

## The BRIDGE Principals' Annual Planning Toolkit

### 1. Purpose

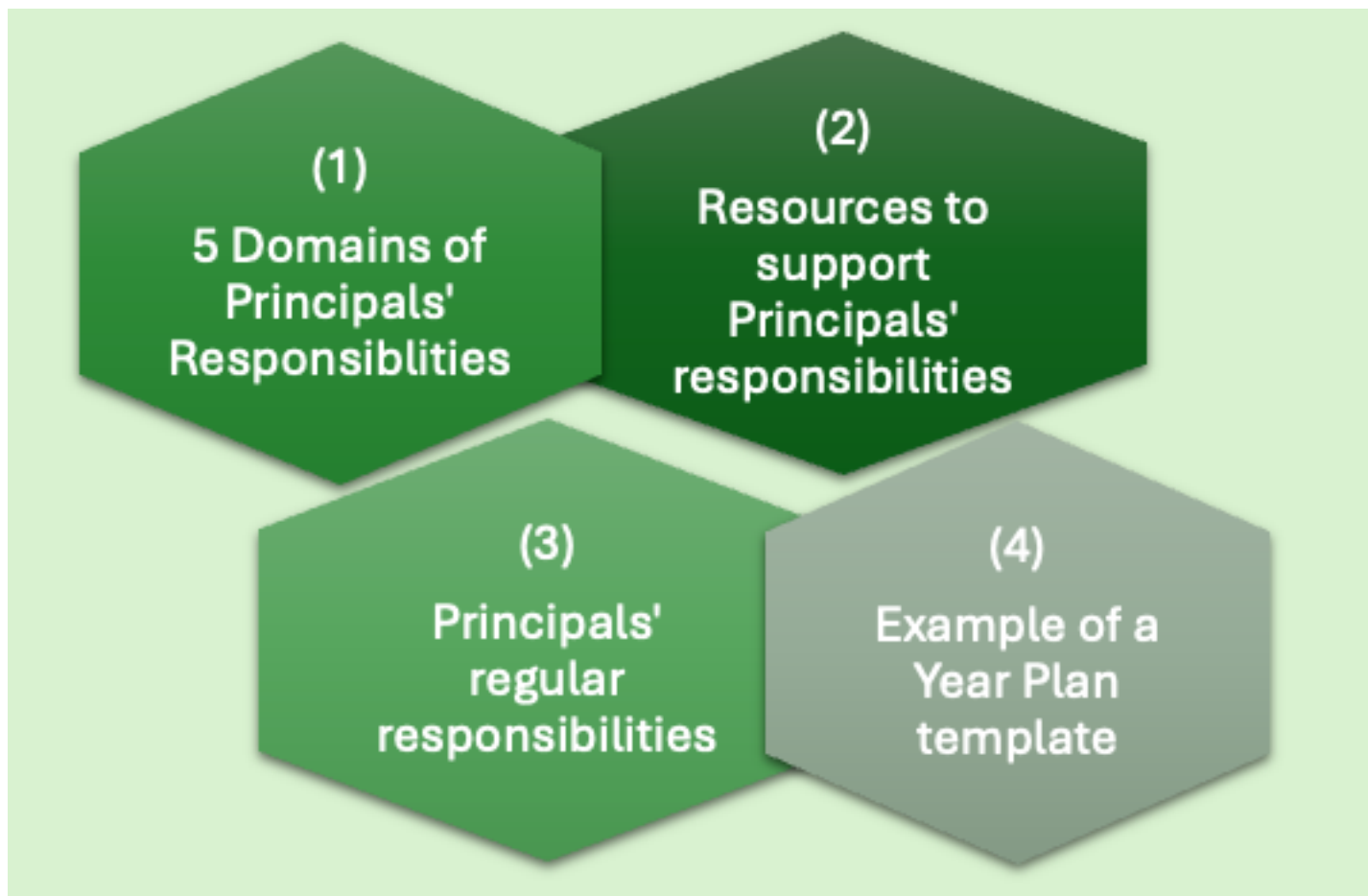
This planning framework and set of tools will assist Principals and School Management Teams to plan, schedule and monitor activities required for effective school functioning and compliance with DBE requirements.

The planning tools:

- Cover the full scope of school leadership, including responsibilities that would be delegated to others but for which the Principal is ultimately responsible
- Can easily be adapted for future years, changes in requirements, or to suit individual needs.

### 2. Overview

The Toolkit consists of the following:



### 3. Description, purpose and how to use the tools

Click on the link to go to the relevant Tool.

File/document name	Description and purpose	More detail	Using this tool
<a href="#">Tool 1 5 Domains of Principals Responsibilities</a>	<p>A detailed picture of the Principal’s leadership role:</p> <ul style="list-style-type: none"> <li>• It lists the activities and responsibilities necessary for compliance and school functionality.</li> <li>• It provides guidance on the broader aspects of leadership that lift schools to a higher level of effectiveness.</li> </ul>	<p>Responsibilities are grouped into 5 domains:</p> <ol style="list-style-type: none"> <li>1. LEADERSHIP AND MANAGEMENT</li> <li>2. TEACHING AND LEARNING</li> <li>3. CULTURE AND CLIMATE</li> <li>4. STAKEHOLDERS AND COMMUNICATION</li> <li>5. PRINCIPAL’S PERSONAL REFLECTIONS</li> </ol> <p>Some responsibilities must be carried out by the Principal, and others can be delegated – Principals are advised to monitor implementation as they are ultimately accountable.</p>	<p>Work through the lists of responsibilities and ask yourself:</p> <ul style="list-style-type: none"> <li>• Do I/we already have a working system for annual planning?</li> <li>• Are there any mandatory requirements that I/we have overlooked?</li> <li>• Can I/we use any of the ideas to enrich what we are already doing?</li> <li>• What will adding these ideas/ responsibilities involve?</li> <li>• Which responsibilities will I carry out myself and which will I delegate?</li> <li>• How will I monitor the delegated responsibilities?</li> </ul>

<p><b><u>Tool 2 Resources to support Principals</u></b></p> <p>Includes a glossary of acronyms and abbreviations</p>	<p>Resources that are needed, or that would assist Principals to carry out their responsibilities.</p>	<p>There are 3 categories:</p> <ul style="list-style-type: none"> <li>● Teams or individuals who support Principals' responsibilities.</li> <li>● Systems, documents (plans, policies, procedures, schedules, records) and guiding principles that are assumed to be in place or need to be in place.</li> <li>● Stakeholder names and contact information, significant dates, and information for managing staff and resources.</li> </ul>	<p>Work through each list and ask yourself:</p> <ul style="list-style-type: none"> <li>● What do we already have in place?</li> <li>● What are the gaps?</li> </ul> <p>If there are gaps to be filled, determine what has to be done and how much time it will take, and factor this into your planning.</p> <p>Make arrangements to obtain/ develop the required resources.</p>
<p><b><u>Tool 3 Principals Regular Responsibilities</u></b></p>	<p>Responsibilities that have to be carried out daily, weekly, monthly, quarterly and annually, or are ongoing.</p>	<p>Some responsibilities must be carried out by the Principal, and others can be delegated.</p> <p>Principals should monitor implementation of delegated responsibilities as they are ultimately accountable.</p>	<p>Check this against the example of a Year Plan template.</p>
<p><b><u>Tool 4 Generic Schedule</u></b></p>	<p>A week-by-week view of the Principal's responsibilities for the school year, relating to the 5 Domains</p>	<p>Some items are given as examples.</p>	<p>Complete the plan to suit your own environment, requirements and dates.</p>

**The BRIDGE Principals' Annual Planning Toolkit and the supporting tools are Open Education Resources (OERs). You may use and adapt them freely, but please acknowledge BRIDGE as the original source.**

**We would also appreciate feedback from people who use these resources. [Click here](#) to give feedback**

**OR**

**email your comments to [info@bridge.org.za](mailto:info@bridge.org.za)**