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12/1/4

Enquiries: N Ncede

Circular: 0037/2017

Expiry date: 31 March 2019

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 independent ECD 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 2018**

1. **Grade R allocation**

1.1 **Access to information**

The norms and standards (N&S) allocations for Grade R for the financial year extending from 01 April 2018 to 31 March 2019 are available on CEMIS and can be accessed in the following way:

- Log on to CEMIS.
- Click "Proceed" then select the "Administration" option on the menu bar and click on "Norms and Standards Allocation" and select "N&S 2018".
- Print the page.

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 2018/19 financial year, as well as provisional allocations for the next two financial years, i.e. 2019/20 and 2020/21.

All allocations were calculated on CEMIS learner enrolment numbers.

## 1.2 Calculation of Grade R allocation

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 2018:

### 1.2.1 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–NQ5	No-fee	R 27
NQ4	Fee-charging	R 20
NQ5	Fee-charging	R 19

Learning and Teaching Support Material (LTSM) allocation:

For no-fee schools, an amount of R2 124 per month is payable for each class taught by a WCED-paid teacher/practitioner.

Minimum allocation:

All ordinary public schools with less than 25 learners are entitled to receive a minimum subsidy of R128 412 per annum.

### 1.2.2 Public pre-primary schools:

Each public pre-primary school will only receive an N&S allocation of R19 per learner per day.

1.2.3 Independent sites (all privately governed 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–NQ5	No-fee	R 27
NQ4	Fee-charging	R 20
NQ5	Fee-charging	R 19

It is important to note that:

- all Grade R learners must be captured/registered on CEMIS;
- every Grade R learner must be linked to a Grade R class; and
- a Grade R teacher/practitioner must be linked to every Grade R class.

Only after the above has been done, can a Grade R subsidy claim be submitted for payment.

2. **Grade R subsidy claims and payment**

2.1 As a continuous process, Grade R subsidy claims must be submitted by schools/sites via CEMIS in the following way:

- Log on to CEMIS.
- Click "Proceed" then select the "Administration" option on the menu bar and click on "Gr R Subsidy".
- Select "Submit Application".

Please complete the relevant fields as required and print the school's subsidy claim for record purposes after the claim has been submitted. The school's subsidy claim will be submitted electronically to the relevant district office. No further action will be required from the school.

Please refer to the Grade R Subsidy Claim Application System User Manual for detailed step-by-step guidance on how to submit a subsidy claim successfully.

A total number of 200 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.

## 2.2 Timeframes

### Dates for the 2018 process:

#### April tranche (Terms 2 and 3 of 2018 school year)

Date	Action
02 March 2018	CEMIS open for the submission of claims
16 March 2018	Final date for schools/sites to submit claims  <b>Please note:</b> Claims cannot be submitted for payment after this date.
13 April 2018	District offices finalise recommendation and approval processes on Eduinfosearch and sign off on each claim
14 May 2018	Final date for subsidy payment to schools/sites

#### October tranche (Term 4 of 2018 school year and Term 1 of 2019 school year)

Date	Action
03 September 2018	CEMIS open for the submission of claims
14 September 2018	Final date for schools/sites to submit claims  <b>Please note:</b> Claims cannot be submitted for payment after this date.
12 October 2018	District offices finalise recommendation and approval processes on Eduinfosearch and sign off on each claim
16 November 2018	Final date for subsidy payment to schools/sites

## 2.3 Progress of claim

The progress of the school's claim can be tracked on CEMIS in the following way:

- Log on to CEMIS.
- Click "Proceed" then select the "Administration" option on the menu bar and click on "Gr R Subsidy".
- Select "Claim status".

## 3. 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.

#### 4. **Use of Grade R allocation**

##### 4.1 **Salary of the Grade R teacher/practitioner**

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

Governing bodies of NQ4 and NQ5 schools must augment the Grade R teacher/practitioner's salary so that the teacher/practitioner receives an amount which is more than the minimum of R8 577 per month.

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

##### 4.2 **Learning and Teaching Support Material (LTSM)**

Ten per cent (10%) of the subsidy is allocated for LTSM including both indoor and outdoor LTSM to the benefit of Grade R learners.

##### 4.3 **Operational costs**

The other 10% of the subsidy is allocated for the payment of the school'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 Grade R teachers/practitioners.

#### 5. **Reporting requirements**

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

#### 6. **Final allocation letter**

Final allocation letters (based on the 2018 SNAP survey enrolment) will be published on CEMIS by 16 March 2018.

7. **Contact numbers for enquiries**

Please contact the relevant district CEMIS administrator regarding CEMIS-related enquiries and the relevant district ECD manager regarding Grade R subsidy-related enquiries.

<b>Subject</b>	<b>Name</b>	<b>Telephone no.</b>
Grade R subsidy allocations	Ms N Ncede	021 467 2071
General enquiries	Ms M Munnik	021 467 2196
	Mr S Ruka	021 467 2657
Transfer payments to schools and other Grade R subsidy-related enquiries (N&S allocations)	Contact the relevant ECD Manager at district level.	
CEMIS-related enquiries	Contact the relevant CEMIS administrator at district level.	

**SIGNED:** BK SCHREUDER

**HEAD: EDUCATION**

**DATE:** 2017-09-30