

# 2016 Planning Calendar for Schools

This schedule of dates for training programmes, meetings, tests, examinations and important administrative deadlines is provided to aid schools' planning for 2016.

## Training workshops or meetings

The WCED will offer optional courses to meet specific needs, for example, ICT proficiency, special needs education and labour 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 2016. Details of these 2-week curriculum (content and methodology) courses for Foundation Phase, Intermediate Phase and Senior Phase teachers and 2-week courses on roles and responsibilities of heads of department, deputy principals and principals, will be sent to all schools in September 2015.

This programme will also be available on the WCED website at <http://wced.westerncape.gov.za> or [www.wcedctli.co.za](http://www.wcedctli.co.za)

## Principals' meetings in circuits:

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

The dates for the 2016 Provincial Principals' Forum meetings are as follows:

- 4 March 2016
- 20 May 2016
- 19 August 2016
- 18 November 2016

## 2016 School Terms

Term	Begins	Ends	No. of weeks	No. of school days
First	11 January (teachers) 13 January (learners)	18 March	10	50 (teachers) 48 (learners)
Second	5 April	24 June	12	55
Third	18 July	30 September	11	53
Fourth	10 October	7 December (learners) 9 December (teachers)	9	45 (teachers) 43 (learners)

## Safe Schools Holiday Programmes

Programmes for learners are offered by the Safe Schools Sub-directorate during the school holidays.

## Safe Schools Holiday Programme dates:

- 27 June 2016 – 8 July 2016
- 2 – 7 October 2016

## Representative Council of Learners (RCLs) calendar

The induction of new RCLs is scheduled for February – March 2016. All public schools with Grade 8 and higher must elect Teacher Liaison Officers (TLOs) during September 2016. Election of RCLs will take place in the last school term of 2016



## Protection of teaching time

Schools must protect teaching time and support learning as follows:

1. All learners must be in school and learning for the full 199 days (203 days for teachers), in accordance with the National Learner Attendance Policy.
2. Teaching begins on the first day of each term.
3. 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 5 hours.
4. Minimum teaching hours per grade should be observed (this excludes assemblies and National School Nutrition Programme meals).
5. Educational excursions must be linked to and enhance the curriculum. Applications for excursions should be submitted to the district director at least 4 weeks in advance of the intended date.

## Tests and examinations

### Annual National Assessments (ANAs)

The ANAs for Grades 1 to 9 will take place in September 2016 (final date to be confirmed), and schools will mark the tests internally. More information will be provided by the Department of Basic Education (DBE) in 2016. Reports on the ANAs will be sent to parents by the end of October 2016.

### 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 **11 to 25 October 2016**.

### National Senior Certificate (NSC) Examinations

- **Release of the 2015 NSC examination results:** 6 January 2016 (to be confirmed)
- **NSC Awards:** 12 January 2016 (to be confirmed)
- **Supplementary NSC examinations:** 5 February to 24 March 2016 (to be confirmed)
- **Training of invigilators:** 29 August to 30 September 2016
- **NSC practical examinations:** 19 and 20 October 2016 (to be confirmed)
- **2016 NSC examinations:** 26 October to 27 November 2016 (to be confirmed)
- **Marking of the 2016 NSC examinations:** 5 December 2016 (to be confirmed)

### Senior Certificate Examinations

- 3 May 2016 to 22 June 2016 (to be confirmed)

### Moderation

- Performance Assessment Tasks will be moderated during the first and second term
- Grade 12 oral moderation begins August 2016
- Grade 12 practical examination begins August 2016
- Provincial SBA moderation: September 2016

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 **8 June 2016** and **21 November 2016**.

#### Grades 7 – 9

Schools that offer Grades 7 to 9 may not start their examinations before **6 June 2016** and **14 November 2016**.

#### Grades 10 – 12

Schools which offer Grades 10, 11 and 12 (where applicable) may not start their examinations before **30 May 2016** and **14 November 2016**.

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 5 days of study before the start of the final examinations.

### Grade 12 September trial examinations

The examinations should not start earlier than 5 September 2016. The timetable should schedule two examination sessions per day, wherever possible. All other grades will be busy with internal assessments.

### Online submission of Term Performance

In 2016 schools will be requested to complete their term information per individual learner. Schools will be required to submit the Term Performance for learners on CEMIS by the following dates:

**Term 1: Term Performance opens for capturing:** 14 March 2016  
**Term Performance sign-off for capturing:** 8 April 2016

**Term 2: Term Performance opens for capturing:** 20 June 2016  
**Term Performance sign-off for capturing:** 22 July 2016

**Term 3: Term Performance opens for capturing:** 26 September 2016  
**Term Performance sign-off for capturing:** 24 October 2016

**Term 4: Term Performance opens for capturing:** 8 December 2016  
**Term Performance sign-off for capturing:** 16 December 2016

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

Activity	Due date
Schools conclude 2016 SIPs	29 January 2016
2016 SIP sign-off: IMG Managers and Principals	17 February 2016
Quarterly School Improvement Monitoring (SIM) report to be completed on CEMIS and signed off by both Principal and IMG Manager on two hard copies which are retained for audit purposes (one at the school and one at the district office)	17 March 2016 23 June 2016 29 September 2016 15 November 2016
Draft SIP 2017 sign-off by schools	30 September 2016

## Performance Management dates

Activity	Due date
Baseline scores (new educators)	14 March 2016
Submission of SPMDS scores of public service staff to education district office	15 April 2016
Submission of performance agreement certificates of public service staff to district office	27 May 2016
Complete summative evaluation, list of SDT members and educator improvement plans (EIPs)	28 October 2016
Submission of 6 monthly review certificate of public service staff to district office	28 October 2016
Schools submit to district offices internal moderation reports on IQMS evaluation process	25 November 2016

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

Final 2016/17 N&S allocation for ordinary public schools (including Gr R) and independent Gr R sites will be published on CEMIS.	31 March 2016
First transfer payment and payment of Gr R claims for 2016/17 financial year	29 April 2016
Preliminary 2017/18 N&S allocation for ordinary public schools (including Gr R) and independent Gr R sites will be published on CEMIS.	30 September 2016
Second payment of Gr R claims for 2016/17 financial year	28 October 2016
Second transfer payment for 2016/17 financial year	15 November 2016

## LTSM

The procurement of learning and teaching support materials (LTSM), especially textbooks, learner stationery and library resource material (print, audio-visual and e-resources), must be given special attention so that learners are not disadvantaged.

For this to happen, the following due dates should be noted:

**Submit WCED 032 forms** to Head Office (only non-section 21 schools):  
**15 April 2016**  
 Deliver Workbook 2016 shortages:  
**31 January – 28 February 2016**

## Staffing and staff establishments

### Publication dates

<b>Vacancy List 1</b>	11 February 2016
<b>Vacancy List 2</b>	19 May 2016
<b>Vacancy List 3</b>	14 September 2016

Staff establishments will be made available to schools by 19 August 2016.

## Furniture and Equipment

Furniture and equipment	Due date
Capturing of furniture and equipment inventory	Nov/Dec 2016
Schools submit requisitions (WCED 026A & 026B) for school furniture and equipment to district office:	5 February 2016
District offices submit prioritised lists for furniture and equipment to Chief Directorate: Districts:	26 February 2016

## Important administrative dates for 2016

Activity	Due date
Submit online applications for growth- or curriculum posts	January/February 2016
Applications for NSC exam re-marks and re-checks	19 January 2016
Closing date for registration for NSC supplementary exams	19 January 2016
The Snap Survey for ordinary schools	26 January 2016
Grade 12 subject-change requests	29 January 2016
Submission, to Directorate: Strategic People Management, of applications to conduct remunerated work outside the public service during 2016 - 17 (employees will receive responses before the end of March 2016).	29 January 2016
CEMIS made available for capturing of information on compensation for school fee exemption	4 April 2016
Annual School Survey at ordinary schools Annual Survey for Early Development Centres Snap Survey for special schools	1 March 2016
Closing date for registration of 2016 NSC exams	15 March 2016
Quarterly Attendance Return Capture Screen	18 March 2016 24 June 2016 30 September 2016 9 December 2016
Submit applications for extension and/or curtailment of curriculum to district office	29 April 2016
Update online data on new governing body members	18 March 2016
Sign-off: Compensation for School Fee Exemption on CEMIS	24 June 2016
Online Grade 10 subject change requests	29 July 2016
Online Grade 11 subject change requests	29 February 2016
Sign-off on CEMIS of Grades 3, 6 & 9 learner registers for the WCED Systemic Tests	29 July 2016
Special Schools Annual Survey (online)	1 September 2016
Grade 12 SBA scores captured on CEMIS	September 2016
Submit Section 38B applications (schools will be informed of the outcome of the applications by 15 December 2016)	31 October 2016
CEMIS promotion and progression readiness online	14 November 2016
Submit school budget for 2016 to district office	2 December 2016
Capture promotions and progressions online on CEMIS	Until 12 December 2016



## School admission dates

Schools capture planned enrolment on SAMI	29 January 2016
School admissions open:	1 February 2016
School admissions close:	11 March 2016
Schools inform parents of the outcome:	24 June 2016
Parents to confirm acceptance by:	25 July 2016

## Visits by district office staff

(frequency and nature)

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

### 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