

2013 PLANNING CALENDAR FOR SCHOOLS

Western Cape Education Department

1. Introduction

This schedule of dates for training programmes, meetings, tests, examinations and important administrative deadlines is provided to aid schools' planning for 2013.

2. Terms

Term	Begins	Ends
First	14 January (teachers) 16 January (learners)	28 March
Second	8 April	21 June
Third	15 July	20 September
Fourth	1 October	4 December (learners) 6 December (teachers)

3. Protection of teaching time

Schools should protect teaching time and support learning as follows:

- 3.1 All learners should be in school for the full 199 days (203 days for teachers), in accordance with the National Learner Attendance Policy.
- 3.2 Teaching begins on the first day of each term.
- 3.3 Minimum teaching hours per grade must be observed (this excludes assemblies and NSNP meals). Any changes to minimum teaching time will be communicated to all schools once they are finalised.
- 3.4 Educational excursions must be linked to and enhance the curriculum. Applications for excursions must be submitted to the district director at least 6 weeks in advance of the intended date.

4. Training workshops or meetings

The following training programmes will be held during school holidays:

Literacy and Numeracy Training

The second cohort of 250 schools, targeting both Foundation and Intermediate Phases, will attend training in this programme on the following dates:

- 24 to 28 June 2013 (Week 1)
- 1 to 5 July 2013 (Week 2)
- 8 to 12 July 2013 (Week 3 – CAPS)

NCS (CAPS) Training and meetings

Provincial Senior Phase NCS (CAPS) Training: 8 to 12 July 2013

In addition, district-based targeted workshops will be offered. These will be advertised at least one month in advance. If you require additional site-based support, contact your district office.

Teachers will be required to attend a maximum of two meetings per subject in 2013. These meetings will begin after 15:00 in February and August.

Other training and meetings

The WCED will offer optional courses to meet specific needs, for example, ICT proficiency, special needs education and labour relations. Education district offices will advertise the training, which will take place after 15:00 on school days.

The Cape Teaching and Learning Institute (CTLI) will be offering a training programme for 2013, which will include literacy and numeracy conferences. Details of these 2-week and 3-week training courses for teachers, heads of department, deputy principals and principals, as well as the conferences, are to be found on the WCED website at <http://wced.westerncape.gov.za>

Principals' meetings in the circuit: There will be one circuit meeting of principals per term, starting at 13:00. This may be followed by a meeting of the circuit's principals' forum.

5. School holiday and weekend interventions at CTLI

Intervention	Date	Duration	Target number	Venue
Principals' Course	13 to 24 May	10 days	50	CTLI, KUILS RIVER
Role and Responsibilities of Head of Department – Level 1 <ul style="list-style-type: none">Course 1Course 2Course 3	28 Jan to 8 Feb 15 to 26 April 19 to 30 August	10 days	150	CTLI, KUILS RIVER
Role and Responsibilities of Head of Department – Level 2 <ul style="list-style-type: none">Course 1Course 2	28 Jan to 8 Feb 15 to 26 April	10 days	100	CTLI, KUILS RIVER
Role and Responsibilities of Deputy Principals – Level 1	18 Feb to 1 March	10 days	100	CTLI, KUILS RIVER

<ul style="list-style-type: none"> Course 1 Course 2 	22 July to 2 Aug			
Role and Responsibilities of Deputy Principals – Level 2 <ul style="list-style-type: none"> Course 1 Course 2 Course 3 	18 Feb to 1 March 22 July to 2 Aug 19 to 30 Aug	10 days	150	CTLI, KUILS RIVER
Induction Programme for New Principals Term 4 in 2013		5 days		CTLI, KUILS RIVER
Aspiring School Principals	24 to 26 June	3 days	50	CTLI, KUILS RIVER
School Management Team Training	Dates to be announced	10 days (over a calendar year)		CTLI, KUILS RIVER
Aspiring School Leaders	24 to 26 June	3 days	50	CTLI, KUILS RIVER
Women in and into Leadership and Management Positions	1 to 5 July	5 days	50	CTLI, KUILS RIVER
Grade R Seminar	23 March	1 day	250	CTLI, KUILS RIVER
Mathematics Solutions Conference (GET)	24 & 25 June	2 days	300	CTLI, KUILS RIVER
Principals' Seminar	Date to be decided	1 day	250	CTLI, KUILS RIVER
Reading and Writing Seminar	26 & 27 September	2 days	300	CTLI, KUILS RIVER
Writing Project	24 June to 5 July	2 weeks	20	CTLI, KUILS RIVER

Safe Schools Holiday Programmes

Programmes for learners are offered by the Safe Schools Unit during all the school holidays.

6. Tests and examinations

Annual National Assessments (ANAs)

Schools will test all learners in Grades 1 to 6 and Grade 9 in September 2013 (not confirmed), using national tests, and schools will mark the tests internally. More information will be provided by the national Department of Basic Education in 2013. Reports on the ANAs will be sent to parents by close of school in December 2013.

WCED systemic tests (Grades 3, 6 and 9)

The WCED will conduct systemic tests for Grade 3, 6 and 9. The tests will take place in the morning on one school day during the period 9 to 22 October 2013.

National Senior Certificate (NSC) Examinations

- Release of 2012 NSC examination results: 3 January 2013
- Supplementary NSC examinations: 11 February to 19 March 2013
- NSC Practical examinations: 18 to 19 September 2013
- 2013 NSC examinations: 23 October 2013 to 29 November 2013

Senior Certificate Examinations (Report 550)

- Examinations begin: 29 April 2013
- Examinations end: 20 June 2013

Moderation

- Grade 12 oral moderation begins mid-August 2013
- Grade 12 practical moderation begins mid-August 2013
- Provincial SBA moderation: October 2013

Grades 4 to 11

Internal examinations should start after 27 May and 11 November 2013.

All learners are required by law to attend school throughout any test or examination programme, with the exception of the Grade 12 learners who will be entitled to 5 days of study before the start of their final examinations.

Grade 12 September trial examinations

The examinations should not start earlier than 2 September 2013. The time-table should schedule two examinations per day wherever possible. All other grades will be busy with internal assessments.

7. School improvement plans (SIPs) – Annual reports & IQMS dates

Activity	Due date
SIPs and SIP action plan to be submitted online	15 February 2013
SIP and SIP Action Plan sign-off by IMG manager	28 February 2013
Quarterly School Improvement Monitoring (SIM) Report Submitted to CT manager /IMG manager for online sign-off	20 March 14 June 13 September 1 and 29 November
(CT Manager/IMG manager will provide schools with hard copies of	

the SIM tool that must be completed and handed back to them before the indicated date for each term.)	
Baseline scores (new teachers)	15 March
Complete summative evaluation, list of SDT members, educator improvement plans	25 October
Submission to district offices of internal moderation report by schools on evaluation process	29 November
Submit SPMDS scores of public service staff to district office	19 April 2013

8. Important administrative dates for 2013

Activity	Due date
The Snap Survey for ordinary schools	29 January
Applications for NSC exam re-marks and re-checks	20 January
Closing date for registration for NSC supplementary exams	23 January
Closing date for registration for NSC 2013 exams	15 March
Grade12 subject change requests	31 January
Submit online applications for growth or curriculum posts	January/February
Annual School Survey at ordinary schools The Snap Survey for special schools (CEMIS Day 2)	5 March
Online Grade 10 and 11 subject change requests	By end February
Quarterly Attendance Return Capture Screen	End of each quarter
CEMIS sign-off of staff establishment data	26 April
CEMIS sign-off of Grades 3, 6 & 9 learner data for assessment	29 July
Special Schools Annual Survey (online)	3 September
Grade 12 SBA scores captured on the CEMIS	September
Complete capture screens for Grade 3, 6 and 9 learner register	16 September
CEMIS promotion and progression readiness online	15 November
Capture promotions and progressions online on the CEMIS	Until 13 December

9. LTSM and equipment

The procurement of learning and teaching support materials, especially textbooks, must be given special attention so that no learners are disadvantaged. For this to happen, the following due dates should be noted:

Submit school budget for 2013 to district office: 2 December 2012
 Submit 032 forms to Head Office: 25 February 2013
 Submit 034 and 026 forms to order office: 21 June 2013

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 • WCED Client Services Call Centre: 0861 9233 22

Requisitions for school furniture to district office: 29 February 2013
 Online ordering of Gr 7-9 and Gr 12 textbooks: April 2013
 Submit LTSM additional orders to order office: 15 August 2013

10. Furniture and Equipment

Due date

Schools submit requisitions (WCED 026A & 026B)
 for school furniture and equipment to district office: 15 February 2013

District offices submit prioritized lists for furniture
 and equipment to Chief Directorate: Districts: 15 March 2013

11. Staffing and staff establishments

Vacancy Lists in 2013 will be published on the following dates:

- Vacancy List 1 : 15 February 2013
- Vacancy List 2 : 9 April 2013
- Vacancy List 3 : 20 May 2013
- Vacancy List 4 : 16 September 2013

Staff establishments will be made available to schools by 26 August 2013.

12. Enrolment of learners for 2014

The WCED Admission Policy is applicable.

Phase 1	1 March to 21 June	Written responses to parents by 28 June
Phase 2	16 July to 6 September	Written responses to parents by 11 October

13. Visits by district office staff (frequency and nature)

District offices will supply all schools in good time with a visits roster.

District offices' contact details

Education district office	Telephone number
Metro Central	Tel. 021 514 6700
Metro East	Tel. 021 900 7005
Metro North	Tel. 021 938 3000
Metro South	Tel. 021 370 2000
Eden & Central Karoo	Tel. 044 803 8300
Cape Winelands	Tel. 023 348 4600
West Coast	Tel. 021 860 1200
Overberg	Tel. 028 214 7300