



ABC OF ... GENERAL SCHOOL INFORMATION

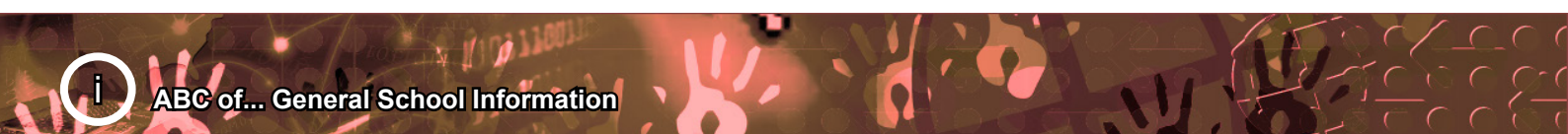
M O D U L E 1





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
3.1 Notes for the Administrator on this module

3.2 Notes for School Management on this module

General Instructions on using SA-SAMS Manual:

- Click on the **menu option** to open the required screen.
- Use the **tab button** on your keyboard to move the cursor from cell to cell.
- Fields containing **an arrow** on the side **contains drop-down boxes** with pre-populated information. **Click on the arrow** to display the list and then **click on selected value**.
- Click on **Save** to update all capturing.
- Click on **Done** to exit the screen.

The following symbols are used in the manual to indicate the required action with every screen:

					
Background Information	Data used in other modules or pre-captured data needed	Options in drop-down tables	Screens that require capturing	Printouts and Reports	Summary and Stats screens

A. Introduction

1. Purpose of the module



The General School Information as the first module (Fig. 1) sets up the system for the school on the following:

- Basic information that is a pre-requisite for the other modules, e.g. school term dates are required for learner attendance and the curriculum module.
- Information particular to the school e.g. address, type of school, subjects offered, the school's logo etc.

SA-SAMS : School Administration and Management System MAIN MENU	
1. General School Information	11. Financial Assistant
2. Human Resource Information	12. Curriculum Related Data
3. Learner and Parent Information	13. Timetabling Assistant
4. Learner Listing	14. Physical Resources
5. Governance Information	15. Library Module
6. Standard Letters and Forms	16. Security and Database Functions
7. Export Data	17. Lurits Approval Module
8. Annual National Assessment	
	User Preferences

Figure 1: Main Menu



This module contains information that will **assist**:

- ① The **school management in completing** the Annual School Survey and other **surveys**.
 - See table in SUMMARY to find reports available.
- ① The **school administration by using this data in other modules**.
 - See table in SUMMARY to find out where the data from Module 1 is used in others modules.

B. Components of the Module

2. Module 1: GENERAL SCHOOL SETUP



This module can be divided into 4 sections according to specific purposes:

- 2.1 Setup the system
- 2.2 Year planner
- 2.3 Data for drop-down lists
- 2.4 Images for official documentation

These sections are tabled below with the relevant screens that are used in this manual:

Header	(SA-SAMS Menu)	Functionality
2.1 Setup the system	2.1.1 School Details (1.1) 2.1.2 Cycle Information (1.2) 2.1.3 Class Information (1.3) 2.1.5 Maintain School Subjects (1.5) 2.1.6 Setup School/ Educator Terms (1.6)	→ Setup the system according to school specifics
2.2 Year planner	2.2.1 Setup School/ Educator Terms Days (1.7) 2.2.2 Year Planner(1.15)	→ Setup non-teaching days e.g. sport → Set dates for all important school activities and due dates
2.3 Data for drop-down lists	2.3.1 Bus Routes (1.9) 2.3.2 Bus Ticket (1.10) 2.3.3 Demerit /Merit codes (1.11) 2.3.4 School Hostels (1.12) 2.3.5 Maintain Sport/ House Groups (1.13) 2.3.6 Feeder Schools (1.14)	→ Data captured on these screens is available as a drop- down list for 2.1, 2.3 and 3.1.1 Learner Registration. → This is to save you time in capturing repetitive data.
2.4 Images for official documentation	2.4 General Settings (1.16)	→ School logo available on all printed documents → Learner and educator photos available for related documents

General School Information consists of the following components as shown in Figure 2.

SA-SAMS : School Administration and Management System	
1. GENERAL SCHOOL SETUP	
1.1. School Details	1.11. Demerit/Merit Codes
1.2. Cycle Information	1.12. School Hostels
1.3. Class Information	1.13. Maintain Sport/House Groups
	1.14. Feeder Schools
1.5. Maintain School Subjects	1.15. Year Planner
1.6. Setup School/Educator Terms	1.16. General Settings
1.7. Setup School/Educator Terms Days	
1.9. Bus Routes	
1.10. Bus Ticket	<< MAIN MENU

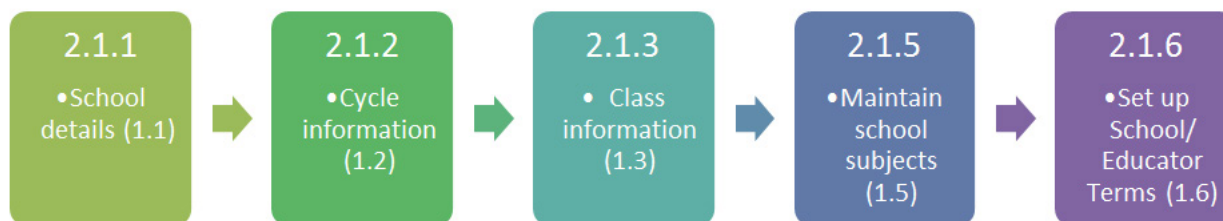
Figure 2: Components of General School Information

Each of the components will be discussed individually under the related sections.

2.1 Setup the System for the School



SA-SAMS needs to be customised for the school by capturing basic information on identifying the school and information that is a pre-requisite for the other modules.



This **pre-requisite information is compulsory** and must be completed before any other module can be used in SA-SAMS. The compulsory components are:

- 2.1.1 School Details (1.1).
- 2.1.2 Cycle Information (1.2).
- 2.1.3 Class Information (1.3).
- 2.1.5 Maintain School Subjects (1.5).
- 2.1.6 Setup School/ Educator Terms (1.6).

2.1.1 School Details (Menu 1.1)



This menu contains school details such as the school's location, contact details and the type of school and is compulsory as the information is required by all school surveys, letters and other official school documents.

School Details is divided into the following 5 pages:

- 2.1.1a Contact Details (*school's location, contact details*).
- 2.1.1b Survey Details 1 (*PERSAL no, Exam centre no, Host school details*).
- 2.1.1c Survey Details 2 (*type of school, ownership, LoLT and multi grade*).
- 2.1.1d SGB Status.
- 2.1.1e Twinning Details.

General notes on capturing School Details

Use the tab button on your keyboard to move the cursor from cell to cell.

Compulsory data fields are printed in **blue**. (Fig. 3)

Fields that have **an arrow** on the side **contains a drop-down box** with pre-populated information. Click on the arrow to display the list and then click on selected value. (Fig. 3).

The screenshot shows a form with three sections: 'School Level', 'Ownership', and 'Specialisation'. In the 'School Level' section, the field '**School Level:' is followed by a dropdown menu showing 'Secondary'. In the 'Ownership' section, 'Ownership of School:' has two radio buttons: 'Public School' (checked) and 'Independent School'. Below this, '**Ownership of land:' is followed by a dropdown menu showing 'Govt', and '**Ownership of buildings:' is followed by a text input field. In the 'Specialisation' section, the question 'Is the school registered as a specialised school?' has two radio buttons: 'Yes' and 'No' (checked).

Figure 3: Compulsory Fields

Click on **Save** or **Update** to save your data after completing these pages. A user message will pop up that will inform you on the information being saved. Click on the **Ok** button to verify this action.

Click on **Done** to exit the screen and to return to the previous menu.

2.1.1a Contact Details (Menu 1.1 Tab 1)



Contact Details (Fig. 4) consists of school details such as the school's location and contact details of the school that is required by all school surveys, letters and other official school documents.

School Information (1.1)

All data fields under Contact Details and Survey Details are required data fields for the Annual Schools' Survey.

Contact Details
 Survey Details
 Survey Details
 SGB Status
 Twinning Details

General Contact Details **Compulsory fields in blue

**Official School Name: CLEVER KIDS HIGH SCHOOL
 **Emis Number: 700890111 Census Area:
 **Provincial Department: Gauteng
 Education Region: Central Circuit/Cluster: 5
 **Education District: Central District Code: 0
 **Postal Address Type: Street
 **Street Name: GLEN ROAD **Street No: 12
 Formatted Address: GLEN ROAD 12 Suburb: Waterkloof
 **Town/City: Pretoria **Postal Code: 0181
 **Physical Address: GLEN ROAD Suburb: Waterkloof
 **Town/City: Pretoria Postal Code: 0181
 Nearest Town: Distance to Nearest Town:(km) 0
 Erf Number: PTA345678
 Emis Officer: SALMON N. Staff Member Educator
 School 1st Telephone: 012 2222222 2nd: Fax: 012 1111111
 Principal's Home Tel: 012 2312312 Principal's Cell Phone: 0823123123
 E-Mail Address: clevelkids@gmail.com
 Alternative E-Mail:
 Internet Access: Yes No (Does the school have internet access?)
 Number of Administrative Computers: 4

Figure 4: Contact Details



Fields that have an arrow on the side contain a drop-down box with pre-populated information. The information available for the different drop-down boxes is tabled below:

Options for **Provinces**:

Drop-down Field on Menu 1.1 Page 1	Options
Provincial Department	List of Provinces



The option chosen for the **Postal Address Type** will automatically update the field for the related information e.g.

Drop-down Field on Menu 1.1 Page 1	Option	Opens the following Related Fields
Postal Address Type	Street	Street name & Street No
	Building	Building name & Building No
	SAPO Village	Village name & Dwelling No
	PO Box	PO Box No
	Private Bag	Private Bag No



The Principal of the school is accountable for school related data officially given to learners, parents, PED and DBE. The **EMIS officer** is a staff member or educator that is responsible for ensuring that the school data is updated on the SA-SAMS.



The **EMIS Officer** can be identified as a staff member or educator. Click on the arrow to display the staff list and click on the correct person to automatically populate this field.

Drop-down Field on Menu 1.1 Page 1	Options
EMIS Officer	Staff list
	Educator list

Only one **telephone number and e-mail address** must be captured in the field provided.

2.1.1b Survey Details (Menu 1.1 Tab 2)



The **Survey Details Tab 2** (Fig. 5) contain the school's PERSAL Pay Point number and Examination centre number for schools conducting Grade 12 at the school.

The school also has to indicate if it has double shifts e.g. if a few grades of the school run in the morning and the remainder of the grades conducts schooling in the afternoon due to a limitation of space or classrooms.

A school using the premises of another school fulltime for teaching purposes needs to complete the required fields of the host school.

Figure 5: Survey Details



Select the **Examination Authority** from the selected list and place the cursor on the correct option and click to automatically populate this field.

Drop-down Field on Menu 1.1 Page 2	Options	Reason
Provincial Department	Provincial	Public schools and schools offering NSC and certain IEB subjects registered with DBE
	IEB	Independent schools that are registered with them
	Other	Examinations offered by examination bodies other than the first two options

2.1.1c Survey Details (Menu 1.1 Tab 3)

Tab 3 contains information on the school's specialisation, ownership, language of learning and correspondence as shown in Figure 6. Sections in blue are compulsory.

All data fields under Contact Details and Survey Details are required data fields for the Annual Sch

Contact Details	Survey Details	Survey Details	SGB Status	Twinning Details
School Level				
**School Level: Primary				
Ownership				
Ownership of School: <input checked="" type="checkbox"/> Public School <input type="checkbox"/> Independent School				
**Ownership of land: Govt **Ownership of buildings: Govt				
Specialisation				
Is the school registered as a specialised school? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
If yes, for which specialisation is the school registered?				
Language of Learning and Teaching/Correspondence				
Which is the predominant Language of Learning and Teaching at the school? English				
(Dual Medium schools should select the language with the highest quantity of learners)				
Correspondence Language Afrikaans				
Number of Classes				
Does your school have multigrade classes[1=yes;2= no] 0				
Total number of multi-grade classes (Multi-grade classes are classes where there are learners in different grades in one classroom taught by the same teacher) 3				
Total number of remedial or aid classes accommodated at the school (remedial or aid classes are classes for learners who experience some learning difficulties and need extra tuition and/or support) 1				

Figure 6: Survey Details



The values available for the different drop-down boxes are tabled below.

Drop-down Field on Menu 1.1 Page 3	Options	Reason
School Level	Pre-Primary	If the school offers only pre Grade 1
	Primary	If the school offers any grades from Gr R to Gr 7
	Secondary	If the school offers any grades from Gr 7 to Gr12
	Intermediate	If the school offers any grades from Gr 4 to Gr 9
	Combined	If the school offers all the available Grades



Select if the school is registered as **Public or Private (Independent)** with or without subsidy.

Government owned and Section 14 schools have to complete the ownership by selecting the correct options from the given drop-down list. Click on the correct option to populate the field.

Drop-down Field on Menu 1.1 Page 3	Options	Reason
Ownership of land	Govt	Government (provincial) owned property
	Church / Factory / Farm / Hospital / Mine /	Section 14 Schools
	Trust Land / Private / Private Company	
Ownership of buildings	Govt	Government (provincial) owned property or Section 14 Schools
	Church / Factory / Farm / Hospital / Mine /	Section 14 Schools
	Trust Land / Private / Private Company	



Indicate if the school is registered with **subject specialisation**. Select the specialisation field from the list. SNE specialisation is captured in Screen 1.2 Cycle Information.

Drop-down Field on Menu 1.1 Page 3	Options
Registered School Specialisation	Agriculture
	Arts, drama, music or ballet
	Commercial
	Technical
	Comprehensive



Select the Language of Learning and Teaching (LoLT) and for correspondence from the drop-down lists provided. THIS IS NOT THE LoLT OF THE CHILD. Click on the correct option to populate the field.

Drop-down Field on Menu 1.1 Page 3	Options
Predominant Language of Learning (LoLT)	Choose from the list of 11 Official Languages
	Afr/Eng/Xhosa , Dual: Afr/ Eng, French, German, Pr: Afr/ Eng, Par: Eng/ Sotho, Par: Eng/ Tswana, Par: Eng/ Xhosa, Sign Language: Eng, Spraakgebaretaal: Afr, Other
Ownership of buildings	Choose from the list of 11 Official Languages

- ☞ Indicate if the school has any **multi-grade classes** and if yes complete the number of combined classes.
- ☞ Indicate the number of separate remedial or SNE classes.

2.1.1d SGB Status (Menu 1.1 Tab 4)



The allocated SGB status of a school along with its various functions is captured in Figure 7.

All data fields under Contact Details and Survey Details are required data fields for the Annual Sc

Contact Details Survey Details Survey Details **SGB Status** Twinning Details

SGB Status

****Please indicate the SGB status of the school**

Section 21 Functions
 No Section 21 Functions
 Not Applicable

Which of the following functions is the SGB allowed to perform according to the Section 21 Status?

Maintain and improve the school's property, and buildings and grounds occupied by the school, including school hostels
 Determine the extra-mural curriculum of the school and the choice of subject options in terms of provincial curriculum policy
 Purchase textbooks, educational materials or equipment for the school
 Pay for services to the school
 Provide an adult based education and training class or centre subject to any applicable law
 Other functions consistent with the Schools Act and any applicable provincial law

Figure 7: SGB Status of School



The allocated functions of the SGB are available according to the selection made at the top three options.

Option	Reason
Section 21 Functions	School runs self allocated budget received from Government
	School select the different options as allocated per letter by the HoD of the Province
No Section 21 Functions	Schools with a "Paper budget"
Not applicable	Independent / privately funded schools

2.1.1e Twinning (Menu 1.1 Tab 5)



Complete the page if an arranged assistance / agreement / relationship exist with another school regarding premises or classes. Complete the details of the school with whom the agreement was made with as shown in Figure 8.

All data fields under Contact Details and Survey Details are required data fields for the Annual Schools' Survey.

Contact Details Survey Details Survey Details SGB Status **Twinning Details**

Update

Please complete these details if the school has a twinning relationship with another school:

Twinning Relationship:

Name of School:

Emis Number:

Address:

City/Suburb:

Code:

Telephone Number: Fax Number:

Principal:

Contact Person:

Figure 8: Twinning Details

2.1.2 Cycle Information (Menu 1.2)



The Screen **Cycle Information** (Fig. 9) sets up the **grade range, teaching hours and SNE related information** specific to the school.

Setup School Cycle Details

Grade Range and Options in School

Type of School: Ordinary School School for Learners with Special Education Needs

Lowest Grade in School: Highest Grade in School:

SNE Specialisation:

Other:

Does your school have separate LSEN classes? Yes No

Does your school have separate remedial classes? Yes No

Teaching Hours in GET Band (Grade 1 to Grade 9)

Number of Days per Cycle Maximum Number of Periods per Day

Total Number of Periods per Cycle Length of Periods in Minutes eg 45

Teaching Hours in FET Band (Grade 10 to Grade 12)

Number of Days per Cycle Maximum Number of Periods per Day

Total Number of Periods per Cycle Length of Periods in Minutes eg 45

Figure 9: Setup School Cycle Details

Indicate the **Grade Range and SNE options** in the school as follows:

- Tick if the school is registered as “**Ordinary**” or as a “**School having learners with disabilities**”. The learners’ disabilities must have been notified and approved by the district.**

✓ All learners according to NSC policy need to be placed in a grade. Select the “**Lowest Grade**” and “**Highest Grade**” of the school from the drop-down list.



- Grades for classes are automatically generated in “Class Information (Menu 1.3)” , (Fig. 10).
- This field needs to be updated annually when grades are not offered anymore or if new grades are incorporated.
- The specialisation or level can be captured as part of the class name (Menu 1.3 Class information) e.g. Pre-Grade R (5 year old or RR) etc.

Drop-down Field on Menu 1.2	Options
Lowest Grade	Pre-grade R, Gr R, Gr 1, Gr 2, Gr 3, Gr 4, Gr 5, Gr 6, Gr 7, Gr 8, Gr 9, Gr 10, Gr 11, Gr 12, Post Matric
Highest Grade	

✓ ** If a school has selected the option of having learners with **disabilities**, then select the disabilities from the drop-down list. Select “other” in cases of more than one disability.



Drop-down Field on Menu 1.2	Options
SNE Specialisations	Visual impairment
	Hearing impairment
	Intellectual barrier to learning
	Physical barrier to learning
	Communication disorders
	Autistic spectrum disorders
	Neurological & specific learning disorders
	Behavioural problems
Other : for multiple choices OR add specialisation not mentioned.	

✓ All schools can tick if it offers **LSEN classes** or **remedial classes**. The classes will be generated automatically in “Class Information (Menu 1.3)” (Fig. 10).

✓ Complete the **teaching hours** for the GET (Gr 1-9) and FET (Gr 10-12) phases as follows:

- Indicate the number of days in the cycle that the school uses for their timetable e.g. 5 day cycle, 7 day cycle etc.
- Indicate the number of periods allocated per day. The number of periods per cycle will be calculated automatically. Indicate the length of the periods.
- Remember to comply with the time allocation for the different phases as specified in the CAPS documents.

Click on the **clear** button if all the information on the screen needs to be cleared.

2.1.3 Class Information (Menu 1.3)



In **Class Information** (Fig.10) all the classes are created and added to or removed from the grades of the school.

- The grade range and LSEN classes were created under Cycle Details (1.2).
- All the “Grade” classes can only contain learners of the same grade.
- Remedial and LSEN Classes can contain learners from different grades.



School Classes (1.3)

Classes in the School

Grade Filter: All

- Grade R
- Grade 1
- Grade 2
- Grade 3
- Grade 4
- Grade 5
- Grade 6
- Grade 7
- Grade 8
- Grade 9
- Grade 10
- Grade 11
- Grade 12
- LSEN
- Remedial

Maintain Classes

Click on a **GRADE** to add a class

Remedial

State Class SGB Class

Add New Class

How many classes would you like in this grade?

Create Classes

Save Class

Delete Class

Cancel

Rename or Delete a Class

Click on a **CLASS** to rename or delete

Done

Expand all Grades Collapse all Grades

Figure 10: Create the first class

✓ To **Create** classes for each grade for the first time (Fig. 10):

- Click on a grade in the tree view.
- Select either **State** or **SGB**, depending on the class educator’s remuneration.
- Enter the number classes to be created for the grade, click on **Create Classes**.

✓ To **Add** a class to a grade, click on a **grade** (Fig. 11):

- Enter a class name that will identify the class e.g.
 - To distinguish between languages (6E, 6Z) or subject streams (10 Tech, 10 Econ), or educator by adding a name.
 - Indicate multi-grade.
 - Indicate the level of learners of a LSEN class. The LSEN class in mainstream schools generally contains learners of different grades.
- Click on **Save Class**

The program will enter the names of classes to the appropriate grades.

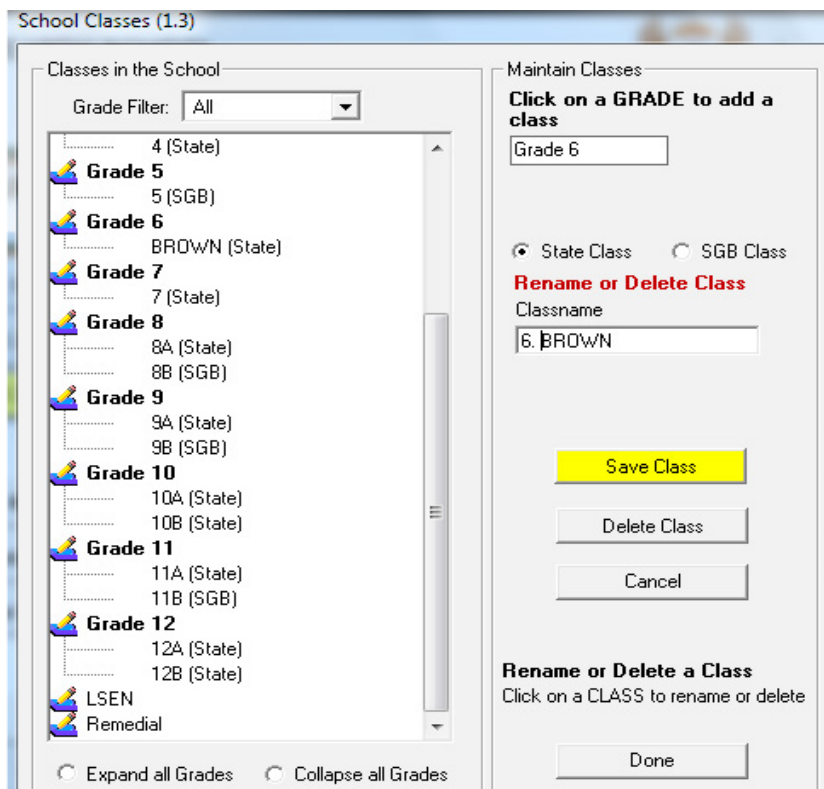


Figure 11: Add a Class

✓ To **rename** a class:


- Select and click on the appropriate **class** to populate name in “**Class name**” field.
- Change the class name.
- and click on “**Save Class**”.

✓ To **delete** a class:

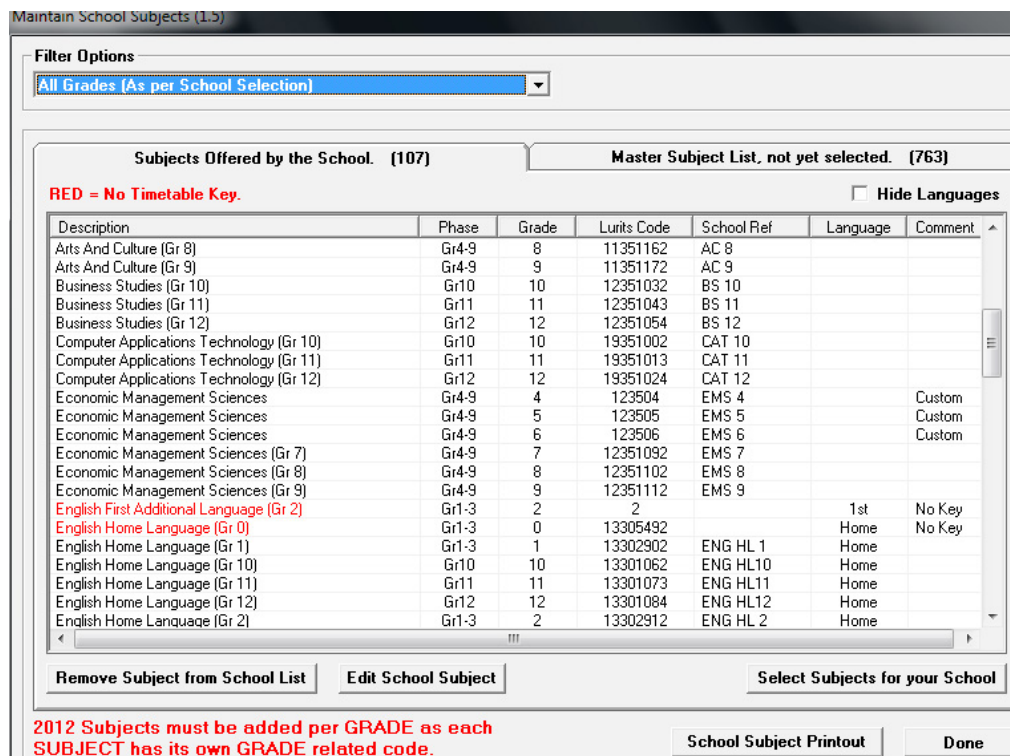
- Select and click on the appropriate class to populate name in “**Class name**” field.
- Click on “**Delete Class**”.

Click on **Done** to exit the screen

2.1.4 Maintain School Subjects (Menu 1.5)

 **Maintain School Subjects – screens 1.5 or 12.1.11-** manages the school subjects offered by your school according to the NCS policy.

- The school has to create a School subjects list from a Master list. (Fig.12)
- This Master list contains subjects and correct National codes that are preloaded for easy selection and uploading onto LURITS. Non-Official subjects can be added with own code.
- All subjects have a 9 digit code and schools that imported data or used tools for upgrading need to verify the subject numbers. These standardised subject codes will ensure:
 - Alignment with ANA/ exams
 - New developments that will be updated automatically
 - Subject skills/ topics can be updated automatically
 - Learners to retain subjects but upgraded when promoted automatically
 - Assist with assessment and learner reporting
 - Automatic display of promotion
- Subjects need to be maintained annually to ensure that the school data is updated.



Description	Phase	Grade	Lurits Code	School Ref	Language	Comment
Arts And Culture (Gr 8)	Gr4-9	8	11351162	AC 8		
Arts And Culture (Gr 9)	Gr4-9	9	11351172	AC 9		
Business Studies (Gr 10)	Gr10	10	12351032	BS 10		
Business Studies (Gr 11)	Gr11	11	12351043	BS 11		
Business Studies (Gr 12)	Gr12	12	12351054	BS 12		
Computer Applications Technology (Gr 10)	Gr10	10	19351002	CAT 10		
Computer Applications Technology (Gr 11)	Gr11	11	19351013	CAT 11		
Computer Applications Technology (Gr 12)	Gr12	12	19351024	CAT 12		
Economic Management Sciences	Gr4-9	4	123504	EMS 4		Custom
Economic Management Sciences	Gr4-9	5	123505	EMS 5		Custom
Economic Management Sciences	Gr4-9	6	123506	EMS 6		Custom
Economic Management Sciences (Gr 7)	Gr4-9	7	12351092	EMS 7		
Economic Management Sciences (Gr 8)	Gr4-9	8	12351102	EMS 8		
Economic Management Sciences (Gr 9)	Gr4-9	9	12351112	EMS 9		
English First Additional Language (Gr 2)	Gr1-3	2	2		1st	No Key
English Home Language (Gr 0)	Gr1-3	0	13305492		Home	No Key
English Home Language (Gr 1)	Gr1-3	1	13302902	ENG HL 1	Home	
English Home Language (Gr 10)	Gr10	10	13301062	ENG HL10	Home	
English Home Language (Gr 11)	Gr11	11	13301073	ENG HL11	Home	
English Home Language (Gr 12)	Gr12	12	13301084	ENG HL12	Home	
English Home Language (Gr 2)	Gr1-3	2	13302912	ENG HL 2	Home	

Figure 12: Maintain School Subjects

✓ To **add subjects** not yet selected:

- Click on **Master list not yet selected**.
- Click on the **subject** that has to be included, click on **Yes** on the confirmation screen.

🔒 Steps to **add subjects with no official code per grade** (Extra-curricular subjects not used for promotion):

- Click on **“Select subjects for your school”**
- Screen Add subject opens (Fig. 13)
- Type in the *subject name*.
- Select the *correct grade*.
- Add key code for register.
- Click on **Save**.
- Click on **Next Subject** to add more subjects from the list.

After all subjects were added, click on **Done**.

🔒 To **remove** the selected subjects:

- Click on **Subjects Offered By The School**.
- Highlight the subject and click on **“Remove subject from school list”**.
- Click on **Yes** on the confirmation screen.

🔒 To **edit** selected subjects: (Fig. 13)

- Click on **Subjects Offered By The School**.
- Highlight the subject and click on **“Edit school subject ”**.
- Edit information.

🔒 To **verify/ view** the subjects offered by the school:

- Select the grade from the drop-down list.
- Click on **Subjects offered by School**.

Click on **Save** and then **Done** to exit the screen.

Add a Subject

Notice 2012 Subjects
2012 Subjects must be added per GRADE.
Each SUBJECT has its own GRADE related CODE.

Subject Info

English: Computer Literacy
Afrikaans: Rekenaar Geletterdheid
Lurits Code: 1008 **Supplied by Provincial/National Education Dept.**
Grade: Grade 8 **Grade that Subject/Learning Area refers to**

Language Options
 Not A Language Home Language First Additional Second Additional

Unique Timetable Key: CL8 **(For School Reference only)**
(Please select a key that your school would like to use for this subject. This key will appear on timetables. Maximum length is 8 letters.)

Clear/Next Subject **Save** Done

Figure 13: Add/ Edit a Subject

2.1.5 Setup School / Educator Terms (Menu 1.6)



The start and end dates of each term are annually updated in this screen. (Fig. 14)

- The dates of the school terms are only applicable to the learners.
- The dates of the educators differ and should be updated accordingly.
- The dates are important for the completion of the attendance registers of learners and educators.
- The dates also reflect on the learners' reports, POA, Mark schedules and the financial module.

Setup School/Educator Terms

Select a Year to enter Term dates:

Select the School Terms and Enter the Period for Each Term.

	School Terms		Educator Terms	
	From Date	To Date	From Date	To Date
<input checked="" type="checkbox"/> Term1	2012/01/11 Wed 2012/01/11	2012/03/23 Fri 2012/03/23	2012/01/09 Mon 2012/01/09	2012/03/23 Fri 2012/03/23
<input checked="" type="checkbox"/> Term2	2012/04/10 Tue 2012/04/10	2012/06/22 Fri 2012/06/22	2012/04/10 Tue 2012/04/10	2012/06/22 Fri 2012/06/22
<input checked="" type="checkbox"/> Term3	2012/07/16 Mon 2012/07/16	2012/09/28 Fri 2012/09/28	2012/07/16 Mon 2012/07/16	2012/09/28 Fri 2012/09/28
<input checked="" type="checkbox"/> Term4	2012/10/09 Tue 2012/10/09	2012/12/07 Fri 2012/12/07	2012/10/09 Tue 2012/10/09	2012/12/14 Fri 2012/12/14

Please Note that 'Educator Terms':
'From Date' must be Less than or Equal to the 'School Terms - From Date'
AND
'To Date' must be Greater than or Equal to the 'School Terms - To Date'.

Figure 14: Setup School / Educator Terms

✓ To **enter dates** for the term, select a year by using the drop-down box.

- Tick in the small white box to the left of the Term.
- Select the provincial dates for start of term and end of term under the From Date and To Date columns using the drop-down calendar option.
- Save once you have entered all the three or four terms data (Save, Ok, and Done).

	From Date	To Date	Fi
Term1	2013/01/16	2013/03/28	2013
Term2			2013
Term3			2013
Term4	2013/10/01	2013/12/04	2013

Today: 2013/04/25

2.2 Setup School Year plan



The School can prepare a Year Plan on SA-SAMS by setting dates for all important school activities, special events and other non-teaching days. These dates can be printed as a school diary to inform the school community.

2.2.1 Setup School/ Educator Days (Menu 1.7)



The **Setup School / Educator Days** (Fig. 15) menu is used to capture the **non-teaching days** in each term, e. g. Sports Day, tour days.

- **Please Note:** Dates for these events are reflected in the **attendance data for learners and educators**.
- The number of *Teaching Days* per term is indicated in the box on the left.
- ☞ To **add a non-teaching day**:
 - Select the **Year** and tick if it applies to **school terms** or **educator terms**.
 - Click on **Go**.
 - Click on the **term** to *allocate non-teaching days* falling within the term.
 - Use the calendar to select the **Month** and the **Day** of the non-teaching day. The date will fully appear in the **Date Selected** text box.
 - In the next text box type in the **Reason** for the non-teaching day.
 - The **Clear** button can be used to clear all typed information in this section before saving.

Save and repeat by adding more dates or click on **Done** to exit screen.


- ☞ Click on the term name to **view non-teaching days per term**.
- ☞ The **Delete** button is used to remove captured days from the screen.
 - Click on the **day**.
 - Click on **Delete** and confirm by clicking on **Yes** on the popup screen.

Term	Start	End	Teaching Days
Term1	2013/01/16	2013/03/28	50
Term2	2013/04/08	2013/06/21	55
Term3	2013/07/15	2013/09/20	50
Term4	2013/10/01	2013/12/04	46

Date	Reason
2013/01/24	sport
2013/01/30	zoo trip


Figure 15: Non-teaching days per year

2.2.2 Year Planner (Menu 1.15)

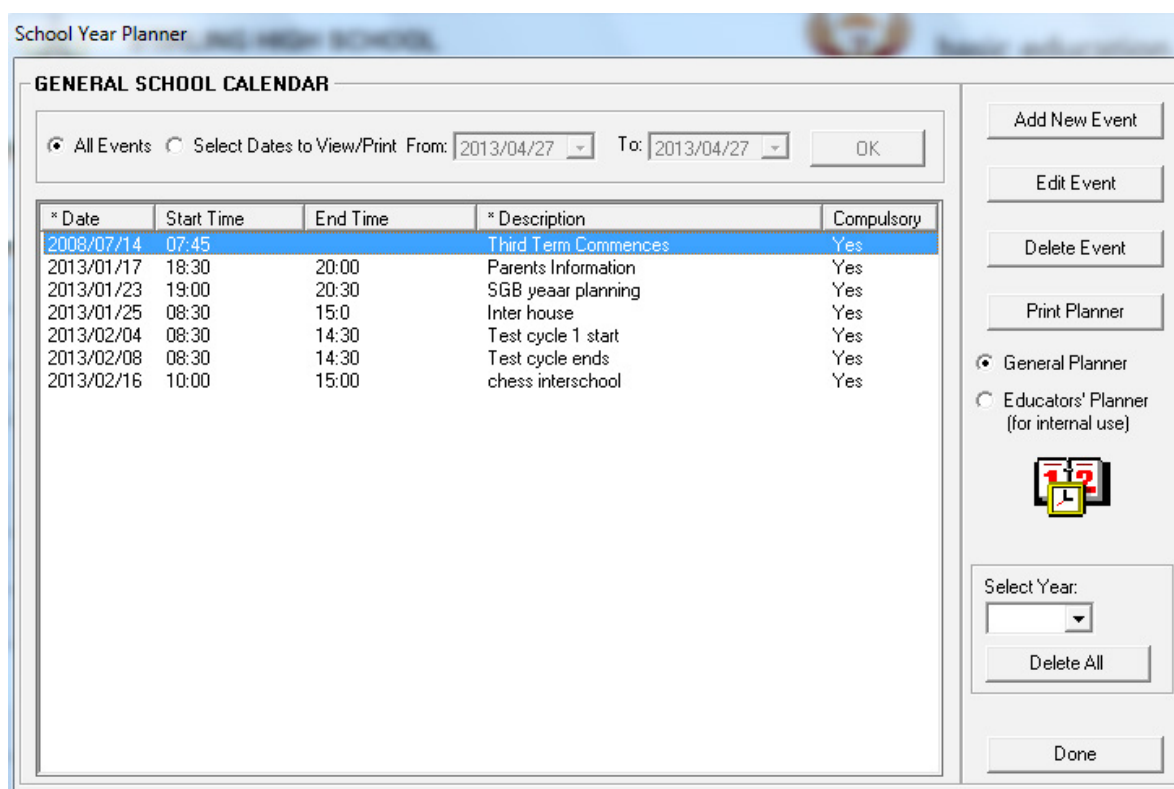
 The Year Planner sets up a **General School Calendar** (Fig. 16) designed to be a useful tool that will inform all stakeholders of events and assist the SMT/Principal/ SGB with management of school activities for the year.

The calendar is set up to inform the:

- School community in **general** i.e. parents and learners of events, important school dates, parent meetings, examination timetables, sport events, school tours etc.
- **Educators / Staff** i.e. educators and staff of events, reporting deadlines, staff meetings and other important dates.

 The events of a specific planner can be viewed as follows: (Fig. 16)


- Select the period by clicking on either the **All Events** or **Selected Dates to View** (enter the from/ to dates).
- Select the year planner (**General Planner** or **Educator planner**) on the right.
- Events can be **added, edited, deleted** or printed from the calendar using the selection buttons on the right. (Fig. 16)



The screenshot shows the 'School Year Planner' window with the 'GENERAL SCHOOL CALENDAR' tab selected. At the top, there are radio buttons for 'All Events' (selected) and 'Select Dates to View/Print'. Below these are 'From' and 'To' date pickers set to '2013/04/27' and an 'OK' button. The main area is a table with columns: '* Date', 'Start Time', 'End Time', '* Description', and 'Compulsory'. The table contains several rows of events, with the first row highlighted in blue. To the right of the table are buttons for 'Add New Event', 'Edit Event', 'Delete Event', and 'Print Planner'. Below these buttons are radio buttons for 'General Planner' (selected) and 'Educators' Planner (for internal use)'. There is also a 'Select Year:' dropdown menu and a 'Delete All' button. At the bottom right is a 'Done' button.

* Date	Start Time	End Time	* Description	Compulsory
2008/07/14	07:45		Third Term Commences	Yes
2013/01/17	18:30	20:00	Parents Information	Yes
2013/01/23	19:00	20:30	SGB year planning	Yes
2013/01/25	08:30	15:0	Inter house	Yes
2013/02/04	08:30	14:30	Test cycle 1 start	Yes
2013/02/08	08:30	14:30	Test cycle ends	Yes
2013/02/16	10:00	15:00	chess interschool	Yes

Figure 16: General School Calendar

 To **add a new event** on the calendar: (Fig. 17)

- Select the event **date** on the calendar.
- Enter a **Start Time** and **End Time** (optional).
- Entering a **Description of the Event**.
- Allocate the event to the appropriate Planner: either **General Calendar** or **Educator Calendar**, or **both** simultaneously.

- Indicate the status of attendance by selecting **Yes** or **No** at the **Compulsory Category**.
- Save the individual event by clicking on **Save, Ok**.
- Add more events by repeating the above procedure.

After all the events have been added click on **Done** to exit screen.

☞ To **edit an event** on the calendar:

- Click on the **event** and then click on **Edit Event**. (Fig. 16)
- Correct the details on the screen. (Fig. 17)

Click on **Save** and click on **Done** to exit screen

☞ To **delete an event** on the calendar:

- Click on the **event** and then click on **Delete Event**. (Fig. 16)
- Click on **Delete** then click **Yes** on the pop-up screen to confirm.

Click on **Done** to exit screen.

ADD EVENTS TO YEAR PLANNER

Click on a date on the calendar to enter an event

July 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
24	25	26	27	28	29	30
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Today: 2012/11/09

Event Details

Date: 2012/07/30

Start Time eg 08:30: 19:00 End Time eg 14:30: 20:00

Description of Event: SGB Meeting

Planner Category: General Calendar Both Calendars
 Educator Calendar

Compulsory Activity: Yes No

Save Done

Figure 17: Add/Edit Events to Year Planner

☞ **Print** the list of events as follows: (Fig. 16)

- Select the period by clicking on either the **All Events** or **Selected Dates to View** (enter the from/ to dates).
- Select the year planner (**General Planner** or **Educator planner**).
- Click on **Print planner**, **enter own title** for the report, click on **Ok**.
- The list can be displayed as a print screen or printed from a printer.

Click on **Done** to exit screen.

2.3 Data for drop-down lists



Learner registration requires the same data options for EVERY learner (parent and staff member). To save time with the capturing of repetitive information, the data can be set up as available options for drop-down lists e.g. Bus Routes and Bus Tickets, Sport Houses, Feeder Schools, Merit and Demerit codes with actions and school Hostels.

2.3.1 Bus Routes (Menu 1.9)



Detailed information of the different bus routes that are used by the learners at the school are setup in this screen. Educators are also assigned to the routes.

- ✓ To enter the **New Route**, click on the applicable button. On the blank text field enter the following:
 - Route - Describe the destination.
 - Departure time – Select the departure time using the digital clock.
 - Route Description – Describe the pick-up points and drop off.
 - Bus name – Specify the name of the bus.
 - Responsible – Select the responsible educator from the drop-down list.
- ✓ To delete a route, click on the **Delete Route** button.
- ✓ The bus route menu also gives you an option to make a printout of a route.
- ✓ To **print a bus route**, select a bus route you wish to print, the selected bus route will appear on the select bus route text box (Fig. 18).
 - Click on the **Print Bus Route** button.
 - Click on the yellow **Save** button.

Click on **Done** to exit the screen.

Route	Departure Time	Route Description	Bus Name	Responsible

Route Description = Origin > Destination

Selected Route:

New Route Delete Route Print Bus Routes Save Done

Figure 18: Bus Routes

2.3.2 Bus Ticket (Menu 1.10)



Learner Transport can be managed using the **Bus Ticket** menu (Fig. 19) to capture the routes and individualise the process by capturing and printing learners' bus tickets.

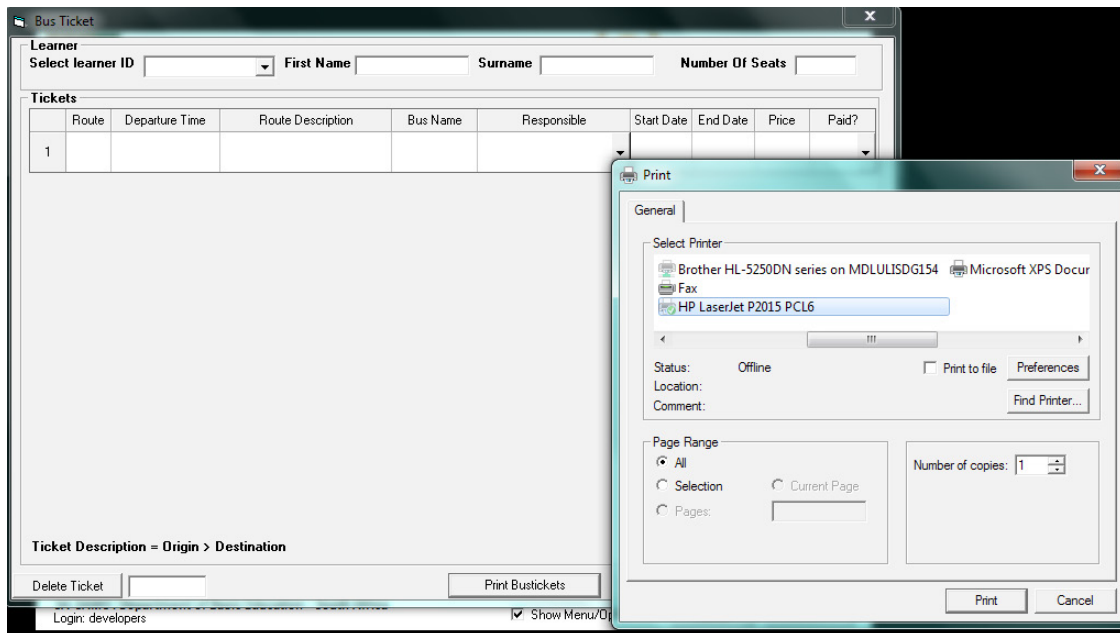


Figure 19: Bus Ticket

✓ To enter a **new bus ticket** (Fig. 19)

- Select the **learner ID, the first name and surname**.
- Fields will be populated with the *learner name and surname*.
- Enter the **number of bus seats**.
- Click on **Save**.

✓ To print out a bus ticket, *select a bus ticket* you wish to print.

- The selected bus ticket will appear on the *select bus ticket text*
- Click on the **Print Bus Tickets**.

✓ To delete a bus route, click on the *name of the bus route*, then click **Delete Ticket** button.

- The **Bus Ticket** menu also gives you an option to make a printout of a bus ticket.

Click on **Done** to exit the screen.

2.3.3 Demerit and Merit Codes (Menu 1.11)



The school's Merit and Demerit Codes' lists are setup in this section.

These lists are used for:

- Adding merits / demerits to a learner (Menu 3.1 or 4) and also
- Discipline management (Menu 3.7) e.g. managing detention etc.

This section consists of three (3) parts:

Option	Contains a list of
Demerit codes	Levels with <ul style="list-style-type: none">• National standard codes that are pre-populated (in blue)• Codes added by the school
	Points allocated to each code (to assist with discipline management)
Demerit Actions	Possible actions for each level
Merit codes	Levels with codes added by the school

2.3.3a Maintain Demerit Codes

The screen contains a pre-populated list of **demerit codes** that are **grouped in levels of misconduct** (Fig. 20). Transgression can be managed by adding points to the codes.

- A list according to the School Safety Regulations is pre-populated on the system.
 - These national standardised codes are printed in blue .
 - These codes cannot be deleted, but only points added to manage the transgression.
- Schools can add, edit or delete additional descriptions that are customised according to their environment as described below.

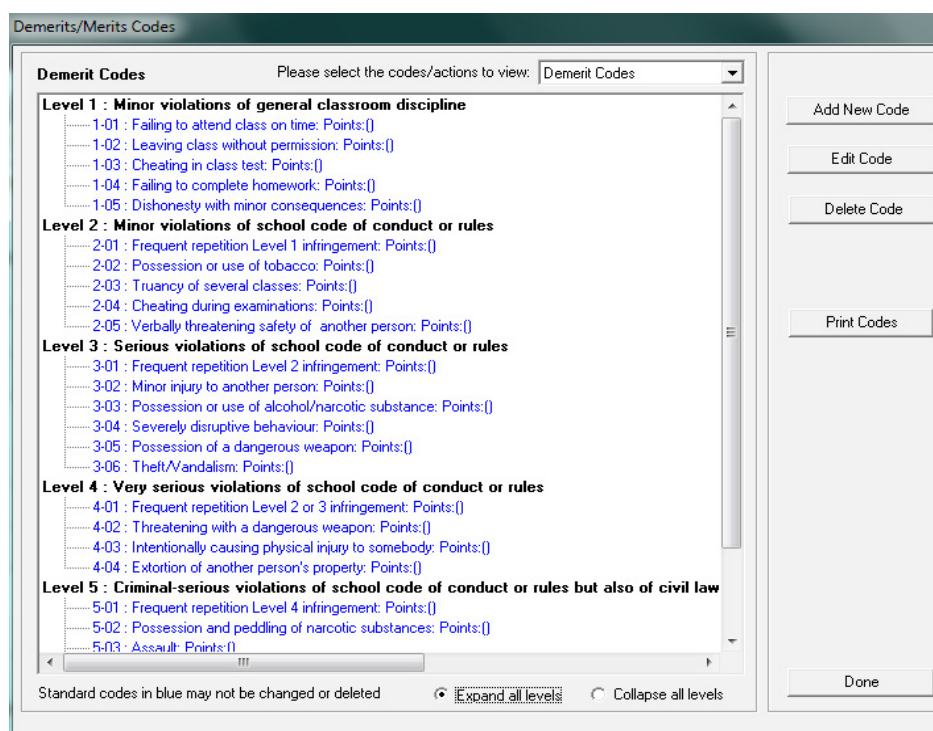


Figure 20: Demerit Codes

Click on **add new code** (Fig. 20) and describe the code as follows:

- Use the drop-down list to enter the **Code Level**, and **next item number** (Fig. 21).
- Type the **description of the misconduct**.
- Award **points** to the misconduct to be used for management of transgressions.

Click on **Save** and **Done** to exit the screen.

Click on **edit code** (Fig. 20) to change/update details of the code:

- Update the details of the code (Fig. 21) AND/OR
- Award **points** to the misconduct to be used for management of transgressions.



Click on **Save** and **Done** to exit the screen.

Click on **print codes** (Fig. 20):

- Click on **print** to display a print preview.
- Click on **Printer icon** to print hardcopy list.

Click on **Done** to exit the screen

Click on the code and then click on **Delete codes** (Fig. 21).

-  Only codes that were added by the school can be deleted.
-  Codes that were assigned / used cannot be deleted.
- Click on **Delete** then click **Yes** on the pop-up screen to confirm.

Click on **Done** to exit screen

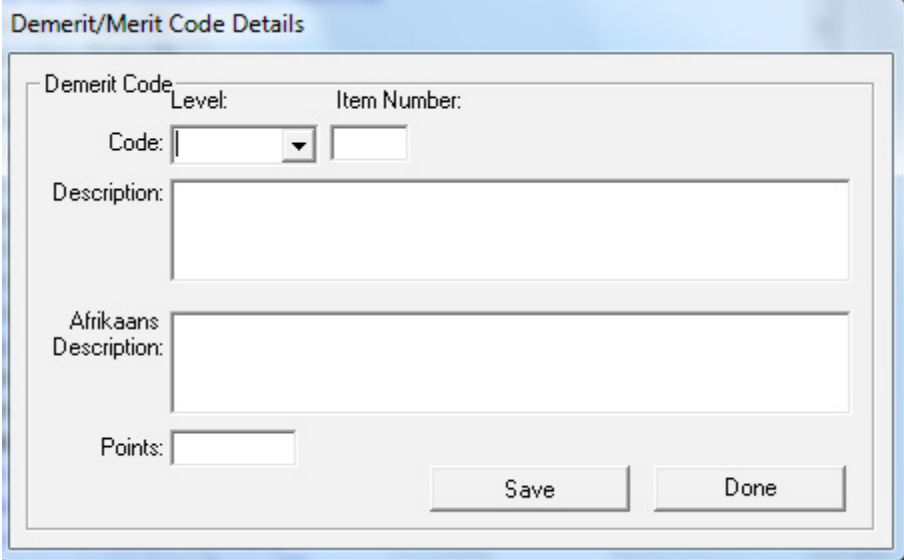



Figure 21: Add/Edit Merit and Demerit Codes

2.3.3b Maintain Demerit Actions

 The screen contains a pre-populated list of **actions assigned to the levels of misconduct** (Fig. 22) that could assist the school with disciplinary management.

- The actions as listed in School Safety Regulations are pre-populated in the system and printed in blue.
- Use the Expand all levels in to view descriptions under each level and Collapse all levels to view levels only.

Click on the code and then click on **Delete codes** (Fig. 21).

- Actions and related points can be added/ edited/ deleted using the same procedure as with Demerit Codes.

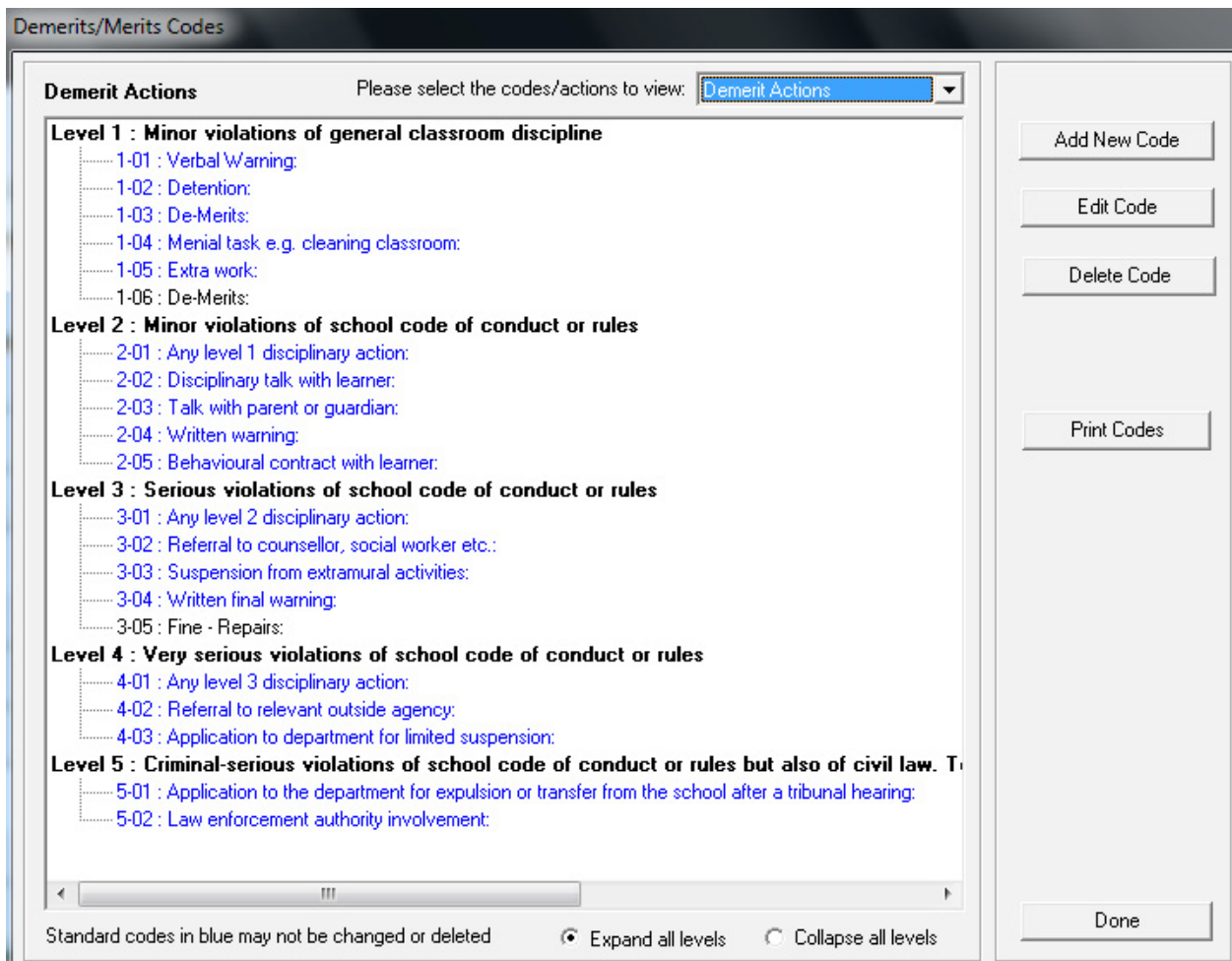



Figure 22: Demerit Actions

2.3.3c Maintain Merit Codes

 Merit Codes can be used to award learners for good behaviour and could assist the school with disciplinary management. (Fig. 23)

 Schools can add, edit or delete additional descriptions that are customised according to their environment.

- Actions and related points can be added/ edited/ deleted using the same procedure as with Demerit Codes.

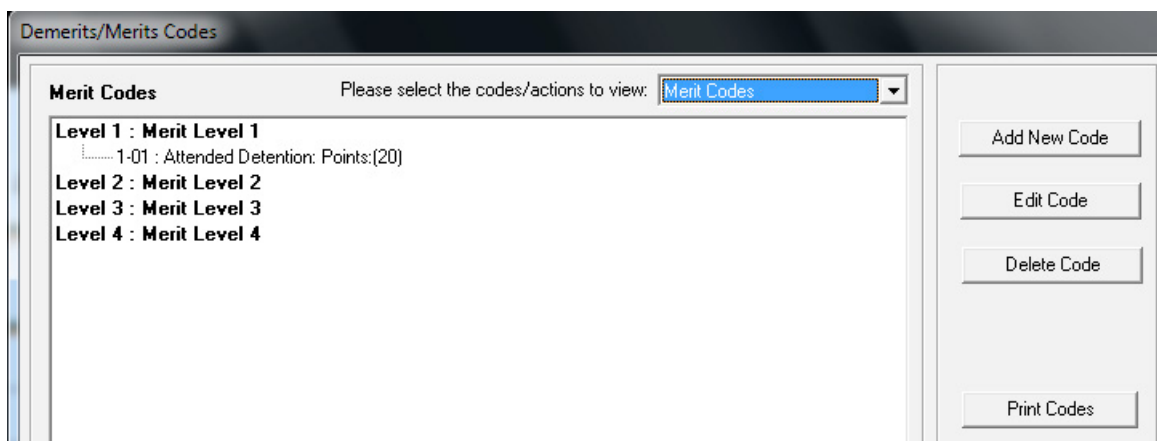



Figure 23: Merit Codes

2.3.4 School Hostels (Menu 1.12)

 A list of available school hostels is setup to be used for learner registration and learner accounts and staff.

 **Add a hostel** on the list as follows: (Fig. 24)

- Enter the following **details of the hostel**: Name of the hostel, Contact person, Address of the hostel and Telephone no of hostel (or the contact person).
- Click on **Save**.
- The hostel name and contact no will be shown on the left of the screen.

Click on **Done** to exit screen

 **Edit details** of a school's hostels as follows:

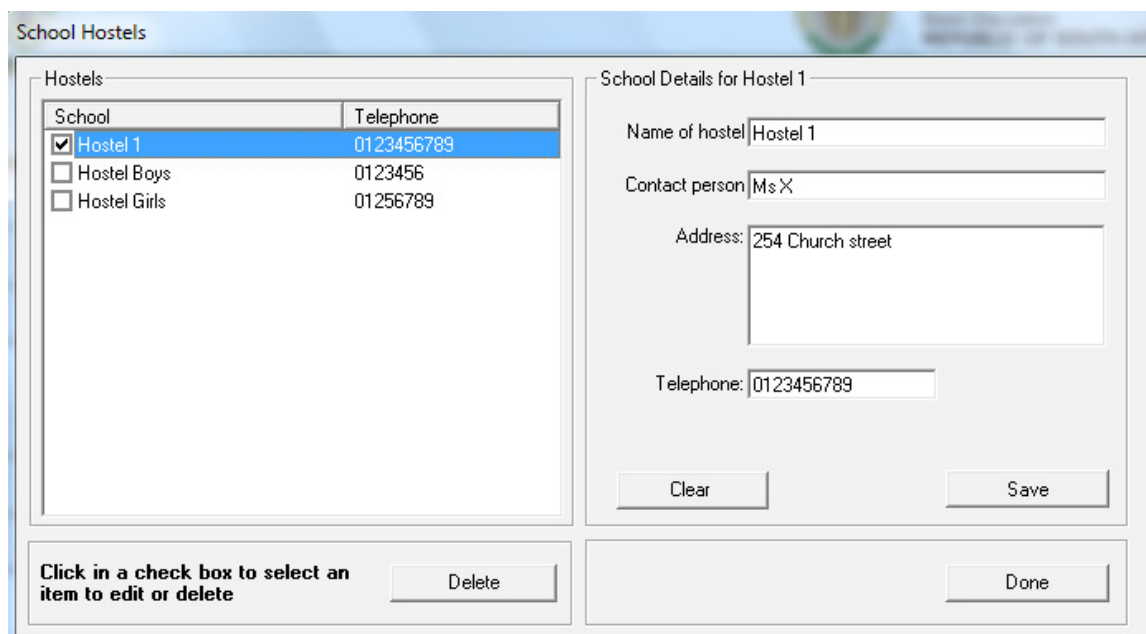
- Click in the **tick box to the left** of the Hostel name to show all the hostel details (Fig. 24).
- Correct the school hostels' details on the right of the screen or
- Click on **Clear** to remove all information before capturing from start.

Click on **Save** and click on **Done** to exit screen

 **Delete** a school's hostels as follows:

- Click in the **tick box to the left** of the Hostel name (Fig. 24).
- Click on **Delete** then click **Yes** on the pop-up screen to confirm.

Click on **Done** to exit screen



School	Telephone
<input checked="" type="checkbox"/> Hostel 1	0123456789
<input type="checkbox"/> Hostel Boys	0123456
<input type="checkbox"/> Hostel Girls	01256789

School Details for Hostel 1

Name of hostel: Hostel 1

Contact person: Ms X

Address: 254 Church street


Telephone: 0123456789


Buttons: Clear, Save, Delete, Done


Note: Click in a check box to select an item to edit or delete

Figure 24: Setup School Hostels

2.3.5 Maintain Sport/ House Groups (Menu 1.13)

 Sport/ House groups are used to allocate learners to 'houses' that compete internally in sport, cultural or academic activities (Menu 3.1 or 4).

 Please note: Educator data is needed in order to fully populate the required data fields.

 **Add a new house** on the list as follows: (Fig. 25)

- Type the name of the House and the colours associated with it.
- Select from the drop-down lists the educators in charge of the House.
- Click on **Save** to save the data captured.
- The House name, colours and educators in charge of the House will be shown on the left of the screen.

Click on **Done** to exit screen.

 **Edit details** of a school House as follows:

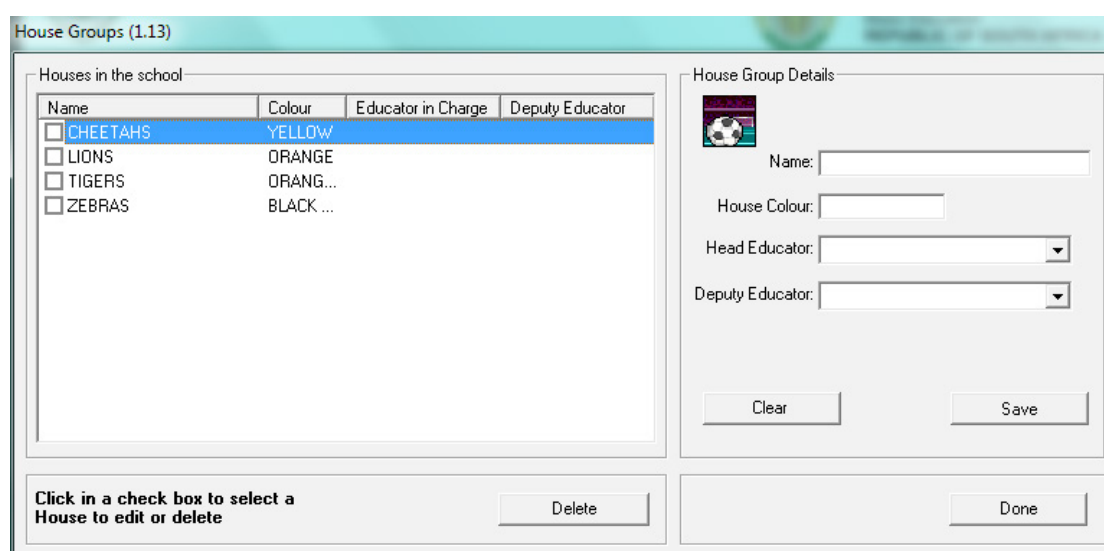
- Click in the **tick box to the left** of the House name to show all the details (Fig. 23).
- Correct the school hostels' details on the right of the screen or
- Click on **Clear** to remove all information before capturing from start.

Click on **Save** and click on **Done** to exit screen.

 **Delete** a school House as follows:

- Click in the **tick box to the left** of the House name (Fig. 23).
- Click on **Delete** then click **Yes** on the popup screen to confirm.


Click on **Done** to exit screen.



Name	Colour	Educator in Charge	Deputy Educator
<input type="checkbox"/> CHEETAHS	YELLOW		
<input type="checkbox"/> LIONS	ORANGE		
<input type="checkbox"/> TIGERS	ORANG...		
<input type="checkbox"/> ZEBRAS	BLACK ...		

Figure 25: Setup House Groups

2.3.6 Feeder Schools (Menu 1.14)

 The Feeder School menu allows you to compile a list of schools that supply learners to the school. This list will be used when capturing learner data (Menu 3.1 or 4).

 **Add a new feeder school** on the list as follows: (Fig. 26)


- Enter the following **details of the feeder school**: Name of the school, Principal name, Address and Telephone no of the school)
- Click on **Save**.
- The feeder school's name and contact number will be shown on the left of the screen.

Click on **Done** to exit screen.

 **Edit details** of a feeder school as follows:


- **Tick the box** to the left of the feeder school name to show all the details (Fig. 26).
- Correct the schools' details on the right of the screen or
- Click on **Clear** to remove all information before capturing from start.

Click on **Save** and click on **Done** to exit screen.

 **Delete** a feeder school as follows:

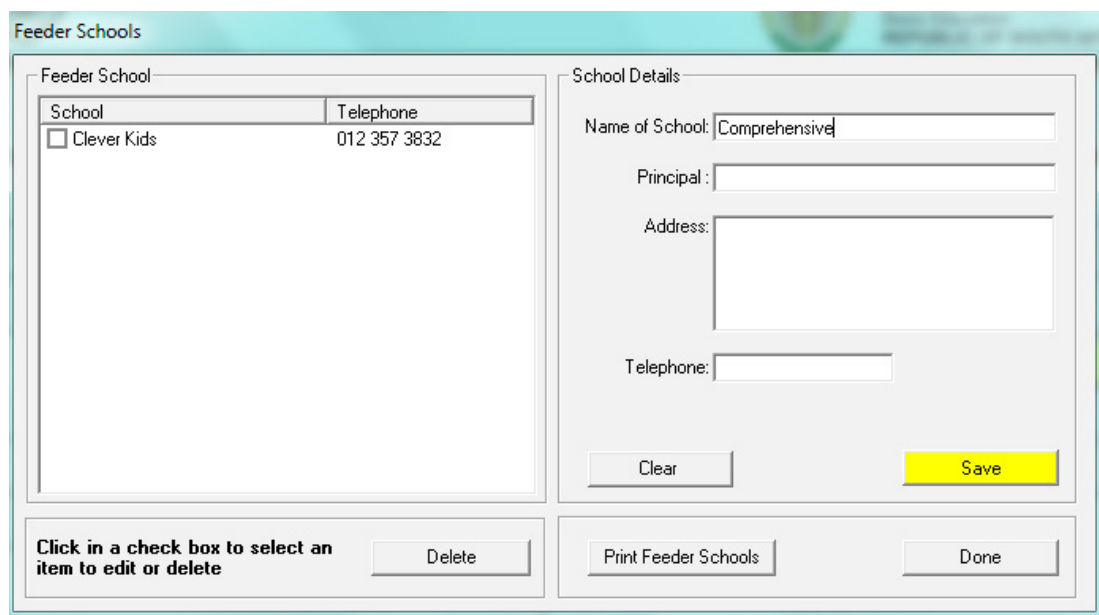
- **Tick the box** to the left of the feeder school name (Fig. 26).
- Click on **Delete** then click **Yes** on the pop-up screen to confirm.

Click on **Done** to exit screen.

 **Print** a list of the a feeder schools as follows: (Fig. 26)

- Click on **Print Feeder schools** then click **Yes** on the pop-up screen to confirm.

Click on **Done** to exit screen.



School	Telephone
<input type="checkbox"/> Clever Kids	012 357 3832

Feeder Schools

Feeder School

School	Telephone
<input type="checkbox"/> Clever Kids	012 357 3832

School Details

Name of School:

Principal:

Address:

Telephone:

Clear Save

Click in a check box to select an item to edit or delete Delete Print Feeder Schools Done

Figure 26: Setup Feeder Schools

2.4 General Settings (Menu 1.16)



The menu for the school can be customised in this menu by changing colours and importing the school logo. It also imports pictures such as learner and educator photos and the school emblem that will be printed on all the school reports, letters and school statements.

General Settings consists of the following four pages:

- 2.4.1 Main Menu Image
- 2.4.2 Main Menu Colour
- 2.4.3 Learner Photographs
- 2.4.4 Educator Photographs

2.4.1 Main Menu Image



This page setup an image to customise the SA-SAMS Main Menu Screen and official school reporting.

The following three options are available: (Fig. 27)

- **“Default image”** that will display the EMIS image.
- **“No image”** that will leave documents without any signature.
- **“Own image”** that customises all documentation with your school logo.

🔒 **To add** the own logo, select the option **“Own Image”**.

- Click on **“Browse”** to find the image in the directory.
- Images must be in either bitmap (.bmp) or gif file format.
- Select **“Use image for progress reports and school fee statements”** to include **the** school logo to print on all school reports and statements.

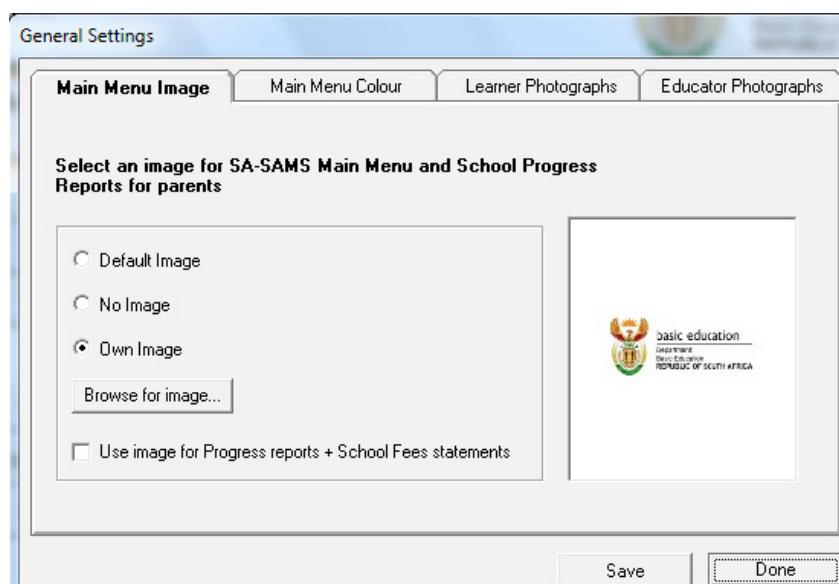


Figure 27: General Settings

2.4.2 Main Menu Colour



The Colour for the lettering on the menu screen can be personalised as shown on Figure 28.

✓ Select own colour and click on the chosen colour.

- Click on **Save**.

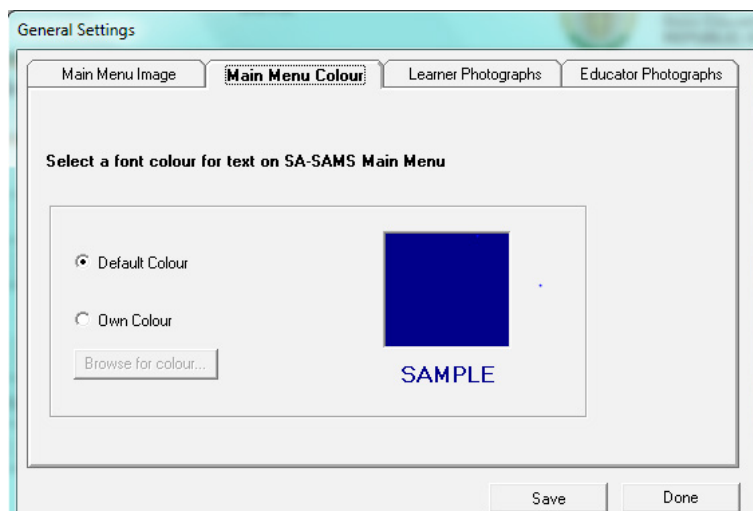


Figure 28: Main Menu Colour

2.4.3 Learner Photographs



The **Learner Photographs** (Fig. 29) can be uploaded onto SA-SAMS from a folder containing the photos by following the instructions on the screen. The photos can be printed on the bus ticket, learner report etc.

✓ A file with learner photographs needed to be created in the same folder as EdusolSAMS.

- The **default path photograph** folder is in c:/ program files /edusolSAMS/ LearnerPhotos .
- To find the folder on SA-SAMS that is networked, click on Browse to specify the path for your learner photograph folder.

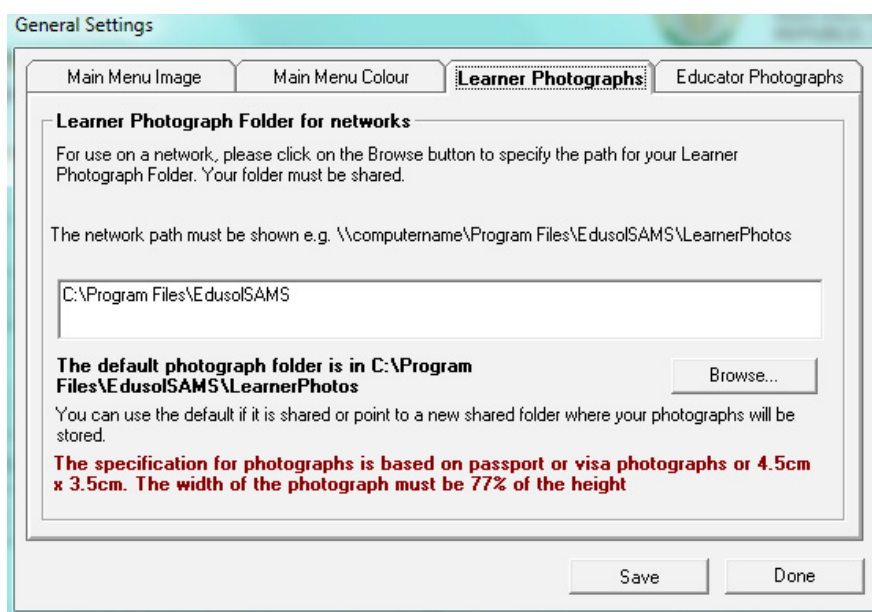




Figure 29: Setup Learner Photographs

2.4.4 Educator Photographs

 The **Educator Photographs** (Fig. 30) can be uploaded from a folder containing the photos onto SA-SAMS by following the instructions on the screen.

 A file for the photographs needed to be created in the same folder as EdusolSAMS.

- The **default path photograph** folder is in c:/ program files /edusolSAMS/ EducatorPhotos .
- To find the folder on SA-SAMS that is networked, click on the Browse button to specify the path for your learner photograph folder.

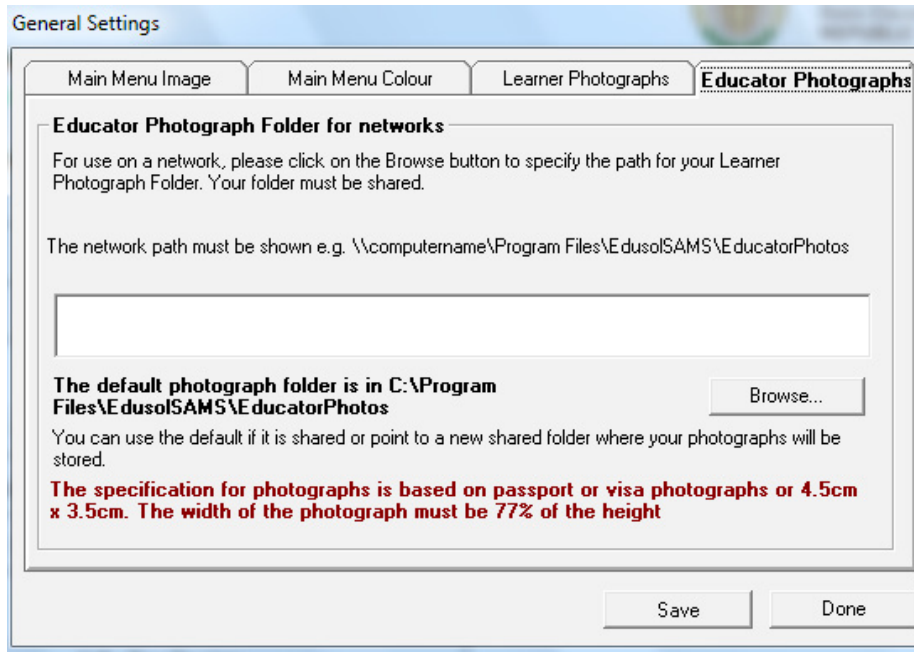


Figure 30: Setup Educator Photos

C SUMMARY

Module 1: General School Setup sets up the system for the school on the following:

- **Basic information that is a pre-requisite for the other modules**, e.g. school term dates are required for learner attendance and the curriculum module.
- **Information particular to the school** e.g. address, type of school, subjects offered, the school's logo etc
- This **module contains information** that will **assist**:
 - The school management in completing the ASS and other surveys.
 - The school administration by using this data in other modules.

3 Quick reference of the sub-menus and their uses:

This module can be divided into 4 sections according to specific purposes

Header	(SA-SAMS Menu)	Functionality
2.1 Setup the system	2.1.1 School Details (1.1) 2.1.2 Cycle Information (1.2) 2.1.3 Class Information (1.3) 2.1.5 Maintain School Subjects (1.5) 2.1.6 Setup School/ Educator Terms (1.6)	→ Setup the system according to school specifics
2.2 Year planner	2.2.1 Setup School/ Educator Terms Days (1.7) 2.2.2 Year Planner(1.15)	→ Setup non-teaching days e.g. sport → Set dates for all important school activities and due dates
2.3 Data for dropdown lists	2.3.1 Bus Routes (1.9) 2.3.2 Bus Ticket (1.10) 2.3.3 Demerit /Merit codes (1.11) 2.3.4 School Hostels (1.12) 2.3.5 Maintain Sport/ House Groups (1.13) 2.3.6 Feeder Schools (1.14)	→ Data captured on these screens is available as a drop- down list for 2.1, 2.3 and 3.1.1 Learner Registration. → This is to save you time in capturing repetitive data.
2.4 Images for official documentation	2.4 General Settings (1.16)	→ School logo available on all printed documents → Learner and educator photos available for related documents

3.1 Notes for the Administrator on this module

- The data captured in this module is used by several other modules as indicated below.
- This saves time in capturing repetitive data and needs to be updated when any of the information changed:

2.1.1 School details (1.1)	<ul style="list-style-type: none">• Completing surveys : SNAP & ASS• LURITS, ANA learner registration
2.1.2 Cycle information (1.2)	<ul style="list-style-type: none">• Menu 1.3. Setting up classes & LSEN related information
2.1.3 Class information (1.3)	<ul style="list-style-type: none">• Menu 2.1 Assign register class to educator (class lists)• Menu 3.1.5 Assign learner to classes• Menu 3.1.6 Design blank class lists• Menu 3.1.7 Class reports & stats(class lists with learner no)• Menu 12.1.15 Assign subjects to learners (in classes)
2.1.5 Maintain school subjects (1.5)	<ul style="list-style-type: none">• Menu 3.1.5 Subject registration summary• Menu 12.1.15 Assign subjects to learners• Menu 12.1.16 Create educator subject groups
2.1.6 Set up School/ Educator Terms (1.6)	<ul style="list-style-type: none">• Menu 2 HR attendance• Menu 3 Learner attendance and demerit and merit• Menu 11 Financial assistant• Menu 12 Curriculum module

3.2 Notes for the School Management regarding this module

- This module is designed to support school management and contains information that will **assist the school in completing quarterly reports and surveys**. For example:

2.1.1 School details (1.1)	<ul style="list-style-type: none">• Completing surveys : SNAP & ASS• LURITS, ANA learner registration
2.1.3 Class information (1.3)	<ul style="list-style-type: none">• Menu 3.1.7 Class reports and statistics (print class lists with learner numbers)
2.1.5 Maintain school subjects (1.5)	<ul style="list-style-type: none">• Menu 3.1.5 Subject registration summary• Menu 12.1.16 Create educator subject groups• Menu 12.3.16 Program of school assessment (Calendar view)• Menu 12.9.15-18 Mark schedules and promotion statistics
2.1.6 Set up School/ Educator Terms (1.6)	<ul style="list-style-type: none">• Menu 2.15 HR attendance reports• Menu 3.3.14-16 Learner attendance weekly/ monthly quarterly reports• Menu 11 Financial reports• Menu 12 Quarterly mark schedules
Menu 1.7 Setup School/ Educator terms days	<ul style="list-style-type: none">• To indicate public holidays and non-teaching days for the school calendar
Menu 1.15 Year Planner	<ul style="list-style-type: none">• To create a school diary of events for learners and educators



Feedback/Contact Form

Your feedback is important to us. Please leave any comment that you want. If you are struggling with anything in this module, please send us an email and remember to also give us a number or email to contact you back with.

Contact Name:

School Name:

Email Address:

Cellphone Number:

Version of SA-SAMS:

Operating System Version:

District / Province:

Comment / Problem Details:

Send Email

Contact Person

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EVERY CHILD IS A NATIONAL ASSET



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA