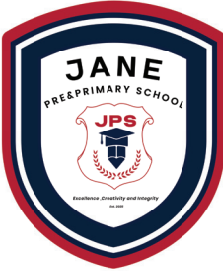


Physical Address:

No 4 Hermansburg Road, Magiesdal,
Nelspruit 1200 RSA.



STRATEGIC AND OPERATIONAL PLAN POLICY

	Document Type	Policy and Procedure		
	Document Title	Strategic and Operational Plan Policy		
	Applicable To	All staff		
	Document Owner	Board of Director		
Doc No: JPS -25-0001	Effective from 12 Feb 2025	Page 1 of 3	Version:0001	Author: Director

A AMMENDMENT HISTORY:

Amendment Date	Version	Amendment Date	Final Approval Level

B. APPROVAL

Title	Name	Date	Signature
Director	O.D Adewuyi	12 Feb,2025	

Disclaimer	It is the responsibility of the user to ensure that the printed document corresponds with original master copy available at the school.
------------	---

1. School Profile

Section	Details
School Name:	Jane Pre & Primary School (NPC)
District:	Ehlanzeni
Province:	Mpumalanga
Principal:	Mrs. Dane Venter
School Type:	Private Primary School
Quintile Level:	[Quintile 1–5]
Learner Population:	100

2. Vision, Mission, and Core Values

Vision

To nurture confident, capable learners prepared for the future through inclusive, high-quality education.

At Jane, we aim to redefine early childhood education with innovative, nurturing, and undefined learning experiences. Our vision is to inspire a love for learning and development in each child, setting them on a path to a successful future.

The goal of establishing a school for the elementary children at the heart of Nelspruit region and others is to enable them complete their foundation phase in a strong elementary stage and primary education to have sustainable living after graduating.

Mission:

At **JANE DAYCARE PRE AND PRIMARY SCHOOL**, our mission is undefined but our direction is clear with **Motto: Excellence, Creativity & Integrity**.

We are committed to fostering an environment of excellence and growth, preparing young minds for the challenges and opportunities of tomorrow with strong religion foundation in Christianity.

- To provide an inclusive, safe, and stimulating environment where every learner can thrive.
- To uphold excellence in teaching, learning, and leadership.
- To promote democratic values, diversity, and social cohesion.

Core Values

- **Integrity:** We instil honesty and strong moral principles in every action.
- **Excellence:** We strive for the highest standards in education and care.
- **Innovation:** We embrace new ideas and technologies to enhance learning experiences.
- **Community:** We build a supportive and inclusive environment for children, parents, and staff
- Respect
- Responsibility
- Excellence
- Inclusivity
- Integrity

3.Strategic Goals (3–5 Years)

Strategic Goal	Objective
1. Academic Excellence	Improve learner achievement in Literacy, Numeracy, and Life Skills across all grades.
2. Inclusive Education	Support all learners, including those with barriers to learning.
3. Staff Development	Build a skilled, motivated, and professional teaching workforce.
4. Infrastructure Improvement	Ensure a safe, clean, and functional school environment.
5. Stakeholder Engagement	Strengthen relationships with parents, SMB, community, and partners.
6. Effective Governance	Ensure sound financial, administrative, and leadership practices.

4. Operational Plan (Annual Focus)

Key Focus Area	Activities	Responsible Person(s)	Timeframe	Resources Needed	Indicators of Success
Curriculum Delivery	- Implement Annual Teaching Plans (ATPs) - Conduct regular learner assessments	HODs, Educators	Ongoing	DBE ATPs, textbooks, assessment tools	10% increase in ANA or internal test results
Learner Support	- Remedial classes - Psycho-social support (through SBST)	SBST, Educators, Counsellors	Each Term	Remedial materials, counsellor access	Reduction in learner repetition and dropout rates
Professional Development	- Conduct teacher workshops - Support IQMS appraisals and PGPs	SMT, HODs	Per Term	Training providers, SACE CPD materials	100% staff participation in CPD
Infrastructure	- Maintain toilets, classrooms, sports facilities - Upgrade ICT resources	Principal, SMB Infrastructure Committee	Annual	Maintenance funds, ICT equipment	All classrooms ICT-enabled by [Year]
Parent Involvement	- Parent meetings - School newsletters - Parenting workshops	Principal, Class Teachers	Per Term	Printing, venues, facilitators	60% parent participation rate
Financial Management	- Prepare and monitor school budget - Conduct annual audits	Principal, Finance Officer, Treasurer (SMB)	Annual	Financial software, auditors	Clean audit report

This Data Management Policy was approved by the School Governing Body on [Date].

5. Monitoring and Evaluation

Area	Monitoring Tool	Frequency
Learner Performance	Internal assessments, ANA results, Progression reports	Quarterly
Staff Development	CPD participation records, IQMS reports	Termly
Infrastructure	Maintenance logs, infrastructure inspections	Quarterly
Financial Health	Budget reports, audits	Termly and Annually
Stakeholder Engagement	Meeting minutes, parent survey results	Biannually

6. Risk Management

Risk	Mitigation Strategy
1. Learner underperformance	Early intervention programmes, targeted remedial support
2. Staff shortages	Recruitment, staff retention strategies, temporary posts
3. Vandalism or Theft	Improve security measures (cameras, fencing, alarms)
4. Financial mismanagement	Transparent budgeting processes, independent auditing
5. Low parental involvement	Flexible meeting times, digital communication platforms

7. Review and Updating of the Plan

- This Strategic and Operational Plan will be reviewed **annually**.
- Mid-year reviews will be conducted to track progress and adjust activities as necessary.
- The SMB and School Management Team (SMT) are responsible for overseeing the review process.

Adoption and Approval

This Strategic and Operational Plan was adopted by the School Management Board on 12 February 2026.