

2019 | 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 2019.

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 199 days (203 days for teachers), in accordance with the National Learner Attendance Policy, 2010.
- 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.

Training workshops or meetings

The WCED will offer optional courses to meet specific needs, for example, Information and Communication Technology (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 2019. 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 departmental heads, deputy principals and principals will be sent to all schools in

School Terms for 2019

Term	Begins	Ends	No. of weeks	No. of school days
First	07 January (teachers) 09 January (learners)	15 March	10	50 (teachers) 48 (learners)
Second	02 April	14 June	11	51
Third	09 July	20 September	11	53
Fourth	01 October	04 December (learners) 06 December (teachers)	10	47 (learners) 49 (teachers)

September 2018.

Visit the WCED website at www.wcedctli.co.za to see the programmes.

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 2019 Provincial Principals' Forum meetings are as follows:

- 22 February 2019
- 24 May 2019
- 23 August 2019
- 15 November 2019

District principals' forum meetings for 2019 will be scheduled between the following dates:

- 04 and 08 February 2019
- 06 and 10 May 2019
- 05 and 09 August 2019
- 28 October and 01 November 2019

Safe Schools programmes/events

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

Safe Schools Holiday Programme dates:

- 23 to 31 January 2019 (Back to School Drive)
- 18 to 28 March 2019
- 18 June to 04 July 2019
- 23 to 27 September 2019
- 04 to 13 December 2019

Safe Schools National School Safety Framework (NSSF) training dates:

Programmes for educators and governing bodies are offered by the Safe Schools Subdirectorates during the school holidays:

- 18 to 19 March 2019
- 18 to 28 June 2019
- 25 to 26 September 2019

School safety round-table discussions:

- Urban – 11 May 2019
- Rural – 25 May 2019

School Safety Summit:

- 19/20 July 2019

Youth Service Learning Awards:

- 27 July 2019

Representative Councils of Learners (RCLs) calendar

The induction of new RCLs is scheduled for February to March 2019. All public schools offering Grade 8 and higher must elect teacher liaison officers (TLOs) during September 2019. The election of RCLs will take place in the last school term of 2019.

After-school and school enrichment programmes

The National Sports Plan requires schools to register and participate in at least two winter and two summer sporting codes. The Western Cape Government has expanded this requirement and encourages all schools to have at least TWO scheduled after-school and/or school enrichment programmes that give ALL learners an opportunity to participate. As part of encouraging a culture of after-school programmes a number of awards have been introduced:

Award	Nomination dates
After School Sport Coaching Excellence Award presented at the Provincial Sport Awards Ceremony (DCAS)	Nominations open in June/July
Leadership Excellence Award in After School Programming presented at the provincial ceremony of the National Teaching Awards (WCED)	Nominations open in August
NGO Best Practice in After School Programming presented at the Impumelelo Awards	Nominations open in September
After School Arts and Culture Coaching Excellence Award presented at the Cultural Affairs Awards Ceremony (DCAS)	Nominations open in September

Contact: afterschool@westerncape.gov.za or call 021 483 9844 for more information

Tests and examinations

WCED Systemic Tests (Grades 3, 6 and 9)

The WCED will conduct systemic tests for Grades 3, 6 and 9 from 02 to 16 October 2019. The tests will take place on one school day during the morning.

National Senior Certificate (NSC) examinations

Release of the 2017 NSC examination results: ➤ 04 January 2019 (to be confirmed)

NSC Awards: ➤ 10 January 2019 (to be confirmed)

Supplementary NSC examinations: ➤ No exam, has been moved to May/June SC examinations (refer to DAM Minute 0019/2017)

Training of invigilators: ➤ 01 August to 28 September 2019

Performing Arts Practical:

➤ 12 August to 11 October 2019 (to be confirmed)

Visual Arts and Design Practical:

➤ 07 October to 19 October 2019 (to be confirmed)

NSC practical examinations:

➤ 16 and 17 October 2019 (to be confirmed)

2019 NSC examinations:

➤ 23 October to 27 November 2019 (to be confirmed)

Marking of the 2019 NSC examinations:

➤ 01 December 2019 (to be confirmed)

Subject changes			
Grade	Number allowed to change	Applications close	Capture on CEMIS
Gr 10	All Grade 10 subjects + 8th/9th subject	29 March 2019	30 April 2019
Gr 10	Maximum two subjects	28 June 2019	31 July 2019
Gr 11	Maximum two subjects	29 March 2019	30 April 2019
Gr 12	Maximum one subject END Grade 11	14 December 2018	25 January 2019

No subject changes will be allowed in Grade 12.

Senior Certificate (SC) examinations and NSC supplementary examinations:

02 May 2019 to 14 June 2019 (to be confirmed)

Moderation

- Performance Assessment Tasks will be moderated during the first and second terms.
- Grade 12 oral moderation begins in August 2019.
- Grade 12 practical examination begins in August 2019.
- Provincial School-based Assessment (SBA) moderation will take place in May and September 2019.

Assessment accommodations, applications for immigrant status, and requests for adapted papers and assistive devices (e.g. braille, large font, audio tapes) for learners with special needs:

Grade	Applications close	Capture on CEMIS
Gr R to 11	Ongoing	
Gr 12	31 March 2019	21 April 2019

Internal examinations

Grades 4 to 6

Schools that offer Grades 4 to 6 may not start their examinations before 27 May 2019 and 11 November 2019.

Grades 7 to 9

Schools that offer Grades 7 to 9 may not start their examinations before 22 May 2019 and 04 November 2019.

Grades 10 to 12

Schools that offer Grades 10, 11 and 12 (where applicable) may not start their examinations before 20 May 2019 and 04 November 2019. 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.

Grade 12 September trial examinations

The examinations should not start earlier than 26 August 2019. Two examination sessions per day should be scheduled, wherever possible. All other grades will be busy with internal assessments.

Online submission of learner performance

In 2019 schools will be requested to complete their term information per individual learner. Schools will be required to submit the Learner Performance information on CEMIS by the following dates:

Term 1: Learner performance data upload starts: 11 March 2019
Learner performance data upload ends: 05 April 2019

Term 2: Learner performance data upload starts: 10 June 2019
Learner performance data upload ends: 12 July 2019

Term 3: Learner performance data upload starts: 16 September 2019
Learner performance data upload ends: 14 October 2019

Term 4: Learner performance data upload starts: 25 November 2019
Learner performance data upload ends: 06 December 2019

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

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

Activity	Due date
Schools conclude 2019 SIPs	13 February 2019
2019 SIP sign-off: Circuit managers and principals	28 February 2019
Completion of quarterly SIM reports on CEMIS and signed off by both the principal and circuit manager on two hard copies, which must be retained for audit purposes (one at the school and one at the district office)	13 March 2019 12 June 2019 18 September 2019 08 November 2019
Draft 2020 SIPs signed off by schools	20 September 2019

Performance management dates

Activity	Due date
Baseline scores (new educators)	15 March 2019
Submission of Staff Performance Management and Development System (SPMDS) scores of public service staff to district offices	12 April 2019
Submission of performance agreement certificates of public service staff to district offices	10 May 2019
Completion of summative evaluations, lists of staff development team (SDT) members and educator improvement plans (EIPs)	20 September 2019
Submission of certificates in respect of six-monthly reviews of public service staff to district offices	25 October 2019
Submission of internal moderation reports on the Integrated Quality Management System (IQMS) evaluation process to district offices	25 October 2019

Important administrative dates for 2019

Activity	Due date
Submission of applications for NSC examination re-marks and re-checks	22 January 2019
Closing date for registration for NSC supplementary examinations (please note that supplementary examinations will be written in May-June with the SC examinations)	22 January 2019
WCED Snap Survey for ordinary public and independent schools	22 January 2019 (10th school day)
Submission of applications to conduct remunerative work outside the public service (RWOPS) during 2019 and 2020 to the Directorate: Strategic People Management (employees will receive responses before the end of March 2019)	25 January 2019
WCED Annual School Survey for ordinary public and independent schools WCED Annual Survey for Early Childhood Development Centres WCED Snap Survey for special public and independent schools	05 March 2019 (1st Tuesday in March)
Closing date for registration for 2019 NSC examinations	15 March 2019

Important administrative dates for 2019

Activity	Due date
Submission of applications for extension and/or curtailment of curriculum to district offices for 2020	15 March 2019
Due dates for capturing quarterly attendance returns	15 March 2019 14 June 2019 20 September 2019 06 December 2019
Capturing of data for newly elected members of the School Assessment Irregularity Committee (SAIC)	28 March 2019
Capturing of information on compensation for school fee exemptions online	01 April 2019
Updating of elected governing body members online (for schools that had by-elections of members and/or co-option of parents)	26 April 2019
Sign-off: Compensation for school fee exemption on CEMIS	31 May 2019
Compensation for fee exemptions: Schools submit audited information to the relevant circuit manager at the district office and closure of CEMIS for all schools	28 June 2019
Sign-off on Grades 3, 6 and 9 learner registers for WCED Systemic Tests on CEMIS	26 July 2019
Submission of Section 38A applications	01 August 2019
Schools complete governing body evaluation tool on CEMIS	30 August 2019
Submission of online applications for growth or curriculum posts	03 to 21 September 2019
WCED Annual Survey for special public and independent schools	05 September 2019 (1st Thursday in September)
Compensation for fee exemptions: WCED informs schools of amounts to be awarded	30 September 2019
Capturing of Grade 12 SBA scores on CEMIS	October 2019
Capturing of Textbook Retention and Retrieval Reports on CEMIS	05 November 2019 to 06 December 2019
Schools ready for online promotion and progression capturing	14 November 2019
Submission of school budgets for 2020 to district offices	03 December 2019
Online capturing of promotions and progressions on CEMIS (ordinary public, special public and independent schools as well as Early Childhood Development Centres)	Until 04 December 2019

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

Final 2019/20 N&S allocation for ordinary public schools (including Grade R) and independent Grade R sites published on CEMIS	15 March 2019
First N&S transfer payment and payment of Grade R claims for the 2019/20 financial year	15 May 2019
Preliminary 2019/20 N&S allocation for ordinary public schools (including Grade R) and independent Grade R sites published on CEMIS	30 September 2019
Second N&S transfer payment and payment of Grade R claims for the 2019/20 financial year and compensation for fee exemptions	15 November 2019

Learning and teaching support material (LTSM)

The procurement of LTSM, especially textbooks, learner stationery and library resource material (print, audiovisual and eResources), 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) 05 April 2019

Online ordering of stationery and cleaning materials: (only non-section 21 schools) 06 to 17 May 2019 and 05 to 09 August 2019

Online ordering of CAPS top-up textbooks: 27 May to 07 June 2019

Furniture and equipment

Schools submit requisitions (WCED 026A and 026B) for school furniture and equipment to district offices: **Due date - 01 February 2019**

District offices submit prioritised lists for furniture and equipment to Chief Directorate: Districts: **Due date - 22 February 2019**

Submit an inventory of the furniture and equipment disposed of and the minutes of the disposal committee: **Due date - 30 August 2019**

Learner Transport Scheme (LTS)

Schools submit applications for new LTS routes, to commence in January 2020, to circuit managers: **Due date - 31 July 2019**

Schools submit applications for new (2020) additional learners to circuit managers: **Due date - 31 July 2019**

Staffing and staff establishments

Publication dates

- > Vacancy List 1: 15 February 2019
- > Vacancy List 2: 03 June 2019
- > Vacancy List 3: 02 September 2019

Dates when staff establishments will be made available:

Educator staff establishments of ordinary public schools for 2020	23 August 2019
Educator staff establishments of special public schools for 2020	30 August 2019
Public service staff establishments of ordinary public schools for 2020	20 September 2019
Public service staff establishments of special public schools for 2020	27 September 2019

School admission dates for 2020 applications

Schools capture and sign off planned enrolment on SAMI: 01 to 08 February 2019

School admissions open: 15 February 2019

School admissions close: 15 March 2019

Schools inform parents of the outcome by letter: 10 May 2019

Parents to confirm acceptance by: 20 May 2019

Schools fill available spaces: Third Term 2019

Visits by district office staff (frequency and nature)

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

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

