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Enquiries: Refer to paragraph 7

Circular: 0035/2018
Expiry date: 31 March 2020

To: Deputy Directors-General, Chief Directors, Directors, Circuit Managers, Heads: Management and Governance, Deputy Chief Education Specialists, Deputy Directors at district offices, 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 2019

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 2019 to 31 March 2020 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 2019".
- 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 2019/20 financial year, as well as provisional allocations for the next two financial years, i.e. 2020/21 and 2021/22.

All allocations were calculated on CEMIS learner enrolment numbers.

1.2 Calculation of Grade R allocation

Approval has been granted to pay a subsidy to learners in the following age groups (as in 2019) in approved classes at ordinary public schools, registered ECD centres and independent sites with effect from 01 April 2019:

- (a) Learners who are turning 5 before 30 June
- (b) Learners who are 5 turning 6
- (c) Learners who are 6 turning 7 (with exemption from compulsory school attendance)

1.2.1 Ordinary public schools (all government-controlled schools offering Grade R):

Per capita subsidy:

National Quintile (NQ)	Fee status of the institution	Amount payable per learner per day
NQ1–NQ5	No-fee	R 28
NQ4	Fee-charging	R 21
NQ5	Fee-charging	R 20

Learning and Teaching Support Material (LTSM) allocation:

For no-fee schools, an amount of R2 237 per month is payable for each class taught by a WCED-paid teacher/practitioner.

Minimum allocation:

All schools with fewer than 25 learners are entitled to receive a minimum subsidy of R137 796 per annum and schools with fewer than 10 learners will receive an amount of R124 374 per annum.

1.2.2 Public pre-primary schools:

Each public pre-primary school will only receive an N&S allocation of R20 per learner per day.

1.2.3 Independent sites (all privately governed schools offering Grade R):

Per capita subsidy:

Fee status of the institution	Amount payable per learner per day
No-fee	R 28
Fee-charging	R 20

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

2.1 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.

2.2 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.

2.3 Timeframes

Dates for the 2019 process:

April tranche (Terms 2 and 3 of the 2019 school year)

Date	Action
04 March 2019	CEMIS open for the submission of claims
15 March 2019	Final date for schools/sites to submit claims Please note: Claims cannot be submitted for payment after this date
12 April 2019	District offices finalise recommendation and approval processes on EduInfoSearch and sign off on each claim
15 May 2019	Final date for subsidy payments to schools/sites

October tranche (Term 4 of the 2019 school year and Term 1 of the 2020 school year)

Date	Action
02 September 2019	CEMIS open for the submission of claims
13 September 2019	Final date for schools/sites to submit claims Please note: Claims cannot be submitted for payment after this date
11 October 2019	District offices finalise recommendation and approval processes on EduInfoSearch and sign off on each claim
15 November 2019	Final date for subsidy payments to schools/sites

2.4 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 R9 246 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 ten per cent (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 2019 SNAP survey enrolment) will be published on CEMIS by 15 March 2019.

7. **Contact numbers for enquiries**

Subject	Name	Telephone no.
N&S allocations, transfer payments to schools and other Grade R subsidy-related enquiries	Contact the relevant ECD manager at district level	Applicable district office
CEMIS-related enquiries	Contact the relevant CEMIS administrator at district level	The CEMIS support contact number is available under the "CEMIS Support" menu option

SIGNED: BK SCHREUDER

HEAD: EDUCATION

DATE: 2018-09-28