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Enquiries: N Ncedo

Circular: 0039/2016

Expiry date: 31 March 2018

To: Deputy Directors-General, Chief Directors, Directors, Circuit Managers, Heads: IMG Coordination and Advice, Deputy Chief Education Specialists, Deputy Directors at district offices, and Heads of pre-primary schools and ECD independent schools and Principals of ordinary public schools with Grade R classes

Short summary: *Information for all role players on relevant early childhood development (ECD) subsidy application procedures and other matters.*

**Subject: Grade R subsidies and other ECD-related matters as for 01 April 2017**

1. **Access to information**

1.1 The norms and standards (N&S) allocation for Grade R for the financial year extending from 01 April 2017 to 31 March 2018 is available on CEMIS and can be accessed in the following way:

Log on to CEMIS.

Click "Proceed".

Point to the "Administration" menu item and click on "Norms and Standards Allocation".

Select "N&S 2017".

Print the page.

1.2 Your attention is drawn to the following:

Allocations are calculated as per the National Norms and Standards for Grade R Funding, as amended in Government Gazette No. 29179 of 31 August 2006.

The allocation letter includes a detailed breakdown of the indicative allocation for the 2017/18 financial year, as well as provisional allocations for the next two financial years, i.e. 2018/19 and 2019/20.

All allocations were calculated on CEMIS learner enrolment numbers as at 01 August 2016.

## 2. Calculation of Grade R allocation

2.1 Approval has been granted to pay the following subsidy for learners in approved Grade R classes at ordinary public schools, registered early childhood development centres and independent sites with effect from 01 April 2017:

2.1.1 Ordinary public schools (all government controlled schools offering Grade R):  
Per capita subsidy:

<b>National Quintile (NQ)</b>	<b>Fee status of the institution</b>	<b>Amount payable per learner per day</b>
NQ1	No fee	R 26
NQ2	No fee	R 26
NQ3	No fee	R 26
NQ4	No fee	R 26
NQ5	No fee	R 26
NQ4	School fee charging	R 19
NQ5	School fee charging	R 18

LTSM allocation:

For no-fee schools, an amount of R2 124 per month is payable for each class taught by a Western Cape Education Department (WCED) paid educator.

Minimum allocation:

All ordinary public schools with less than 25 learners are entitled to receive a minimum subsidy of R121 050 per annum.

2.1.2 Public pre-primary schools:

Each public pre-primary school will only receive a norms and standards allocation of R18 per learner per day.

2.1.3 Independent sites (all privately governed schools offering Grade R):  
Per capita subsidy:

<b>National Quintile</b>	<b>Fee status of the institution</b>	<b>Amount payable per learner per day</b>
NQ1	No fee	R 26
NQ2	No fee	R 26
NQ3	No fee	R 26
NQ4	No fee	R 26
NQ5	No fee	R 26
NQ4	School fee charging	R 19
NQ5	School fee charging	R 18

2.2 All Grade R learners must be registered on CEMIS to qualify for a subsidy.

### 3. **Payment schedule**

The number of approved school days per academic year will be used in the calculation of the subsidy, of which 50% of the allocation will be paid during the April tranche and the remaining 50% will be paid during the October tranche.

April tranche = Terms 2 and 3 of 2017 school year

October tranche = Term 4 of 2017 school year and Term 1 of 2018 school year

A new automated process for Grade R subsidy claim applications via CEMIS will be introduced. This automated process will improve data quality by extracting, capturing and verifying Grade R subsidy claim applications at school, district and Head Office level. This will replace the current manual process for subsidy claims. Further communication regarding the new automated process will follow in 2017.

### 4. **No-fee schools offering Grade R**

No-fee schools receiving Grade R funding from the State are not allowed to charge school fees for Grade R learners (see National Financial Management Guidelines in Respect of Schools Offering Grade R Classes, October 2009, page 4).

Parents may be requested to make voluntary contributions. These contributions are not compulsory and may not be used to exclude learners whose parents are not able to make such contributions.

## 5. Use of Grade R allocation

### 5.1 Salary of the Grade R practitioner

Schools are reminded that Grade R practitioners at all schools must receive the full 80% subsidy allocation which is transferred biannually.

Governing bodies of NQ4 and NQ5 schools must augment the Grade R practitioner's salary so that the practitioner receives an amount which is more than the minimum of R7 964 per month.

Grade R practitioners at no-fee schools are entitled to the full 80% of the subsidy.

### 5.2 Learning and Teaching Support Material (LTSM)

10% of the subsidy is allocated for Learning and Teaching Support Material (LTSM) including both indoor and outdoor LTSM to the benefit of Grade R learners.

### 5.3 Operational cost

The other 10% of the subsidy is allocated for the payment of the institution's utility accounts such as telephone bills, water and electricity accounts, copying and printing, cleaning materials for and maintenance of the Grade R classroom(s), and any other services required by the Grade R practitioner.

## 6. Reporting requirements

Normal reporting requirements must be adhered to, as communicated by the district offices, to effect the next subsidy payment.

## 7. Final allocation letter

The final allocation letters (based on the 2017 SNAP survey enrolment) will be published on CEMIS by 17 March 2017.

## 8. Contact numbers for enquiries

Subject	Name	Telephone no.
Grade R subsidy allocations: General enquiries	Ms N Ncedo	021 467 2071
	Ms M Munnik	021 467 2196
	Mr S Ruka	021 467 2657
Transfer payments to schools (N&S allocations)	Contact the relevant Deputy Chief Education Specialist at district level.	

**SIGNED:** BK SCHREUDER  
**ACTING HEAD: EDUCATION**  
**DATE:** 2016-09-23