



**RESPONSE TO COVID-19: EVALUATION INSTRUMENT**

**1. GENERAL**

Name of evaluator:

Date of visit:

Name of school:

Name of principal:

	Gr 7	Gr 6	Gr 5	Gr 4	Gr 3	Gr 2	Gr 1
Number of <b>learners</b> in each grade.							
Number of learners in each grade <u>present</u> on the day of the visit.							
Number of learners in each grade <u>absent</u> on the day of the visit owing to possible or confirmed Covid-19 or exposure to possible or confirmed Covid-19.							
Number of learners in each grade with <u>comorbidities</u> .							
Any other reasons for attendance of learners being lower than normal (e.g. rota system, part-time attendance):	Daily rotational timetable						
Total number of confirmed cases of Covid-19 among learners since the pandemic began.							
Number of <b>teachers</b> .	(WCED) & (GB)						
Number of teachers <u>present</u> on the day of the visit.							
Number of teachers <u>absent</u> on the day of the visit owing to possible or confirmed Covid-19.							
Number of teachers with <u>comorbidities</u> (confirmed by medical reports).							
Total number of confirmed cases of Covid-19 among teachers since the pandemic began.							
Number of <b>non-teaching staff</b> .	(WCED) & (GB)						
Number of non-teaching staff <u>present</u> on the day of the visit.							

Number of non-teaching staff <u>absent</u> on the day of the visit owing to possible or confirmed <u>Covid-19</u> or exposure to possible or confirmed Covid-19.	
Number of non-teaching staff with <u>comorbidities</u> (confirmed by medical reports).	
Total number of confirmed cases of Covid-19 among non-teaching staff since the pandemic began.	

## 2. TEACHING AND LEARNING

### 2.1 The teachers maintain a safe and positive learning environment

	Rating
2.1.1 Effectiveness with which school has organised classrooms and the timetable to ensure that the environment for teaching and learning is safe and positive	
Overall rating for standard 2.1	

Evaluative commentary on Standard 2.1:

Good practice, innovation, imaginative solutions:

- 

Concerns, problems:

- 

### 2.2 The adaptation of classroom teaching practice in the light of Covid-19 ensures that teaching and learning are of high quality

	Rating
2.2.1 Quality of revised Annual Teaching Plans (ATPs) and of the elements of the Temporary Revised Education Plan (TREP) relating to the curriculum and teaching	
2.2.2 Effectiveness with which teachers have adapted to the changed conditions in the classroom, to ensure that learners learn effectively.	
Overall rating for standard 2.2	

Evaluative commentary on Standard 2.2:

- 

Good practice, innovation, imaginative solutions:

- 

Concerns, problems:

- 

### 2.3 Learners are supported well (in school and at home), so that they learn effectively

	Rating
2.3.1 Quality of feedback and support to learners	
2.3.2 Effectiveness of support for home learning by learners still not attending school owing to exposure to Covid-19, comorbidities, phasing of the re-opening of the school or parental anxieties	
2.3.3 Effectiveness of psycho-social and other support for all learners, including vulnerable learners	

Overall rating for standard 2.3	
---------------------------------	--

Evaluative commentary on Standard 2.3:

- 

Good practice, innovation, imaginative solutions:

- 

Concerns, problems:

- 

### 3. BEHAVIOUR AND SAFETY

#### 3.1 The school's environment is disciplined and purposeful and its ethos is positive

	Rating
3.1.1 Extent to which learners, teachers and non-teaching staff willingly comply with and embrace the measures necessary to keep everyone safe while remaining focused on high-quality teaching and learning.	
Overall rating for standard 3.1	

Evaluative commentary on Standard 3.1:

- 

Good practice, innovation, imaginative solutions:

- 

Concerns, problems:

- 

#### 3.2 The school is safe, and protects and cares for its learners and staff well

	Rating
.	
3.2.1 Effectiveness of the school's procedures for managing Covid-19, including cleaning, screening, use of face-masks and social distancing.	
3.2.2 Effectiveness of procedures for responding to suspected and confirmed cases of Covid-19, and to exposure to such cases, including the availability of isolation facilities in the school.	
3.2.3 Effectiveness with which the school controls access to the site by authorised and unauthorised visitors	
3.2.4 Extent to which arrangements for the preparation and service of food are safe and hygienic, including for learners dependent on NSNP	
3.2.5 Effectiveness of measures to ensure safety of learners on learner transport to and from school.	
Overall rating for standard 3.2	

Evaluative commentary on Standard 3.2:

- 

- 

Good practice, innovation, imaginative solutions:

- 

Concerns, problems:

-

**3.3 (Where applicable) The school's boarding facilities (hostels), cater well for the safety, care and welfare of learners**

	Rating
3.3.1 Effectiveness of the organisation of dormitories (with beds at least 2m apart) and common and dining areas, and the staggering of meal and bath times, to ensure social distancing	n/a
3.3.2 Effectiveness of procedures for cleaning the premises, screening of learners and staff, use of face-masks and hand-sanitiser, and isolating learners and staff with suspected or confirmed Covid-19	n/a
Overall rating for standard 3.3	n/a

Evaluative commentary on Standard 3.3:

- Not applicable

Good practice, innovation, imaginative solutions:

- Not applicable

Concerns, problems:

- Not applicable

**4. LEADERSHIP AND MANAGEMENT**

**4.1 The School Management Team (SMT) gives clear direction to the school**

	Rating
4.1.1 Quality of the plans for complying with the DBE Standard Operating Procedures and the WCED Guidelines, including the Temporary Revised Education Plan (TREP)	
4.1.2 Quality and effectiveness of orientation and instructions for learners, teachers and non-teaching staff on the management of Covid-19	
4.1.3 Effectiveness with which the SMT monitors the safety of learners, teachers and non-teaching staff and responds to identified risks	
4.1.4 Effectiveness with which the SMT promotes good attendance by learners, teachers and non-teaching staff	
Overall rating for standard 4.1	

Evaluative commentary on Standard 4.1:

- 

Good practice, innovation, imaginative solutions:

- 

Concerns, problems:

- 

**4.2 The SMT acts effectively to improve the quality of teaching and learning in the school**

	Rating
4.2.1 Quality and effectiveness of direction, guidance and support for teaching staff on the organisation of teaching, learning and assessment, and the use of new approaches, for example to online learning	
4.2.2 Effectiveness of monitoring by the SMT of the quality of teaching and learning for all learners, including vulnerable learners	

Overall rating for standard 4.2	
---------------------------------	--

Evaluative commentary on Standard 4.2:

- 

Good practice, innovation, imaginative solutions:

- 

Concerns, problems:

- 

#### **4.3 The SMT ensures that good use is made of all school resources (human, financial and physical)**

	Rating
4.3.1 Effectiveness of deployment of teaching and non-teaching staff (including general assistants, administrative staff, nutrition kitchen and hostel staff) to secure their safety and well-being, and the learning and well-being of learners	
4.3.2 Effectiveness of arrangements to ensure that staff with comorbidities continue to make good contributions to the school's work	
4.3.3 Effectiveness with which safety and cleaning resources are organised and used	
4.3.4 Effectiveness with which online resources have been used to support learning in school and at home	
Overall rating for standard 4.3	

Evaluative commentary on Standard 4.3:

- 

Good practice, innovation, imaginative solutions:

- 

Concerns, problems:

- 

### **5. GOVERNANCE, PARENTS AND COMMUNITY**

#### **5.1 The governing body fulfils its key responsibilities well**

	Rating
5.1.1 Effectiveness of the governing body's support for the principal and SMT	
5.1.2 Extent of the governing body's initiative and involvement in revising relevant school policies in the light of Covid-19	
Overall rating for standard 5.1	

Evaluative commentary on Standard 5.1:

- 

Good practice, innovation, imaginative solutions:

- 

Concerns, problems:

-

**5.2 The governing body fulfils well its functions with regard to the school's finances within its legal mandate**

	Rating
5.2.1 Effectiveness of the governing body's review and re-prioritisation of the school's budget in the light of changes in income and expenditure	
Overall rating for standard 5.2	

Evaluative commentary on Standard 5.2:

- 

Good practice, innovation, imaginative solutions:

- 

Concerns, problems:

- 

**5.3 The school engages effectively with all stakeholders**

	Rating
5.3.1 Extent to which learners, teachers and non-teaching staff can give feedback and make suggestions about the school's management of Covid-19	
5.3.2 Quality and effectiveness of the school's communication with parents, including the extent to which it has given them opportunities to give feedback and make suggestions, and supported their ability and confidence to work with the school to promote their children's learning	
5.3.3 Effectiveness of the school's links with district officers, circuit managers, subject advisers, other district support services and local public health officials	
Overall rating for standard 5.3	

Evaluative commentary on Standard 5.3:

- 

Good practice, innovation, imaginative solutions:

- 

Concerns, problems:

- 

**OVERALL RATINGS**

	Rating
Teaching and learning	
Behaviour and safety	
Leadership and management	
Governance, parents and community	
Overall effectiveness of the school's implementation of the WCED Guidelines and management of Covid-19	

**RECOMMENDATIONS TO THE SCHOOL**