

**Guidelines for the Pilot
Three-Year Interim Report
2025**



OISESA

Office of Independent
Schools Evaluations
Southern Africa

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1. Introduction

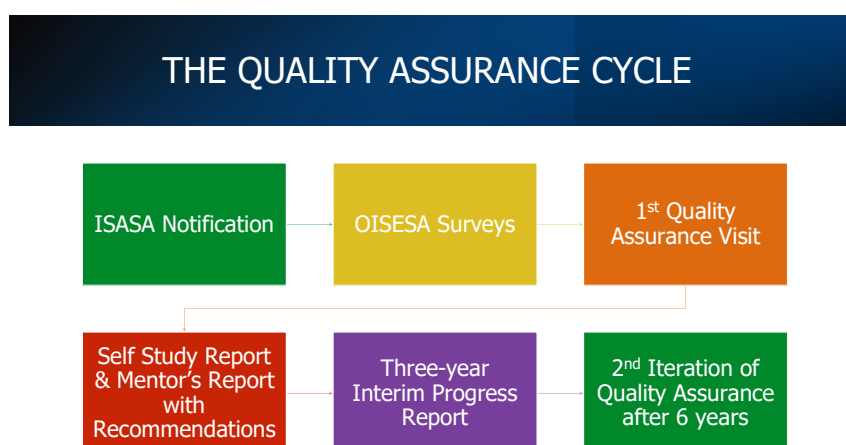
OISESA was tasked by ISASA to run a pilot quality assurance programme across a diverse range of member schools during September and October 2022. The pilot programme focused primarily on the relevance and efficacy of the globally aligned **Standards & Indicators** developed by OISESA and ISASA and sought to establish which types of evidence best enable authentic and reliable data collection.

Using the valuable feedback from the pilot schools' programme, together with the feedback from over 400 participating schools during 2023, 2024 and 2025, and in collaboration with ISASA, OISESA has continued to refine and strengthen the quality assurance model offered to ISASA member schools across Southern Africa.

As outlined in the **OISESA Guidelines for Schools**, three years after the completion of the initial quality assurance process, 'schools will be required to submit a brief interim report to OISESA, detailing their progress in terms of the recommendations, using the template provided.' (page 11)

➔ **NOTE:** We recommend that pilot schools download the latest 2025 versions of **The Standards & Indicators** as well as the **Guidelines for Schools** before beginning the reflection process. These can be found on the OISESA website, www.oisesa.org/resources.

2. The Six-Year Quality Assurance Cycle



- ISASA notifies member schools at least six months ahead, via email, that a quality assurance visit will take place.
- OISESA communicates the exact dates of the visit to the school and shares a link to [the OISESA website](#) where the necessary resources are available, including **The Standards & Indicators**, **Guidelines for Schools**, and the template for the **Self-Study Report**.
- The school appoints a quality assurance team (QAT) and undertakes online training with the mentors.

- Stakeholder surveys are sent to staff, parents, students, the board and administrative staff.
- The mentor completes the onsite school visit over three days.
- The self-study reports and the mentor reports are finalised, outlining recommendations for improvement. These reports are sent to ISASA.
- After three years, schools submit a brief interim progress report to OISESA, using the template provided. This report is sent to ISASA and the Regional Directors.
- After six years, the second iteration of the quality assurance cycle begins.

3. The Three-Year Interim Report

A template is provided by OISESA for the three-year interim report. There are five sections:

3.1 The School Profile

The first section provides details of the school's profile.

School Name	
Email	
Landline	
Head of School Date of Appointment	
Total Number of Full-Time Staff	
Total Number of Students Enrolled	

3.2 Introduction

A brief introduction provides details about any substantive changes¹ which have occurred in the last three years since the OISESA quality assurance visit conducted in 2022.

3.3 Surveys

Schools provide information regarding the completion of the stakeholder surveys.

The pilot schools programme did not include the use of surveys, but many of the pilot schools conducted these during 2023, to verify the findings of the self-study report.

Schools who have not yet conducted the surveys have the option of doing them this year. Please send an email to info@oisesa.org should your school wish to do them.

3.4 The Progress Report

Schools are asked to comment on the school's progress in implementing the recommendations made in the self-study and mentor reports.

¹ Substantive changes include, for example, a change of head or senior leadership, significant changes in enrolment numbers, challenges, or changes regarding governance matters, and so on.

The suggested length for this section is not more than one page.

3.5 Conclusion

Include any remarks on the way forward for the school over the next three years.

4. Protocols & Timeline

- ISASA notifies the pilot schools that the three-year interim report is due in May 2025.
- An online information session is held on 3 June with heads of pilot schools.
- OISESA shares the ***Guidelines for the Three-Year Interim Report*** and the template with the pilot schools by 15 June.
- Schools appoint a quality assurance team to review their progress in terms of the recommendations for improvement.
- Schools submit the interim report:
 - Via email: info@oisesa.org
 - Email subject line: **Blue Hills College Interim Report 2025**
 - Format: a **pdf** document
 - Due date: **30 October 2025**.
- OISESA confirms receipt of the report and submits the report to ISASA.
- The ISASA Regional Directors review the reports and provide support to any schools who may need it².
- Ahead of the next quality assurance visit, the incoming mentor has sight of the previous quality assurance report as well as of the three-year interim report.

5. FAQs

5.1 Is there a cost involved for schools for the interim report?

There is no cost as this forms part of schools' annual ISASA membership fee.

5.2 What happens if a school cannot find the original copies of the self-study and mentor reports?

Both ISASA and OISESA have copies of the first cycle of reports for pilot schools. Schools may reach out to info@oisesa.org if they need copies.

² ISASA contracts OISESA to complete each quality assurance visit for a finite period. For this reason, we are unable to provide ongoing support to schools. Should a school need further assistance with implementing some of the recommendations, they are encouraged to reach out to the relevant Regional Director or to the ISASA offices. Contact details are available on the [ISASA website](#).

5.3 Does the ECD need to submit a report if they were not part of the pilot programme?

If they were not part of the pilot programme³, they do not need to submit the interim report. These ECDs will be incorporated into the next phase of quality assurance for the whole school in three years' time.

5.4 Who should complete the interim report?

This decision is the schools to make – the report could be completed by the head or by the quality assurance team. However, working collaboratively on the school improvement plan can be a particularly worthwhile exercise. It will also help lay the foundation for the next cycle of quality assurance in three years' time.

If you have any questions, please contact OISESA

Email: info@oisesa.org

or

+27 10 157 2317

³ ECDs did not form part of the pilot programme as the bespoke *Standards & Indicators for ECD and LSEN Schools* were only finalised during 2023.