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Enquiries: M Molaba

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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 2017.*

**Subject: WCED circulars issued during 2017**

1. A list of the circulars issued by the Western Cape Education Department (WCED) during 2017 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:** LJ ELY

**ACTING HEAD: EDUCATION**

**DATE:** 2018-02-02

**WESTERN CAPE EDUCATION DEPARTMENT  
LIST OF CIRCULARS ISSUED DURING THE YEAR 2017**

<b>CIRCULAR NO</b>	<b>FILE AND IMS NO.</b>	<b>ENQUIRIES AND TELEPHONE NO.</b>	<b>DATE</b>	<b>DISTRIBUTION</b>	<b>SUBJECT</b>
0001/2017	20161117-6223 4/2/P	E Bezuidenhout 021 467 2192	2017-01-13	Deputy Directors-General, Chief Directors, Directors, Circuit Managers, Heads: IMG Coordination and Advice, Deputy Directors, Principals and Chairpersons of governing body of public schools	The appointment of a person to examine and report on the financial records of ordinary public schools
0002/2017	20170112-7211 9/P	M Molaba 021 467 2742	2017-01-24	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	WCED circulars issued during 2016
0003/2017	20170110-7129 13/15/2	TJ Magwaca 021 467 2626	2017-01-26	Deputy Directors-General; Chief Directors; Directors (Head Office and district offices); Deputy Directors; Chief Education Specialists; Managers: Curriculum Support; Subject Advisers; Circuit Managers; Managers: Strategic Information, Governance and People Management; Deputy Chief Education Specialists and Heads of institutions which prepare candidates for the National Senior Certificate examinations	Timetable and arrangements for the National Senior Certificate Supplementary Examinations: February–March 2017
0004/2017	20170124-7601 3/1/5/B	A Bakubaku L Sangqu 021 467 2041/2608	2017-02-06	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 all ordinary public schools	Compensation for school fee exemptions
0005/2017	20170124-7605 12/12/45	OK Apollis SN Sheik Ismail 021 467 2000	2017-02-20	Deputy Directors-General; Chief Directors; Directors; Deputy Directors; Circuit Managers; Managers: Strategic Information, Governance and People Management (SIGPM); Heads: Curriculum Coordination and Advice; Principals and Governing Body Chairpersons of public primary and secondary schools	Management of school safety
0006/2017	20170131-7835 12/2/8/12/P	LB Shasha 21 467 27700	2017-02-28	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

0007/2017	20170207-8059 12/2/13/6	V Madasi 021 467 9357/2129	2017-03-09	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
0008/2017	20170302-8791 13/7/1/2	TJ Magwaca 021 467 2626	2017-03-17	Deputy Directors-General; Chief Directors; Directors (Head Office and district offices); Deputy Directors; Chief Education Specialists; Manager: Curriculum Support; Curriculum Advisers; Circuit Managers; Manager: 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 2017 Senior Certificate Examination
0009/2017	20170309-9012 13/7/1/2	NF Sobetwa-Magodla 021 467 2891	2017-03-17	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; Assessment Coordinators; Subject Advisers and Managers of adult learning centres	Final timetable and arrangements for the June 2017 Adult Basic Education and Training (ABET) Level 4 examinations
0010/2017	20170301-8729 13/7/1/2	TJ Magwaca 021 467 2626	2017-03-17	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 2017 National Senior Certificate Examination
0011/2017	20160524-0708 12/12/45/P	District Directors 021 467 2000	2017/03/23	Deputy Directors-General, Chief Directors, Directors, Deputy Directors, Circuit Managers, Heads: Curriculum Coordination and Advice, Heads: IMG Coordination and Advice, and Principals and Chairpersons of governing bodies of all public schools	The Guidelines on Social Media and Social Networking in Public Schools, 2017 in the Western Cape
0012/2017	20170327-9448 12/2/13/6	B le Keur 021 467 2094	2017-03-28	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 2017/18 financial year for all non-section 21 schools

0013/2017	20160627-1842 12/11/9	Managers: SIGPM 021 467 2000	2017-03-29	Deputy Directors-General; Chief Directors; Directors; Circuit Managers; Heads: Strategic Information, Governance and People Management (SIGPM); Managers: Curriculum Coordination; Safe Schools Coordinators; School Enrichment Coordinators; RCL Coordinators; Principals and members of governing bodies of public secondary schools	Introduction of Service Learning Awards in secondary schools
0014/2017	20170208-8008 6/4/1/P	R Daniels 021 467 2000	2017-03-29	Deputy Directors-General, Chief Directors, Directors (Head Office and district offices), Deputy Directors (Head Office and district offices) and Chief Education Specialists (Head Office and district offices)	Cellular Phone Policy of the Western Cape Education Department, 2017
0015/2017	20170223-8602 12/2/13/6	A Henriques 021 467 2767	2017-04-20	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 ordinary public schools	Approved framework for the supply of Learning and Teaching Support Material (LTSM) in the Western Cape
0016/2017	20170202-7914 11/1/2/1/1	NF Sobetwa-Magodla 021 467 2891	2017-04-21	Deputy Directors-General; 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: Learner Support; Deputy Chief Education Specialists; Assessment Coordinators; Subject Advisers and Heads of all educational institutions	Guidelines for the composition and functions of a School Assessment Irregularities Committee
0017/2017	20170310-9031 11/2/4/1/2	Management and Governance (Districts) 021 467 2070	2017-05-11	Deputy Directors-General; Chief Directors; Directors (Head Office and district offices); Circuit Managers; Managers: Strategic Information, Governance and People Management (SIGPM); District RCL Coordinators; Principals of public schools with Grade 8 and higher; Governing Body Chairpersons; Teacher Liaison Officers and RCL Chairpersons/Presidents	Introduction of the WCED Framework for the Establishment of Forums for Representative Councils of Learners (RCLs)
0018/2017	20170504-480 12/2/13/6	A Henriques 021 467 2767	2017-05-12	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
0019/2017	20170404-9737 5/1/7/4	JT Solomons 021 467 2000	2017-05-17	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)

0020/2017	20170607-1788 12/12/13/1	R Larney 021 467 2337	2017-06-30	Chief Directors, Directors, Circuit Managers, Heads: Management and Governance, Principals and Chairpersons of governing bodies	Announcing the 2018 governing body elections
0021/2017	20170703-2566 13/7/1/2	NF Sobetwa-Magodla 021 467 2891	2017-07-11	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; Assessment Coordinators; Subject Advisers and Managers of adult learning centres	Final timetable and arrangements for the November 2017 Adult Basic Education and Training (ABET) Level 4 examinations
0022/2017	20170327-9448 12/2/13/6	B le Keur 021 467 2895	2017-07-20	Deputy Directors-General, Chief Directors, Directors, Circuit Managers, Heads: IMG Co-ordination 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 2017/18 financial year for all non-section 21 schools
0023/2017	20170524-1241 3/3/p	CJ Pierce 021 427 2000	2017-07-28	Deputy Directors-General, Chief Directors, Directors, Deputy Directors, Circuit Managers and Heads of educational institutions	Subject: The Guidelines on the Resettlement of Educators, 2017
0024/2017	20170525-1265 3/3/2/4/3	Call Centre (021) 0861 92 33 22	2017-07-31	Deputy Directors-General, Chief Directors, Directors and Deputy Directors (Head Office and district offices), Circuit Managers and Heads of educational institutions	Implementation of leave without pay for employees (office- and institution-based educators and public service personnel)
0025/2017	20170714-2962 12/2/13/6	A Henriques 021 467 2767	2017-08-11	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 Grade10 in 2018
0026/2017	20170620-2219 12/2/13/6	V Madasi 021 467 9357/2129	2017-08-11	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 2018
0027/2017	20170629-2502 12/14/P	JG Mofoka 021-467 2050	2017-08-15	Deputy Directors-General, Chief Directors, Directors (Head Office and district offices), Circuit Managers, Principals of public and independent schools and Chairpersons of governing bodies	Complaints Management Policy and Procedures
0028/2017	20170818-4020 3/1/3/1	Circuit Managers. 021 467 2000	2017-08-25	Deputy Directors-General, Chief Directors, Directors, Chief Education Specialists, Circuit Managers, Principals of public ordinary schools and members of governing bodies	Provision of 2018 teaching staff establishments for public ordinary schools

0029/2017	20170818-4021 3/1/3/1	Circuit Managers. 021 467 2000	2017-08-31	Deputy Directors-General, Chief Directors, Directors, Chief Education Specialists, Circuit Managers, Principals of special public schools and members of governing bodies	Provision of 2018 teaching staff establishments for special public schools
0030/2017	20170613-2045 3/3/2/4/13	Call Centre 021 467 2000	2017-09-12	Chief Directors, Directors (Head Office and district offices), Circuit Managers, Principals and Chairpersons of governing bodies	Compliance with the prescripts of sections 38 and 38A of the South African Schools Act, 1996 (Act 84 of 1996)
0031/2017	20170918-5020 12/2/13/6	A Henriques 021 467 2767	2017-09-22	Deputy Directors-General, Chief Directors, Directors, Circuit Managers, Heads: Management and Governance, Principals and Chairpersons of governing bodies of all non-section 21 ordinary public schools	Contracts for the supply and delivery of stationery (B/WCED 2381/16) and cleaning materials, gardening and electrical supplies (B/WCED 2382/16) for the period 01 October 2017 to 30 September 2020
0032/2017	20170907-4662 4/5/1	District Office Deputy Director: Corporate Services 021 467 2000	2017-09-22	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 2018/19 financial year
0033/2017	20170914-4944 3/1/3/1	Circuit Managers. 021 467 2000	2017-09-26	Deputy Directors-General, Chief Directors, Directors, Chief Education Specialists, Circuit Managers and Principals of all public schools	Provision of 2018 public service support staff establishments to public schools
0034/2017	20170817-3979 12/2/1/2	LR Abrahams 021 467 2364	2017-09-27	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 public schools and the management of school admission information for 2018/19
0035/2017	20170817-3979 12/2/1/2	LR Abrahams 021 467 2364	2017-09-27	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 public schools and the management of school admission information for 2018/19
0036/2017	20170822-4166 12/12/13/1	R Larney 021 467 2000	2017-09-27	Deputy Directors-General, Chief Directors, Directors (Head Office and district offices), Circuit Managers, Principals of public schools and Chairpersons of governing bodies	Revised regulations relating to procedures for the establishment and election of governing bodies in 2018
0037/2017	20170823-4187 12/1/4	N Ncede 021 467 2000	2017-10-02	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	Grade R subsidies and other ECD-related matters as for 01 April 2018

0038/2017	20170804-3577 8/7/2/1/2/2	Philip Nieuwoudt 021 467 2568	2017-10-02	Deputy Directors-General, Chief Directors, Directors, Deputy Directors at district offices, Heads: Management and Governance, Circuit Managers, Principals and Chairpersons of governing bodies at non-section 21 ordinary public schools	Introduction of the School Emergency Maintenance Management Information System (SEMMIS)
0039/2017	20170912-4819 13/1/1/2	GH Foster 021 467 2407	2017-10-10	Deputy Directors-General, Chief Directors, Directors, Chief Education Specialists, Heads: Curriculum Support, Circuit Managers, Heads: Management and Governance, Deputy Chief Education Specialists, Assessment and Examination Coordinators, Subject Advisers and Heads of all educational institutions that prepare candidates for the National Senior Certificate examinations	Participation in the signing of a commitment agreement and pledge relating to the writing of the 2017 National Senior Certificate examinations
0040/2017	20170927-5299 5/1/7/4	JT Solomons 021 467 2000	2017-10-20	Deputy Directors-General, Chief Directors, Directors, Deputy Directors (Corporate Services at education district offices) and all SCM Champions	Ordering of stationery ordering stationery and cleaning, gardening and electrical supplies by Head Office, education district offices and non-section 21 schools
0041/2017	20161118-6281 2/6/2	KN Bydell 021 467 9320/4	2017-10-27	Deputy Directors-General; Chief Director: Districts; District Directors; Circuit Managers; Managers: Strategic Information, Governance and People Management; Heads: Curriculum Coordination and Advice; Subject Advisers; People Management Coordinators; Principals of ordinary public schools and Chairpersons of governing bodies	School Self-Evaluations and School Improvement Plans
0042/2017	20171009-5590 12/12/13/1	R Larney 021 467 2000	2017-10-30	Deputy Directors-General, Chief Directors, Directors (Head Office and district offices), Circuit Managers, Principals of public schools and Chairpersons of governing bodies	Guidelines for the deviation from a single governing body nomination and election meeting
0043/2017	20171013-5785 12/12/41/1	LR Abrahams 021 467 2364	2017-11-07	Deputy Directors-General, Chief Directors, Directors (Head Office and district offices), Heads: Management and Governance, Circuit Managers, Principals of ordinary public schools	Completion of basic textbook retrieval report – CEMIS
0044/2017	20171030-6274 6/2/P	MJ Hendricks 021 467 2000	2017-11-10	Deputy Directors-General, Chief Directors, Directors (Head Office and district offices), Chief Education Specialists, Heads: Curriculum Coordination and Advice, Circuit Managers, Heads: Management and Governance, Deputy Chief Education Specialists, Subject Advisers and Heads of all educational institutions	Guidelines for furniture and equipment procurement for 2019



0045/2017	20171003-5426 3/3/4/3	S Faker 021 467 9228	2017-11-21	Deputy Directors-General, Chief Directors, Directors (Head Office and district offices), Deputy Directors, Circuit Managers, Heads: SLES Coordination and Advice, District Officials, Principals and Chairpersons of governing bodies of ordinary public schools	Amendments to the grievance procedure for educators
0046/2017	20171129-7433 13/7/1/2	M Combrink 021 467 2626	2017-12-05	Deputy Directors-General, Chief Directors, Directors (Head Office and district offices), Deputy Directors, Chief Education Specialists, Heads: Curriculum Support, Subject Advisers, Circuit Managers, Heads: Management and Governance, Deputy Chief Education Specialists and Heads of institutions which prepare learners for the National Senior Certificate examinations	Repeal of the proviso restricting Accounting to learners offering Mathematics only
0047/2017	20171113-6883 12/12/1/7	L Boniface 021 467 2000	2017-12-05	Deputy Directors-General, Chief Directors, Directors, Deputy Directors, Circuit Managers, Heads: Management and Governance, Heads: Curriculum Coordination and Advice, Principals and Governing Body Chairpersons of ordinary public schools	Use of school buildings and grounds during an emergency or crisis situation
0048/2017	20170629-2499 12/1/7/1	Heads:Management and Governance 021 467 2000	2017-12-06	Deputy Directors-General, Chief Directors, Directors, Circuit Managers, Principals and Chairpersons of governing bodies	Guidelines for governing bodies on the determination of school times