

Effective & Efficient Functionality of the School 2020

Literature on School Improvement Projects suggests That Interventions are more likely to Succeed when They are Implemented in Schools with a Certain Basic Level of Functionality.

What is School Functionality and How do we Determine Levels of Functionality?

These Workshops Deal with School Functionality Focus Areas with Particular Relevance to School Leadership, Teacher Development and Learner Support.

WORKSHOP I | WEDNESDAY

Instructional Leadership: Creating
The Quality of Teaching & Learning in Schools

WORKSHOP II | THURSDAY

Effective Curriculum Management,
Provision & Resources

WORKSHOP III | FRIDAY

Policy Formulation, Development & Review
for Schools



Clock Up To 21 Hours of
Structured Learning!



DATES & VENUES

WORKSHOP ONE

12 Feb 2020 | Hotel 224, Pretoria

19 Feb 2020 | Shakespeare Inn, Vanderjilpark

WORKSHOP TWO

13 Feb 2020 | Hotel 224, Pretoria

20 Feb 2020 | Shakespeare Inn, Vanderjilpark

WORKSHOP THREE

14 Feb 2020 | Hotel 224, Pretoria

21 Feb 2020 | Shakespeare Inn, Vanderjilpark

TO REGISTER AND
ENQUIRIES CALL OR EMAIL

Phone: 012 546 0061

Email: admin@alcentre.co.za

Workshop One | Wednesday

Instructional Leadership: Creating the Quality of Teaching and Learning

Purpose: To Evaluate the Quality of Teaching And Learning and the extent to which the School Provides and Promotes Educator Development

Session I | 8.30-10.30

- Effective Time-management of Teaching and Learning
- Creation of Positive Learning Environment
- Knowledge and understanding of the Curriculum
- Lesson Planning, Preparation and Presentation

Session II | 11.00-12.30

- Learner Assessment and Achievement
- The School conducts appropriate Assessment of Learner Competencies
- Assessments are of good Standard and Correctly recorded
- Educators make use of Sufficient and Variety of Informal Assessment

Session III | 13.30-15.00

- The Quality and Quantity of forms of Informal assessments: As per CAPS Document
- The School supports and encourages Educator Development through IQMS Processes
- Staff Participation in Professional Development

Workshop Two | Thursday

Effective Curriculum Management, Provision & Resources

Purpose: To Evaluate the Implementation of the Curriculum and Enrichment Programs offered at Schools and to what Extent it Enhances the Aims And Objectives of the Education System

Session I | 8.30-10.30

- The Curriculum offered complies with CAPS
- The Subjects offered at the School are in line with CAPS Requirements
- The School Provides Curriculum Resources to Support Teaching and Learning

Session II | 11.00-12.30

- There are Appropriate and Sufficient LTSM Resources, that are in line with CAPS
- The School Manages Procurement, Distribution and Retrieval of LTSM Effectively
- There are Comprehensive inventory lists for LTSM
- Appropriate Retrieval System is in place for Text Books and other LTSM

Session III | 13.30-15.00

- The School Enrichment Programme provides For Extra- and Co-Curricular Activities
- Provision and Support for Learners in a Variety of Extra-curricular Activities
- Provision and Support for Learners in a Variety of Co-curricular Activities
- Cultural Activity Coaches are Skilled so as to Provide high Quality Cultural Skill Development

Register now!

Workshop Three | Friday

Policy Formulation, Development and Review for Schools

Purpose: To Provide Guidelines and Recommendations for the Formulation, Development and Review of Policies in Schools. An appropriate amount of Planning and Effort should go into the Development and Review of a Policy.

Session I | 8.30-10.30

- The Purpose of Policies in Schools
- The Implementation of New Policies and Revision of Existing Policies have an Important Role to play in Schools
- Policies and Procedures typically are written With a specific Target Audience in mind
- Policies and Procedures should be written so That the Target Audience understands

Session II | 11.00-12.30

- Considerations in the Drafting (and Revising) of Policies in Schools
- Identification of the Issue/Problem to Be addressed
- Necessity for a New Policy
- Distribution and Implementation of the Approved Policy
- Guiding Principles in the Drafting of a Policy

Session III | 13.30-15.00

- When Do You Add New Policies or Revise Old Ones?
- What Are Good Procedures for Adding or Revising Policies?

Master Facilitators



Prof Conley Lloyd, Executive Dean: Faculty of Education, North West University

Mr Bruce R. Phillips, Education Leader, Consultant, Freelance Facilitator, Deputy Principal

Mrs Tlou Sylvia Pole, Principal, Freelance Facilitator, Education Consultant

Ms Elana Erasmus, Principal, Consultant and Workshop Presenter

Prof Pierre Du Plessis, Head of Department, Education Management, University of Johannesburg

Dr Daya Chetty, Principal, SAPA President Gauteng, Part-time Lecturer University of Pretoria

Prof Raj Mestry, Department, Education Management, University of Johannesburg

Mr Darren August, CEO, Trainer, Motivational Speaker, Life Coach

TEACHING METHOD

The Workshops will be Delivered using a Three Tiered Approach.

The Structure of each Session is as follows:

1. Overview and Review of Research into the Topic area under Discussion
2. Practical Application of Management Principles In the Review of Case Studies, Worked Examples and Interactive Exercises
3. Discussion of Outcomes and Implementation Problems.
Workshop Participants will have the Opportunity To include Comments and Questions about Issues Outlined in the Program.

For Any Query
Phone: 012 546 0061
admin@alcentre.co.za
www.alcentre.co.za



Effective Functionality of the School 2020 | Booking Form

I would like to attend (Please tick)

Workshop One: Instructional Leadership	12 February 2020 Hotel 224, Pretoria	19 February 2020 Shakespeare Inn, Vanderjilpark
Workshop Two: Curriculum Management	13 February 2020 Hotel 224, Pretoria	20 February 2020 Shakespeare Inn, Vanderjilpark
Workshop Three: Policy Formulation	14 February 2020 Hotel 224, Pretoria	21 February 2020 Shakespeare Inn, Vanderjilpark

FAX your Booking Form to 086 771 2470 | WhatsApp your Booking to 073 594 7953 | Email: admin@alcentre.co.za

❖ PLEASE WRITE IN CAPITAL LETTERS! DO YOU HAVE ANY DIETARY REQUIREMENT?

School Name:		Tel:		Fax:	
School Email					
Delegates	Surname	Name	Job Title	Cellphone Number	
Delegate 1					
Delegate 2					
Delegate 3					
Delegate 4					
Delegate 5					

WORKSHOP FEE

R 840 Vat Incl Per Workshop, Per Delegate (N.B. Workshop Fee Does Not Include your Accommodation)

PAYMENT

(Please note: Payment is required prior to attending this Workshop)

<input type="checkbox"/> Please invoice me	Reference for Payment Please Write your School Name as Reference	Electronic Funds Transfer (EFT)		
Purchase Order No:		Please transfer funds directly to:		
<input type="checkbox"/> Electronic Funds Transfer		Bank Name: First National Bank	Account Name: Aloe Learning Centre	
<input type="checkbox"/> Cheque (payable to ALC)		Account Number: 62 254 342 034	Branch Code: 251045	Branch Name: Pretoria North

AUTHORISATION MANAGER DETAILS

(This registration is invalid without a signature)

Name	Position	Signature	Date
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SEND TO

Fax: 086 771 2470	Email: admin@alcentre.co.za	Phone: 012 546 0061 073 594 7953	WhatsApp 073 594 7953
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Terms and Conditions of Booking

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- If an event is cancelled or rescheduled, ALC will make every effort to contact every registered delegate; if an event is cancelled or you are unable to attend the rescheduled event you will be issued with a

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- If you are unable to attend this event, you may send a substitute delegate in your place at no additional cost, Please advise us of any substitutions as soon as possible. Alternatively, you may transfer your registration to another ALC event.
- ALC is committed to your privacy. All information collected on this registration will be held in the strictest of confidence and in accordance with the Privacy