



NKUNYANA PRIMARY SCHOOL

TERM 3 CURRICULUM MANAGEMENT & MONITORING PLAN 2023

ACTIVITY	END DATE	RESPONSIBILITY
School Reopens	18 July 2023	Principal
Lesson Plan Submissions	Every Monday	SMT
Monitoring Learners Work	Monthly	SMT
Controlling Informal Assessment Tasks	Weekly	Foundation Phase DH
One-on-one meetings with educators	Monthly	Departmental Heads
Phase Meetings	Weekly	Departmental Heads
SMT Meeting – Lesson Planning, Reading Monitoring, Ground Duty, Relief Timetable, Phase Meetings, Curriculum Management and Monitoring Plan	21 July 2023	Deputy Principal
SMT Meeting - Analysis of Term 2 Results (SMT Accountability Session) and implementation of Turnaround Strategies	28 July 2023	Deputy Principal
General meeting with RCL	28 July 2023	Deputy Principal & TLO
One-one-one professional conversation with Miss P Mbelu - QMS Performance Review and other issues	28 July 2023	Deputy Principal
One-one-one professional conversation with Miss ZP Maphumulo - QMS Performance Review and other issues	28 July 2023	Deputy Principal
One-one-one professional conversation with Miss SL Khuzwayo – QMS Performance Review and other issues	28 July 2023	Deputy Principal
QLTC General Meeting (Planning)	04 Aug 2023	Chairperson
Monitoring the availability of ATPs and Subject Files for Departmental Heads	04 Aug 2023	Deputy Principal
Lesson Observation – Post Appraisal Discussion and addressing the developmental needs – Mr SJ Khumalo	04 Aug 2023	Principal
Lesson Observation – Post Appraisal Discussion and addressing the developmental needs – Miss Mbelu	04 Aug 2023	Deputy Principal
Lesson Observation – Post Appraisal Discussion and addressing the developmental needs – Miss Maphumulo	04 Aug 2023	Deputy Principal
Lesson Observation – Post Appraisal Discussion and addressing the developmental needs – Miss Khuzwayo	04 Aug 2023	Deputy Principal
Class visits (Lesson Observations)	08 Aug 2023	Intermediate Phase DH
Post-Assessment Moderation (Maths & FAL) GRD 3,6 & 9 – School Intervention	11 Aug 2023	Deputy Principal
SMT Meeting – Progress with ATP's Pace-Setters and Feedback on Homework given to learners. Functionality of SBST and QLTC Structures	11 Aug 2023	Deputy Principal
Controlling Foundation Phase Educator Files	14 Aug 2023	Foundation Phase DH



Monitoring Curriculum Management Files for Departmental Heads	18 Aug 2023	Deputy Principal
SMT Meeting – Learner welfare	18 Aug 2023	Deputy Principal
One-one-one professional conversation with Miss P Mbelu – Curriculum related issues	25 Aug 2023	Deputy Principal
One-one-one professional conversation with Miss ZP Maphumulo – Curriculum related issues	25 Aug 2023	Deputy Principal
One-one-one professional conversation with Miss SL Khuzwayo – Curriculum related issues	25 Aug 2023	Deputy Principal
SMT Meeting – Programme of Assessment (POA) Term 3	25 Aug 2023	Deputy Principal
Class visits (Lesson Observations)	28 Aug 2023	Senior Phase DH
Class visits (Lesson Observations)	28 Aug 2023	Foundation Phase DH
Monitoring Curriculum Management Files for Departmental Heads	01 Sep 2023	Principal
SMT Meeting – Learner and educator punctuality and attendance	08 Sep 2023	Deputy Principal
SMT Meeting – Curriculum implementation issues	15 Sep 2023	Deputy Principal
One-one-one professional conversation with Miss P Mbelu – QMS Developmental Needs and other issues	15 Sep 2023	Deputy Principal
One-one-one professional conversation with Miss ZP Maphumulo – QMS Developmental Needs and other issues	15 Sep 2023	Deputy Principal
One-one-one professional conversation with Miss SL Khuzwayo – QMS Developmental Needs and other issues	15 Sep 2023	Deputy Principal
Pre-Assessments Moderation	15 Sep 2023	SMT
End of Term 3 Assessments	20 Sep 2023	All educators
Post-Assessments Moderation	26 Sep 2023	SMT
Results Capture on SA-SAMS	27 Sep 2023	All educators
Staff Meeting – Preparations for Parents Meeting	28 Sep 2023	Principal
Submission of Learner Attendance Register	28 Sep 2023	All educators
Signing of Report Cards	28 Sep 2023	Principal and DP
Parents Meeting (Curriculum related)	29 Sep 2023	Deputy Principal
Collection of Report Cards	29 Sep 2023	Parents
Submission of SA-SAMS Database	29 Sep 2023	Principal and Deputy
School Recession	29 Sep 2023	Principal