

PLANNING FORMAT

This is accepted but not when the documents become too big and complicated to read and therefore, SGRMT suggests this format.

- Introduction/foreword
- Content Page
- **School Context Statement**
- **Mission Statement**
- **Vision Statement**
- **Analyzing & Prioritizing Needs or Problems in the 6 Focus Areas**
- **Three Year SLIP**
- **Annual Action Plan**
- **Appendices (supporting documents)**

FINAL APPROVAL GUIDELINES

We have not prepared some documents to use as the guidelines or as a checklist for approving the SLIP. There are some things that we said verbally since the development in the trial period. Some suggestions are that all the SLIP plans must indicate the following:

1. The SLIP must be collaboratively planned by the students, P&CA, BOM/BOG, teachers, female participation, ancillary staff, and the surrounding community. (and not SSOs, SOs, RISAs, DEAs, PEAs, etc)
2. The SLIP should indicate or use the approved format: the context statement, mission and vision statements, the 6 focus areas clearly having the prioritized areas, 3 year SLIP, and the annual action plan.
3. There must be a clear link from the context statement right down to the annual action plan.
4. Cross cutting issues like HIV/AIDS and gender issues must be included in the SLIPs annual action plan. (directly or indirectly) This should also include TIP, BEDP, EQUITY, POPEP (peer education) etc.
5. Resources committed especially in the annual action plan must very clearly show that all the resources committed (cash, person to do the job, materials, etc) annually are already in the school (and not expected to come from somewhere).
6. Some outcomes stated should require no budget support in the annual action plan.
7. The SLIP should be less than 6 pages and no more than 10 pages.
8. The SLIP must be very simple and easy to follow that should be Smart, Measurable, Achievable, Reliable and Time related or (SMART) and Keep It Short and Simple (KISS) principles.
9. The respective Student leaders, Head Teachers, Standards Officers, BOM/BOG Chairpersons and Church Education Secretaries must agree that each SLIP is now ready for approval by the PEA or his delegate.