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The King's School Linbro Park QMS Implementation, Monitoring and Reporting Policy

1. What is a Quality Management System?

A Quality Management System (QMS) consists of three programmes which are aimed at enhancing and monitoring performance of the education system in a school. These programmes include: a) Developmental Appraisal, b) Performance Measurement, and c) Whole School Evaluation.

- The purpose of Developmental Appraisal (DA) is to appraise individual educators in a transparent manner with a view to determining areas of strength and weakness, and to draw up programmes for individual development.
- The purpose of Performance Measurement (PM) is to evaluate individual teachers for salary progression, grade progression, affirmation of appointments and distribution of rewards/incentives.
- The purpose of Whole School Evaluation (WSE) is to evaluate the overall effectiveness of a school as well as the quality of teaching and learning.

There will be four focus areas in the Development Appraisal and Performance Measurement processes of The King's School Linbro Park. These areas include the following:

- Identifying specific needs of educators for support and development
- Providing support for continued growth
- Promoting accountability
- Evaluation of educators' performance

There will be six focus areas in the Whole School Evaluation process of The King's School Linbro Park. These areas include the following:

- Teaching and learning
- Attainments and progress
- Functioning of the school

- Governance and management
- Values and society involvement
- Areas distinctive to The King's School Linbro Park

In addition to the above general focus areas, there will be a seventh focus area concentrating exclusively on The King's School Linbro Park Preschool.

2. Quality Management System Implementation

2.1 Responsibilities for implementation

- The school board has the responsibility of overseeing the institution-wide implementation of the Quality Management System.
- The internal evaluation team of The King's School Linbro Park has the responsibility to coordinate the institution-wide implementation of the Quality Management System.
- The phase coordinators will assist with implementation of the Quality Management System in their respective phases.
- The educators will be responsible to implement aspects of the Quality Management System that relate to their own development and to the quality of education in the school.
- The parent teacher association will assist with the implementation of those aspects of the Quality Management System that require the involvement of the parents of learners in the school.
- The student representative council will assist with the implementation of those aspects of the Quality Management System that require the involvement of the student body.

2.2 Developmental Appraisal and Performance Measurement

This process will be completed annually with each member of the teaching staff at The King's School Linbro Park. The process will be repeated annually.

The first step will be completed during the first school term. It will begin with the distribution of the evaluation forms to be used during that year. The only portion filled in by the educators at this point will be the section in which they list their goals for the year.

In the second step, coordinators will perform a classroom evaluation based upon a standard rubric used for all educators in a particular phase. The educator will then meet with their coordinator to discuss the classroom evaluation and reach agreement on areas in need of development.

The third step will be for educators to undergo a self-evaluation. In this step, each educator will complete a questionnaire that asks educators to rate themselves in a variety of categories relating to their performance and professionalism. The educator will then meet with their coordinator to discuss the self-evaluation and reach agreement on areas in need of development.

The fourth step will be for educators to create a Personal Growth Plan (PGP) for themselves that will address the areas agreed upon with their respective coordinators. Educators will submit a copy of their PGP to their coordinator.

During the following year, another self-evaluation and classroom evaluation will be performed for each educator. The results of this evaluation will be compared with the results of the previous evaluation and are used by the educators to create their PGP's for the following year. The results of this evaluation will also be used by the management of the school to inform salary progression, affirmation of appointments and distribution of rewards/incentives

2.3 Whole School Evaluation

While Developmental Appraisal and Performance Measurement are used to assess individual educators, Whole School Evaluation is a process of evaluating the overall effectiveness of the school based upon a predetermined set of indicators.

Step one will be to establish that an internal evaluation will take place and to decide upon the timing of the evaluation. This involves determining the length of the evaluation cycle and what focus areas will be addressed at what point of the cycle.

Step two will be to assemble the role players for the internal evaluation. An evaluation team will be chosen from within the staff of The King's School Linbro Park.

Step three will involve deciding on which focus areas to prioritise for evaluation. Priority will be given to those areas necessary for the school to legally remain in operation. Quality indicators will be identified. This will be followed by a meeting of the evaluation team to plan the substance and timetable of the evaluation. All necessary documents will be prepared and the school community will then be informed of the planned evaluation and its significance.

Step four will be to complete the process of collecting the data through questionnaires, interviews, focus groups, observation, and other methods. This process must be done quickly and in a compact manner so as not to allow the process to delay unnecessarily.

In step five, a report will be completed. This report will be written by the evaluation team summarising and analysing the data acquired in step four. The report will then be distributed to the appropriate individuals and bodies.

Based on the information in the report from step five, follow-up decisions and development plans for improvement will be made. These decisions and plans will include comments regarding future evaluation processes and both short and long term measures to improve any aspects in which shortcomings have been identified.

3. Monitoring and Reporting on the Implementation of the Quality Management System

3.1 Developmental Appraisal and Performance Measurement

As indicated in Section 2.2 above, each coordinator will advise their respective educators during the evaluation process and will compile a report on their respective educators to be submitted to the principal of The King's School Linbro Park. These reports will be kept in the educators' confidential files.

3.2 Whole School Evaluation

As indicated in Section 2.3 above, an evaluation team will be appointed to oversee the evaluation process and to report on its results.

4. Quality Management System Reporting

At the end of each evaluation phase, the evaluation team will produce a report summarising the data gathered during the evaluation process and making recommendations regarding future actions needing to be taken. This report will be distributed to the principal, the school board and the mentor overseeing the evaluation process. The management of the school will then discuss the report and make final decisions regarding areas in need of attention, measures to be taken to address these areas, and the timetable for implementation of these measures. The decisions reached by the management of the school will be reflected in meeting minutes and communicated to the school community. Those members of the school community who will be involved in the implementation of those decisions will be briefed on their involvement and given the required information and resources to carry out their part in the implementation process.