ENGLISH TEACHERS
	ASSEMBLIES	07H45 – 08h15	LANGUAGES : READING	MTSWENI , MILAZI
WEDNESDAYS	CLASSES	07H45 – 08h15	SEPEDI	SEPEDI TEACHERS
	ASSEMBLIES	07H45 – 08h15	REPORTING AND STORYTELLING	MORENA, MOKWENA
THURSDAYS	CLASSES	07H45 – 08h15	ISINDEBELE :REMEDIAL	ISINDEBELE TEACHERS
	ASSEMBLIES	07H45 – 08h15	DEBATE	SIHLANGU, MOGALE
FRIDAYS	ASSEMBLIES	07H45 – 08h15	POETRY AND TALENT SEARCH	NGWENYA, MTHOMBENI