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To: Deputy Directors-General, Chief Directors, Directors and Deputy Directors (Head Office and education district offices), Heads: IMG Co-ordination and Advice, Circuit Team Managers, Chief Education Specialists, Deputy Chief Education Specialists and Heads of Educational Institutions

Brief summary: *Information on WCED circulars issued during 2015.*

Subject: WCED circulars issued during 2015

1. A list of the circulars issued by the Western Cape Education Department (WCED) during 2015 is attached.
2. WCED circulars are sent out in e-mail format. Should circulars have attachments that cannot be sent via e-mail, hard copies are made available.
3. Schools, institutions and officials should check their e-mail regularly, as circulars are essential for the efficient functioning of the WCED.
4. Schools and officials should create electronic folders on their computers for the storage of circulars as they must be kept on record for as long as they are valid.
5. Circulars issued since the beginning of 2003 are also available on the WCED's web page at <http://wced.school.za/circulars/index-circmins.html>
6. Kindly bring the content of this circular to the attention of all concerned.

SIGNED: P A VINJEVOLD
HEAD : EDUCATION
DATE : 2016-03-30