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9/P  
Enquiries: M Molaba

Circular: 0002/2017  
Expiry date: None

To: Deputy Directors-General, Chief Directors, Directors and Deputy Directors (Head Office and district offices), Heads: IMG Coordination and Advice, Circuit Managers, Chief Education Specialists, Deputy Chief Education Specialists and Heads of educational institutions

Short summary: *Information on WCED circulars issued during 2016.*

**Subject: WCED circulars issued during 2016**

1. A list of the circulars issued by the Western Cape Education Department (WCED) during 2016 is attached.
2. WCED circulars are sent out in email format. Should circulars have attachments that cannot be sent via email, hard copies are made available.
3. Schools, institutions and officials should check their email 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 contents of this circular to the attention of all concerned.

**SIGNED:** BK SCHREUDER  
**HEAD: EDUCATION**  
**DATE:** 2017- 01-21

**WESTERN CAPE EDUCATION DEPARTMENT  
LIST OF CIRCULARS ISSUED DURING THE YEAR 2016**

<b>CIRCULAR</b>	<b>FILE AND IMS NO.</b>	<b>ENQUIRIES AND TELEPHONE NO.</b>	<b>DATE</b>	<b>DISTRIBUTION</b>	<b>SUBJECT</b>
0001/2016	2/19/2 20150803-1936	L Coleridge-Zils 021 467 2000	2016-01-14	Deputy Directors-General, Chief Directors, Directors (Head Office and district offices), Deputy Directors, IMG Heads, Circuit Team Managers, Heads of education institutions and Chairpersons of governing bodies	Western Cape Education Department Smoking Policy, 2015
0002/2016	14/7/1/2 20160104-6311	TJ Magwaca 021 467 2626	2016-01-14	Deputy Directors-General, Chief Directors, Directors (Head Office and education district offices), Deputy Directors, Chief Education Specialists, Heads: Curriculum Coordination and Advice, Curriculum Advisers, Circuit Managers, Heads: IMG Coordination and Advice, IMG Managers, Deputy Chief Education Specialists, Assessment Coordinators, and Heads of all Educational Institutions that prepare candidates for the National Senior Certificate Examinations	Timetable and arrangements for the National Senior Certificate Supplementary examination: February–March 2016
0003/2016	2/3/B 20151204-5936	DJ Moonsamy 021 467 2000	2016-01-25	Deputy Directors-General, Chief Directors, Directors (Head Office and district offices), IMG Heads, IMG Managers, Circuit Team Managers, Curriculum Advisers and Heads of all educational institutions	Delegation of powers in respect of the South African Schools Act, 1996 (Act 84 of 1996)
0004/2016	7/2/3 20160128-7114	Call Centre 021 467 2000	2016-01-28	Deputy Directors-General, Chief Directors, Directors, Deputy Directors, Heads of educational institutions and Unions	Adjustment of housing allowance for employees in the Public Service who are Home-Owners
0005/2016	3/1/1/1/1/5 20160115-6575	N Ncede 021 467 2000	2016-02-04	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	Grade R subsidies and other ECD-related matters for 01 April 2016
0006/2016	13/2/8/12 20160201-7191	LB Shasha 021 467 2770	2016-02-09	Deputy Directors-General, Chief Directors, Directors, Principals and Chairpersons of governing bodies of ordinary public schools and hostels (excluding colleges of education)	Increase in the amounts payable for boarding, transport and private boarding bursaries, and personnel subsidies to hostels and schools
0007/2016	3/1/5/B 20160205-7415	L Sangqu 021 467 2608 /2180	2016-02-17	Deputy Directors-General, Chief Directors, Directors, Circuit Managers, Heads: IMG Coordination and Advice, Deputy Directors at district offices, and Principals and Chairpersons of governing bodies of ordinary public schools	Compensation for school fee exemptions
0008/2016	5/8/4/1/2 20160202-7296	V Madasi 021 467 9357/2129	2016-03-01	Deputy Directors-General, Chief Directors, Directors, Heads: Curriculum Coordination and Advice, Circuit Managers, Deputy Chief Education Specialists, Curriculum Advisers and Principals of ordinary public and applicable special schools	Online system for Grade R to 9 workbooks for 2016

0009/2016	13/2/8/30/R 20160211-7653	District Office 021 467 2000	2016-03-02	Chief Directors, Directors (Head Office and district offices), Circuit Managers, School Enrichment Coordinators, and Principals of primary and secondary schools	2016 South African Schools Choral Eisteddfod
0010/2016	2/4/P 20160119-6684	M Molaba 021 467 2742	2016-03-31	Deputy Directors-General, Chief Directors, Directors and Deputy Directors (Head Office and education district offices), Heads: IMG Coordination and Advice, Circuit Team Managers, Chief Education Specialists, Deputy Chief Education Specialists and Heads of Educational Institutions	WCED circulars issued during 2015
0011/2016	13/2/10/3 20160318-8871	Circuit Managers 021 467 2337	2016-04-04	Chief Directors, Directors, Circuit Managers, Principals and Educators	Capturing of Term Performance and completion of per learner performance on CEMIS for 2016
0012/2016	2/19/P	District Office 021 467 2000	2016-04-05	Deputy Directors-General, Chief Directors, Directors (Head Office and district offices), Circuit Managers and Officials at Head Office and district offices, Principals of public schools and chairpersons of governing bodies	Publication of Amendments to the Personnel Administrative Measures (PAM)
0013/2016	14/7/1/2 20160317-8895	TJ Magwaca 021 467 2626	2016-04-12	Deputy Directors-General; Chief Directors; Directors (Head Office and district offices); Deputy Directors; Chief Education Specialists; Managers: Curriculum Support; Curriculum Advisers; Circuit Managers; Managers: Strategic Information, Governance and People Management; Deputy Chief Education Specialists and Heads of institutions which prepare candidates for the Senior Certificate examinations	Timetable and arrangements for the May–July 2016 Senior Certificate Examination
0014/2016	14/7/1/2 20160331-9105	TJ Magwaca 021 467 2626	2016-04-12	Deputy Directors-General; Chief Directors; Directors (Head Office and district offices); Deputy Directors; Chief Education Specialists; Managers: Curriculum Support; Curriculum Advisers; Circuit Managers; Managers: Strategic Information, Governance and People Management; Deputy Chief Education Specialists and Heads of institutions which prepare candidates for the Senior Certificate examinations	Timetable for the October–November 2016 National Senior Certificate Examination
0015/2016	5/8/4/1/2 20160406-9230	A Henriques 021 467 2767	2016-04-15	Deputy Directors-General, Chief Directors, Directors, Circuit Managers, Heads: IMG Coordination and Advice, Principals and Governing Body Chairpersons of all section 21 ordinary public schools	Ordering of stationery and cleaning materials in the 2016/17 financial year for section 21 schools
0016/2016	5/8/4/1/2 20160406-9231	B le Keur 021 467 2094	2016-04-15	Deputy Directors-General, Chief Directors, Directors, Circuit Managers, Heads: IMG Coordination and Advice, Deputy Directors at district offices, Principals and Governing Body Chairpersons of all non-section 21 ordinary public schools	Online ordering of stationery and cleaning materials in the 2016/17 financial year for all non-section 21 schools
0017/2016	14/3/2 20160311-8709	M Combrink 021 467 2942	2016-04-20	Deputy Directors-General, Chief Directors, Directors (Head Office and district offices), Deputy Directors, Chief Education Specialists, Circuit Managers, Managers: Learning Support, Managers: Curriculum Support, Heads: IMG Coordination and Advice, Senior Psychologists, Learning Support Coordinators, Psychologists, Learning Support Advisers, Curriculum Advisers, Deputy Chief Education Specialists, Assessment Coordinators and Principals	Management of assessment accommodations for learners who experience barriers to learning and assessment: Grades R–12 and for learners who request immigrant status for assessment purposes: Grades 4–12

0018/2016	14/7/1/2 20160411-9322	NF Sobetwa-Magodla 021 467 2891	2016-04-26	Chief Directors; Directors (Head Office and education district offices); Deputy Directors; Chief Education Specialists; Managers: Curriculum Support; Circuit Managers; Managers: Strategic Information, Governance and People Management; Managers: SLES Coordination; Assessment Coordinators; Curriculum Advisers and Managers of Adult Learning Centres	Final timetable and arrangements for the June 2016 Adult Basic Education and Training (ABET) Level 4 examinations
0019/2016	16/4/5/4 20160426-984	I Carolus 021 467 2000	2016-04-26	Deputy Directors-General, Chief Directors, Directors and Deputy Directors	Approval of staggered lunch breaks for office-based employees at Grand Central Towers, Head Office
0020/2016	5/8/4/1/2 20160510-181	A Henriques 021 467 2767	2016-05-12	Deputy Directors-General, Chief Directors, Directors, Heads: Curriculum Coordination and Advice, Circuit Managers, Deputy Chief Education Specialists, Subject Advisers and Principals of ordinary public schools	Online ordering facility for Grades 1 to 12 CAPS textbooks
0021/2016	14/7/1/2 20160505-67	NF Sobetwa-Magodla 021 467 2891	2016-05-23	Chief Directors; Directors (Head Office and education district offices); Deputy Directors; Chief Education Specialists; Managers: Curriculum Support; Circuit Managers; Managers: Strategic Information, Governance and People Management; Managers: SLES Coordination; Assessment Coordinators; Curriculum Advisers and Managers of Adult Learning Centres	Amended final timetable for the June 2016 Adult Basic Education and Training (ABET) Level 4 examinations
0022/2016	6/7/12 20160623-1765	Call Centre 021 467 2000	2016-07-14	Deputy Directors-General, Chief Directors, Directors, Deputy Directors, Circuit Managers and Heads of educational institutions	Involvement of WCED educators and public service employees in the local elections scheduled for 03 August 2016
0023/2016	5/8/4/1/2 20160707-2193	B le Keur 021 467 2094	2016-07-18	Deputy Directors-General, Chief Directors, Directors, Circuit Managers, Heads: IMG Coordination and Advice, Deputy Directors at district offices, Principals and Governing Body Chairpersons of all non-section 21 ordinary public schools	Online ordering of stationery and cleaning materials in the 2016/17 financial year for all non-section 21 schools
0024/2016	16/4/5-4 20160715-2373	Circuit Managers 021 467 2337	2016-07-20	Deputy Directors-General, Chief Directors, Directors (Head Office and district offices), Deputy Directors, Circuit Managers, Heads: SLES Coordination and Advice, District Officials, Principals, Chairpersons of governing bodies and employees of public primary and secondary schools	Prohibition of corporal punishment
0025/2016	5/8/4/1/2 20160720-2469	A Henriques 021 467 2767	2016-07-21	Deputy Directors-General, Chief Directors, Directors, Heads: Curriculum Coordination and Advice, Circuit Managers, Deputy Chief Education Specialists, Subject Advisers and Principals of ordinary public high schools	Incremental implementation of Further Education and Training (FET) literature for Grade 12 in 2017
0026/2016	14/16/1/2 20160531-978	AB Jantjies 021 467 2895	2016-07-26	Deputy Directors-General; Chief Directors; Directors (Head Office and education district offices); Chief Education Specialists; Manager: Curriculum Support; Circuit Managers; Manager: Strategic Information, Governance and People Management; Deputy Chief Education Specialists; Assessment Coordinators; Subject Advisers and Heads of education institutions that prepare candidates for the National Senior Certificate examinations	National Senior Certificate Awards criteria for 2016
0027/2016	14/7/1/2 20160720-2459	NF Sobetwa-Magodla 021 467 2891	2016-07-26	Chief Directors; Directors (Head Office and district offices); Deputy Directors; Chief Education Specialists; Managers: Curriculum Support; Circuit Managers; Managers: Strategic Information, Governance and People Management; Managers: SLES Coordination;	Final timetable and arrangements for the November 2016 Adult Basic Education and Training (ABET) Level 4 examinations

				Assessment Coordinators; Subject Advisers and Managers of adult learning centres	
0028/2016	13/2/2/2/18 20160520-535	AB Jantjies 021 467 2895	2016-08-02	Deputy Directors-General; Chief Directors; Directors (Head Office and district offices); Chief Education Specialists; Managers: Curriculum Support, Circuit Managers; Managers: Strategic Information, Governance and People Management; Deputy Chief Education Specialists; Assessment Coordinators; Subject Advisers and Heads of educational institutions that prepare candidates for the National Senior Certificate examinations	Management and administration of subject changes in Grades 10, 11 and 12
0029/2016	5/8/4/1/2 20160721-2544	V Madasi 021 467 9357/2129	2016-08-15	Deputy Directors-General, Chief Directors, Directors, Heads: Curriculum Coordination and Advice, Circuit Managers, Deputy Chief Education Specialists, Subject Advisers and Principals of ordinary public and applicable special schools	Delivery of Grades R to 9 DBE workbooks for 2017
0030/2016	7/1B 20160815-3219	Circuit Managers 021 467 2000	2016-08-18	Deputy Directors-General, Chief Directors, Directors, Chief Education Specialists, Circuit Managers, Principals of ordinary public schools and members of governing bodies	Provision of 2017 teaching staff establishments for ordinary public schools
0031/2016	7/1B 20160824-3501	Circuit Managers 021 467 2000	2016-08-25	Deputy Directors-General, Chief Directors, Directors, Chief Education Specialists, Circuit Managers, Principals of special public schools and members of governing bodies	Provision of 2017 teaching staff establishments for special public schools
0032/2016	13/12/7/P 20160405-9177	JT Solomons 021 467 2000	2016-09-01	Deputy Directors-General, Chief Directors, Directors, all Deputy Directors, SCM, Officials and SCM Champions	Revised procedures and tariffs for official gatherings (seminars, workshops, training sessions, forum meetings and conferences)
0033/2016	5/6/2 20160614-1499	O Apollis 021 467 2000	2016-09-06	Deputy Directors-General; Chief Directors; Directors; Deputy Directors; Circuit Managers; Managers: Strategic Information, Governance and People Management; Heads: Curriculum Coordination and Advice; Principals and Governing Body Chairpersons of public primary and secondary schools	Section 16(2) appointees as stipulated by the Occupational Health and Safety Act
0034/2016	13/3/3/32 20160905-3888	CP Walker 021 467 2000	2016-09-07	Deputy Directors-General, Chief Directors, Directors, Heads: Curriculum Coordination and Advice, Circuit Managers, Deputy Chief Education Specialists, Subject Advisers and Principals of all public schools	Guideline on technology standards for schools
0035/2016	13/12/49 20160905-3878	R Larney 021 467 2337	2016-09-07	Deputy Directors-General, Chief Directors, Directors, Circuit Managers, Principals and Chairpersons of governing bodies of public schools	School code of conduct
0036/2016	8/2/5 20160518-451	D de Pontes 021 467 2000	2016-09-09	Deputy Directors-General, Chief Directors, Directors and Deputy Directors (Head Office and district offices), Chief Education Specialists in the Directorate: Institutional Management and Governance Planning, Heads: IMG, Circuit Managers, Principals and Governing Body Chairpersons of public schools on state property	Guidelines on the installation of cellular masts and base stations on public school premises

0037/2016	14/7/1/2 20160920-4365	AB Jantjies 021 467 2895	2016-09-26	Deputy Directors-General; Chief Directors; Directors (Head Office and district offices); Chief Education Specialists; Managers: Curriculum Support, Circuit Managers; Managers: Strategic Information, Governance and People Management; Deputy Chief Education Specialists; Assessment Coordinators; Subject Advisers and Heads of educational institutions that prepare candidates for the National Senior Certificate examinations	Participation in pledge-signing ceremony relating to the 2016 National Senior Certificate examinations
0038/2016	11/1/1/1/231 20160915-4247	C Walker 021 467 2351	2016-09-27	Deputy Directors-General, Chief Directors, Directors, Heads: Curriculum Coordination and Advice, Deputy Chief Education Specialists, Subject Advisers and Principals of all public schools	eLearning as a strategic game changer
0039/2016	3/1/1/1/1/5 20160811-3126	N Ncede 021 467 2000	2016-09-27	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	Grade R subsidies and other ECD-related matters as for 01 April 2017
0040/2016	2/19/2 20160725-2628	LR Abrahams 021 467 2364	2016-09-29	Deputy Directors-General, Chief Directors, Directors (Head Office and district offices), Circuit Managers, Principals and Chairpersons of governing bodies	Dates and timeframes for applications for admission to ordinary Western Cape Education Department (WCED) schools and management of school admission information for 2017/18
0041/2016	3/1/1/1/1/5 20160922-4433	See Paragraph 10 021 467 2608	2016-10-04	Deputy Directors-General, Chief Directors, Directors, Circuit Managers, Heads: IMG Coordination and Advice, Deputy Directors at district offices, and Principals and Governing Body Chairpersons of section 21 ordinary public schools	Section 21 schools: Norms and standards funding for schools Grades 1-12 — financial allocation for the 2017/18 financial year
0042/2016	3/1/1/1/1/5 20160922-4433	See Paragraph 11 021 467 2608	2016-10-04	Deputy Directors-General, Chief Directors, Directors, Circuit Managers, Heads: IMG Coordination and Advice, Deputy Directors at district offices, and Principals and Governing Body Chairpersons of non-section 21 ordinary public schools	Non-section 21 schools: Norms and standards funding for schools Grades 1-12 — financial allocation for the 2017/18 financial year
0043/2016	6/2/2/1 20160916-4264	V Madasi 021 467 9357/2129	2016-10-07	Deputy Directors-General, Chief Directors, Directors, Heads: Curriculum Coordination and Advice, Circuit Managers, Deputy Chief Education Specialists, Subject Advisers and Principals of ordinary public and applicable special schools	Online system for Grades R to 9 workbooks for 2017
0044/2016	3/1/3/1 20161006-4849	Circuit Managers 021 467 2000	2016-10-14	Deputy Directors-General, Chief Directors, Directors, Chief Education Specialists, Circuit Managers and Principals of all ordinary public schools	Provision of 2017 public service support staff establishments to ordinary public schools
0045/2016	3/1/3/1 20161010-4851	Circuit Managers 021 467 2000	2016-10-14	Deputy Directors-General, Chief Directors, Directors, Chief Education Specialists, Circuit Managers and Principals of all special public schools	Provision of 2017 public service support staff establishments to special public schools
0046/2016	6/2/P 20161031-5701	MJ Hendricks 021 483 7658	2016-11-16	Deputy Directors-General, Chief Directors, Directors (Head Office and district offices), Chief Education Specialists, Heads: Curriculum Coordination and Advice, Circuit Managers, Heads: IMG Coordination and Advice, Deputy Chief Education Specialists, Subject Advisers and Heads of all educational institutions	Guidelines for furniture and equipment procurement for 2018

0047/2016	12/12/41/1 20161103-5826	LR Abrahams 021 467 2633	2016-11-18	Deputy Directors-General, Chief Directors, Directors (Head Office and district offices), Heads: IMG Coordination and Advice, Circuit Managers, Principals of ordinary public schools	Basic textbook retrieval report – CEMIS
0048/2016	12/12/41/P 20161111-6041	Call Centre 021 467 2000	2016-11-22	Chief Directors, Directors (Head Office and district offices), Circuit Managers, Principals and Chairpersons of governing bodies	Compliance with the prescripts of section 38A of the South African Schools Act, 1996 (Act 84 of 1996)
0049/2016	12/1/3 20161103-5842	LR Abrahams 021 467 2633	2016-11-22	Deputy Directors-General, Chief Directors, Directors (Head Office and district offices), Circuit Managers, Principals and Chairpersons of governing bodies	Amendment of dates and timeframe for applications for admission to ordinary public Western Cape Education Department (WCED) schools and management of school admission information for 2017/18
0050/2016	9/1/2/231 20161117-6226	HA Brand 021 483 7658	2016-11-29	Deputy Directors-General, Chief Directors, Directors, Heads: Curriculum Coordination and Advice, Deputy Chief Education Specialists, Subject Advisers and Principals of all public schools	eLearning professional development