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

Short summary: *Comprehensive list of WCED circulars issued for 2018.*

Subject: WCED circulars issued during 2018

1. A comprehensive list of circulars issued by the Western Cape Education Department (WCED) during 2018 is attached.
2. WCED circulars are sent out by the Directorate: Knowledge and Information Management, Sub directorate: Record Management in email format via the Registry1 email address to ensure information sharing and dissemination of all circulars within the WCED.
3. Schools, institutions and officials should check their emails regularly, as the dissemination of circulars is essential for the efficient and effective 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 2003 are also available on the WCED's website at <https://wcedonline.westerncape.gov.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: 2019-03-18

**WESTERN CAPE EDUCATION DEPARTMENT
LIST OF CIRCULARS ISSUED DURING THE YEAR 2018**

CIRCULAR NO	FILE AND IMS NO.	ENQUIRIES AND TELEPHONE NO.	DATE	DISTRIBUTION	SUBJECT
0001/2018	20171219-7979 13/15/2	M Combrink 021 467 2626	2018-01-04	Deputy Directors-General, Chief Directors, Directors (Head Office and district offices), Deputy Directors, Chief Education Specialists, Managers: Curriculum Support, Subject Advisers, Circuit Managers, Heads: Management and Governance, 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 2018
0002/2018	20180112-8190 12/12/13/1	R Larney 021 467 2000	2018-01-22	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 handover process from the outgoing to the newly elected governing body
0003/2018	20171206-7699 13/7/1/2	M Combrink 021 467 2626	2018-01-24	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	Splitting of Accounting and Business Studies examination question papers from one paper into two papers for Grades 10–12
0004/2018	20180108-8040 13/7/1/4	NF Sobetwa-Magodla 021 467 2891	2018-01-31	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 2018 Adult Basic Education and Training (ABET) Level 4 examinations
0005/2018	20180123-8521 12/2/8/11/1	R Dawson L Sangqu	2018-01-31	Deputy Directors-General, Chief Directors, Directors, Circuit Managers, Heads: Management and Governance, Deputy Directors at district offices, and Principals and Chairpersons of governing bodies of all ordinary public schools	Compensation for school fee exemptions
0006/2018	20180118-8334 13/7/1/2	M Combrink 021 467 2626	2018-02-01	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 candidates for the National Senior Certificate examinations	Timetable and arrangements for the October–November 2018 National Senior Certificate examinations
0007/2018	20180117-8310 13/7/1/2	M Combrink 021 467 2626	2018-02-01	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 candidates for the Senior Certificate examinations	Timetable and arrangements for the May–June 2018 Senior Certificate examinations

0008/2018	20180119-8416 9/P	M Molaba 021 467 2742	2018-02-05	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 2017
0009/2018	20180124-8612 12/2/10/4	Circuit Managers 021 467 2337	2018-02-12	Chief Directors, Directors, Circuit Managers, Principals and Educators	Introduction of an online function to assist parents with tracking applications for admission to public schools
0010/2018	20180221-9645 12/P	R Geldenhuys 021 467 2059	2018-02-26	Deputy Directors-General, Chief Directors, Directors, Heads: Curriculum Support, Circuit Managers, Chief Education Specialists; Heads: Management and Governance, Deputy Chief Education Specialists, Assessment Coordinators, Subject Advisers, Heads of educational institutions, Principals and Teachers	Supporting quality teaching and learning
0011/2018	20180306-85 3/1/1/1	LN Sopotela 021 467 2000	2018-03-06	Deputy Directors-General, Chief Directors, Directors and Deputy Directors (Head Office and district offices), Heads: Management and Governance, Circuit Managers, Chief Education Specialists, Deputy Chief Education Specialists, Heads of educational institutions and independent schools	Risks of the Listeriosis outbreak: some important considerations
0012/2018	20180219-9515 12/2/8/2	DD Louw 021 467 2000	2018-03-15	Deputy Directors-General, Chief Directors, Directors (Head Office and district offices), Circuit Managers, Principals of public schools and Chairpersons of governing bodies	Conditional exemptions from the payment of school fees
0013/2018	20180319-576 12/2/8/12	L B Shasha 021 467 2770	2018-03-19	Chief Directors, Directors, School 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
0014/2018	20180315-499 8/3/1/3	Circuit Managers 021 467 2770	2018-03-22	Chief Directors, Directors, Circuit Managers, Principals and Educators	Grades 1 to 9 and 10 to 12 Term Performance 2018
0015/2018	20180313-421 12/2/8/25	D Pillay / F Mitchell 021 467 2770	2018-03-22	Chief Directors, Directors, Circuit Managers, Principals and Educators	Registration of learners participating in school enrichment programmes and after school activities on CEMIS
0016/2018	20180301-9943 3/3/2/4/2	Call Centre 021 467 2031	2018-03-27	Deputy Directors-General, Chief Directors, Directors, Chief Education Specialists, Deputy Directors and Recognised Employee Parties	Overtime compensation in excess of 30%: Interpretation of Regulation 49(1)(c) of the Public Service Regulations, 2016
0017/2018	20180328-830 12/2/13/6	B le Keur 21 467 2094	2018-04-04	Deputy Directors-General, Chief Directors, Directors, Circuit Managers, Heads: Management and Governance, 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, gardening and electrical supplies in the 2018/19 financial year for all non-section 21 schools
0018/2018	20180410-1068 13/7/1/2	M Combrink 021 467 2626	2018-04-21	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 candidates for the National Senior Certificate examinations	Additions to the 2018 National Senior Certificate (NSC) examinations timetable
0019/2018	20180502-1734 12/12/2/P	DD Louw 021 467 2653	2018-04-04	Deputy Directors-General, Chief Directors, Directors (Head Office and district offices), Deputy Directors, Heads: Management and Governance, Circuit Managers and Principals and Governing Body Members of public schools	Guidelines for the drawing up of annual financial statements
0020/2018	20180502-1715 12/2/13/6	A Henriques 021 467 2767	2018-05-12	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

0021/2018	20180423-1514 13/7/1/2	NF Sobetwa-Magodla 021 467 2891	2018-05-12	Chief Directors, Directors (Head Office and district offices), Deputy Directors, Chief Education Specialists, Heads: Curriculum Support, Circuit Managers, Heads: Management and Governance, Heads: Specialised Learner and Educator Support (SLES) Coordination, Assessment and Examination Coordinators, Curriculum Advisers and Heads of Adult Learning Centres	Amended final timetable for the June 2018 Adult Basic Education and Training (ABET) Level 4 examinations
0022/2018	20180509-1909 13/7/1/2	M Combrink 021 467 2626	2018-05-15	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	Clarification on the implementation of the repeal of the Accounting proviso following Circular 0046/2017
0023/2018	20180510-1982 12/2/13/6	A Henriques 021 467 2767	2018-05-28	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	Ordering of Grade 11 Further Education and Training (FET) literature for 2019
0024/2018	20180618-3443 13/7/1/2	NF Sobetwa-Magodla 021 467 2891	2018-07-06	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 2018 Adult Basic Education and Training (ABET) Level 4 examinations
0025/2018	20180626-3778 13/7/1/2	M Combrink 021 467 2626	2018-07-10	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 candidates for the National Senior Certificate examinations	Dates for examinations and moderation of South African Sign Language Home Language
0026/2018	20180726-4658 12/12/45	B Hammond 021 467 2000	2018-07-26	Deputy Directors-General, Chief Directors, Directors, Deputy Directors, Circuit Managers and Heads of all schools	Contingency plans for emergencies to be put in place at all schools
0027/2018	20180620-3518 12/2/13/6	V Madasi 021 467 2108	2018-07-27	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 Department of Basic Education workbooks for 2019
0028/2018	20180709-4123 12/2/8/38	Managers: Heads: Management & Governance	2018-07-27	Deputy Directors-General, Chief Directors, Directors, Circuit Managers, Heads: Management and Governance, Heads: Curriculum Coordination, Safe Schools Coordinators, School Enrichment Coordinators, Representative Council of Learners Coordinators, Principals and members of governing bodies of public secondary schools	Introduction of Service Learning Awards in secondary schools
0029/2018	20180528-2594 12/12/13/4	S Howes 021 762 1622	2018-07-07	District Officials, Educators, Departmental Heads, Principals and Members of Governing Bodies	Invitation to schools in Cape Town and Cape Peninsula to apply for Blue Plaques 2018

0030/2018	20180820-5404 3/1/3/1	Circuit Managers	2018-08-23	Deputy Directors-General, Chief Directors, Directors, Chief Education Specialists, Circuit Managers, Principals of public ordinary schools and members of governing bodies	Provision of 2019 teaching staff establishments for public ordinary schools
0031/2018	20180815-5217 12/12/13/1	R Larney 021 467 2000	2018-08-25	Deputy Directors-General, Chief Directors, Directors (Head Office and district offices), Circuit Managers, Principals of public schools and Chairpersons of governing bodies	CEMIS enhancement relating to the governing body voters' roll for parents, the capturing of governing body members' profiles and the annual completion of the self-evaluation tool to determine functionality of governing bodies
0032/2018	20180828-5668 3/1/3/1	Circuit Managers	2018-08-30	Deputy Directors-General, Chief Directors, Directors, Chief Education Specialists, Circuit Managers, Principals of special public schools and members of governing bodies	Provision of 2019 teaching staff establishments for special public schools
0033/2018	20180829-5808 5/P	H Barnes 021 467 2804	2018-09-10	Deputy Directors-General, Chief Directors, Directors, Deputy Directors, and Heads of subdirectorates and sections (Head Office and district offices)	Inventory control at Head Office and district offices
0034/2018	20180612-3240 12/2/8/2	DD Louw 021 467 2653	2018-09-21	Deputy Directors-General, Chief Directors, Directors (Head Office and district offices), Circuit Managers, Principals of public schools and Chairpersons of governing bodies	Standard process for parents applying for conditional exemption from the payment of school fees
0035/2018	20180912-6292 12/12/41/1	Refer to paragraph 7	2018-09-28	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	Grade R subsidies and other ECD-related matters as for 01 April 2019
0036/2018	20180723-4494 12/12/41/1	See Paragraph 10	2018-10-05	Deputy Directors-General, Chief Directors, Directors, Circuit Managers, Heads: Management and Governance, Deputy Directors at district offices, Principals and Governing Body Chairpersons of all section 21 ordinary public schools	Section 21 schools: Norms and standards funding for schools Grades 1-12 — financial allocations for the 2019/20 financial year
0037/2018	20180723-4494 12/12/41/1	See Paragraph 11	2018-10-05	Deputy Directors-General, Chief Directors, Directors, Circuit Managers, Heads: Management and Governance, Deputy Directors at district offices, Principals and Governing Body Chairpersons of all non-section 21 ordinary public schools	Non-section 21 schools: Norms and standards funding for schools Grades 1-12 — financial allocations for the 2019/20 financial year
0038/2018	20181011-7306 3/3/1/1/1	I Carolus 021 467 2031	2018-10-23	Deputy Directors-General, Chief Directors, Directors, Chief Education Specialists, Deputy Directors and Recognised Employee Parties	Approval of amended staggered working hours for office-based employees who observe normal working hours
0039/2018	20180622-3629 3/3/2/4/13	Call Centre 021 467 2000	2018-10-13	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 (SASA), 1996 (Act 84 of 1996)
0040/2018	20181005-7071 12/2/13/6	A Henriques 021 467 2767	2018-10-26	Deputy Directors-General, Chief Directors, Directors, Circuit Managers, Heads: Management and Governance and Principals and Chairpersons of governing bodies of all ordinary public schools	Revised framework for the supply of Learning and Teaching Support Material

0041/2018	20180925-6729 13/4/1	C Klopper 021 467 2407	2018-10-26	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	Revocation of the designated list of subjects for the National Senior Certificate
0042/2018	20181029-7918 12/2/13/6	LR Abrahams 021 467 2364	2018-11-03	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
0043/2018	20181030-7984 6/2/P	MJ Hendricks 021 467 2000	2018-11-09	Deputy Directors-General, Chief Directors, Directors (Head Office and district offices), Chief Education Specialists, Heads: Curriculum Support, 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 2020
0044/2018	20180731-4847 12/2/7/P	LR Abrahams 021 467 2364	2018-12-06	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 2019/20
0045/2018	20181114-8619 13/1/1/3	Circuit Managers/Assessment Coordinators 021 467 2000	2018-12-10	Deputy Directors-General, Chief Directors, Directors (Head Office and district offices), Deputy Directors, Chief Education Specialists, Heads: Curriculum Support, Circuit Managers, Heads: Management and Governance, Deputy Chief Education Specialists, Subject Advisers and Heads of institutions which prepare learners for the National Senior Certificate examinations	Commitment agreement relating to the progression dispensation and the application of the Multiple Examination Opportunity (MEO)