

2017 >> Planning Calendar for Schools

This schedule of dates for training programmes, meetings, tests and examinations and important administrative deadlines is provided to aid schools' planning for 2017.

Training workshops or meetings

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

The Cape Teaching and Leadership Institute (CTLI) will be offering a number of training programmes, seminars and conferences in 2017. Details of these two-week curriculum (content and methodology) courses for Foundation Phase, Intermediate Phase and Senior Phase teachers and two-week courses on the roles and responsibilities of heads of department, deputy principals and principals as well as other school management courses for aspiring school leaders will be sent to all schools in September 2016.

The Continuing Professional Teacher Development Management System (CPTD MS) will be applicable to all institution-based teachers so that the SACE requirements for professional development can be met.

Visit the WCED website at <http://wced.westerncape.gov.za> or www.wcedctli.co.za to see the programme.

Principals' meetings in circuits:

There will be one circuit meeting for principals per term, starting at 13:00 on the relevant day. This may be followed by a meeting of the district principals' forum.

The dates for the 2017 Provincial Principals' Forum meetings are as follows:

- 17 February 2017
- 26 May 2017
- 18 August 2017
- 17 November 2017

School Terms for 2017

Term	Begins	Ends	No. of weeks	No. of school days
First	9 January (teachers) 11 January (learners)	31 March	12	58 (teachers) 56 (learners)
Second	18 April	30 June	11	50
Third	24 July	29 September	10	48
Fourth	9 October	6 December (learners) 8 December (teachers)	9	43 (learners) 45 (teachers)

Safe Schools Holiday Programmes

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

Safe Schools Holiday Programme dates:

- 3 - 7 April 2017
- 3 - 14 July 2017
- 2 - 5 October 2017
- 7 - 14 December 2017

After-school and School Enrichment Programmes

Schools must ensure that they have at least TWO scheduled After-school and/or School Enrichment Programmes that give ALL learners an opportunity to participate. The National Sports Plan requires schools to register and participate in at least two winter and two summer sporting codes.

Representative Council of Learners (RCLs) calendar

The induction of new RCLs is scheduled for February to March 2017. All public schools offering Grade 8 and higher must elect teacher liaison officers (TLOs) during September 2017. The election of RCLs will take place in the last school term of 2017.

Protection of teaching time

Schools must protect teaching time and support learning as follows:

- All learners must be in school and learning for the full 197 days (201 days for teachers), in accordance with the National Learner Attendance Policy.
- Teaching begins on the first day of each term.
- On the last day of the school term, learners must be at school for at least three hours. Teachers are expected to be at school for a minimum of five hours.
- Minimum teaching hours per grade should be observed (hours exclude assemblies and National School Nutrition Programme meals).
- Educational excursions must be linked to and must enhance the curriculum. Applications for excursions must be submitted to the district director at least four weeks prior to the intended date.



Western Cape
Government

Education

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Private Bag X9114, Cape Town 8000
<http://wced.school.za>

WCED Client Services Call Centre: 0861 92 33 22

Tests and examinations

Annual National Assessments (ANAs)

The ANAs will provisionally take place in September 2017. More information will be provided by the Department of Basic Education (DBE) in 2017.

WCED Systemic Tests (Grades 3, 6 and 9)

The WCED will conduct systemic tests for Grades 3, 6 and 9. The tests will take place in the morning on one school day during the period **10 to 24 October 2017**.

National Senior Certificate (NSC) Examinations

- **Release of the 2016 NSC examination results** > 5 January 2017 (to be confirmed)
- **NSC Awards** > 12 January 2017 (to be confirmed)
- **Supplementary NSC examinations** > 22 February to 30 March 2017 (to be confirmed)
- **Training of invigilators** > 28 August to 29 September 2017
- **NSC practical examinations** > 16 and 17 October 2017 (to be confirmed)
- **2017 NSC examinations** > 23 October to 28 November 2017 (to be confirmed)
- **Marking of the 2017 NSC examinations** > 1 December 2017 (to be confirmed)

Grade 12 September trial examinations

The examinations should not start earlier than 4 September 2017. Two examination sessions per day should be scheduled, wherever possible. All other grades will be busy with internal assessments.

Senior Certificate Examinations

- 23 May 2017 to 6 July 2017 (to be confirmed)

Moderation

- Performance Assessment Tasks will be moderated during the first and second terms.
- Grade 12 oral moderation begins in August 2017.
- Grade 12 practical examination begins in August 2017.
- Provincial SBA moderation will take place in September 2017.

Schedules with precise dates will be sent to schools well in advance.

Internal Examinations

Grades 4 – 6

Schools that offer Grades 4 to 6 may not start their examinations before 14 June 2017 and 20 November 2017.

Grades 7 – 9

Schools that offer Grades 7 to 9 may not start their examinations before 15 June 2017 and 13 November 2017.

Grades 10 – 12

Schools that offer Grades 10, 11 and 12 (where applicable) may not start their examinations before 5 June 2017 and 13 November 2017.

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

Online submission of Term Performance

In 2017 schools will be requested to complete their Term Information per individual learner. Schools will be required to submit the Term Performance information for learners on CEMIS by the following dates:

Term 1: Term Performance opens for capturing > 22 March 2017
Term Performance sign-off for capturing > 26 April 2017

Term 2: Term Performance opens for capturing > 19 June 2017
Term Performance sign-off for capturing > 28 July 2017

Term 3: Term Performance opens for capturing > 18 September 2017
Term Performance sign-off for capturing > 13 October 2017

Term 4: Term Performance opens for capturing > 20 November 2017
Term Performance sign-off for capturing > 8 December 2017



School Improvement Plans (SIPs) and School Improvement Monitoring (SIM)

Activity	Due date
Schools conclude 2017 SIPs	15 February 2017
2017 SIP sign-off: Circuit Managers and Principals	28 February 2017
Quarterly SIM report to be completed on CEMIS and signed off by both Principal and Circuit Manager on two hard copies, which are retained for audit purposes (one at the school and one at the district office)	29 March 2017 28 June 2017 27 September 2017 15 November 2017
Draft SIP 2017 sign-off by schools	29 September 2017

Performance management dates

Activity	Due date
Baseline scores (new educators)	15 March 2017
Submission of SPMDS scores of public service staff to district offices	21 April 2017
Submission of performance agreement certificates of public service staff to district offices	15 May 2017
Complete summative evaluation, list of SDT members and educator improvement plans (EIPs)	29 September 2017
Submission of certificates in respect of six-monthly reviews of public service staff to district office	27 October 2017
Schools submit internal moderation reports on IQMS evaluation process to district offices	31 October 2017

Norms and Standards (N&S) allocation for ordinary public schools (including Gr R) and independent Gr R sites

Activity	Due date
Final 2017/18 N&S allocation for ordinary public schools (including Gr R) and independent Gr R sites published on CEMIS	17 March 2017
First N&S transfer payment and payment of Gr R claims for 2017/18 financial year	15 May 2017
Preliminary 2018/19 N&S allocation for ordinary public schools (including Gr R) and independent Gr R sites published on CEMIS	29 September 2017
Second N&S transfer payment and payment of Gr R claims for 2017/18 financial year and compensation for fee exemptions	15 November 2017

Learning and teaching support material (LTSM)

The procurement of LTSMs, especially textbooks, learner stationery and library resource material (print, audiovisual and e-resources), must be given special attention so that learners are not disadvantaged. The following due dates should be noted in this regard:

Submit WCED 032 forms to Head Office
(only non-section-21 schools):
➤ **31 March 2017**

Deliver Workbook 2017 shortages:
➤ **31 January to 28 February 2017**

Online **ordering of stationery and cleaning materials**
➤ 8 – 19 May 2017
(only non-section-21 schools)
➤ and **31 July to 4 August 2017**

Online **ordering of CAPS top-up textbooks**
➤ **5 – 15 June 2017**

Learner Transport Scheme (LTS)

Schools submit applications for new LTS routes, to commence in January 2018, to Circuit Managers ➤ **4 August 2017**

Schools submit applications for new (2018) additional learners to Circuit Managers ➤ **16 August 2017**

Furniture and Equipment

Activity	Due date
Capturing of furniture and equipment inventory	Nov/Dec 2016
Schools submit requisitions (WCED 026A and 026B) for school furniture and equipment to district office	3 Feb 2017
District offices submit prioritised lists for furniture and equipment to Chief Directorate: Districts	24 Feb 2017

Staffing and staff establishments

Publication dates

Vacancy List 1	13 February 2017
Vacancy List 2	1 June 2017

Dates when staff establishments will be made available:

1	Educator staff establishments of ordinary public schools	25 Aug 2017
2	Educator staff establishments of special public schools	31 Aug 2017
3	Public service staff establishments of ordinary public schools	22 Sept 2017
4	Public service staff establishments of special public schools	29 Sept 2017

Important administrative dates for 2017

Activity	Due date
Submit online applications for growth or curriculum posts	11 – 31 January 2017
Applications for NSC exam re-marks and re-checks	19 January 2017
Closing date for registration for NSC supplementary exams	19 January 2017
WCED Snap Survey for ordinary schools	24 January 2017
Grade 12 subject change requests	No subject changes will be allowed in Grade 12 from 2017 onwards
Submission, to Directorate: Strategic People Management, of applications to conduct remunerated work outside the public service during 2017 and 2018 (employees will receive responses before the end of March 2017).	27 January 2017
WCED Annual School Survey at ordinary schools WCED Annual Survey for Early Development Centres WCED Snap Survey for Special Schools	7 March 2017
Closing date for registration for 2017 NSC exams	15 March 2017
Quarterly Attendance Return Capture Screen	26 March 2017 26 June 2017 25 September 2017 04 December 2017
Update online data on new governing body members	24 March 2017
Submit applications for extension and/or curtailment of curriculum to district offices	30 March 2017 (note this is a month earlier to assist schools when they order textbooks)
CEMIS made available for capturing of information on compensation for school fee exemptions	4 April 2017
Online Grade 11 subject change requests	30 April 2017
Sign-off: Compensation for school fee exemption on CEMIS	30 June 2017
Sign-off on CEMIS of Grades 3, 6 and 9 learner registers for the WCED systemic tests	28 July 2017
Online Grade 10 subject change requests	31 July 2017
Closing date for nominations: National Teaching Awards	04 August 2017
WCED Special Schools Annual Survey (online)	7 September 2017
Grade 12 SBA scores captured on CEMIS	September 2017
WCED informs schools of amount to be awarded for compensation for school fee exemptions	31 October 2017
Submit Section 38B applications (schools to be informed of the outcome of the applications by 8 December 2017)	31 October 2017
CEMIS promotion and progression readiness online	14 November 2017
Submit school budget for 2018 to district offices	1 December 2017
Capture promotions and progressions online on CEMIS	Until 8 December 2017



School admission dates for 2018 applications

Schools capture and sign off planned enrolment on SAMI	30 January 2017
School admissions open	6 February 2017
School admissions close	24 March 2017
Schools inform parents of the outcome	3 May 2017
Parents to confirm acceptance by	30 June 2017

Visits by district office staff

(frequency and nature)

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

District offices' contact details

Education district office	Telephone number
Metro Central	021 514 6700
Metro East	021 900 7000
Metro North	021 938 3000
Metro South	021 370 2000
Eden & Central Karoo	044 803 8300
Cape Winelands	023 348 4600
West Coast	021 860 1200
Overberg	028 214 7300