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Circular: 0037/2019
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To: Deputy Directors-General, Chief Directors, Directors, Circuit Managers, Subject Advisers, Principals and Chairpersons of governing bodies

Short summary: *This circular introduces the 2020 Planning calendar for schools.*

Subject: The 2020 Planning calendar for schools

1. The attached 2020 Planning calendar for schools provides a schedule of important dates for training programmes, meetings, tests and examinations, religious observances, and other administrative deadlines in order to aid schools' planning for 2020.
2. Every effort will be made to ensure that the dates provided in the calendar remain fixed, but it should be noted that dates may be subject to change due to changes in operational requirements and/or external factors.
3. Schools are invited to provide feedback on how the planning calendar can be improved to Redewan.Larney@westerncape.gov.za.

SIGNED: BK SCHREUDER
HEAD: EDUCATION
DATE: 2019-09-20

2020 | PLANNING CALENDAR FOR SCHOOLS

Western Cape Education Department (WCED)

This schedule of dates for training programmes, meetings, tests and examinations, and important administrative deadlines is provided to aid schools' planning for 2020.

School Terms for 2020

Term	Begins	Ends	No. of weeks	No. of school days
First	13 January (teachers) 15 January (learners)	20 March	10	50 (teachers) 48 (learners)
Second	31 March	12 June	11	54
Third	7 July	18 September	11	53
Fourth	29 September	2 December (learners) 4 December (teachers)	10	47 (learners) 49 (teachers)

Religious observances in 2020

Please note that these dates may be subject to change.

Religious holiday	Day	Date
Pesach (Passover)	Thursday and Friday	9 and 10 April 2020
Pesach (Passover)	Wednesday and Thursday	15 and 16 April 2020
Ascension Day	Thursday	21 May 2020
Eid ul Fitr	Sunday	24 May 2020
Shavuot	Friday	29 May 2020
Eid ul Adha	Friday	31 July 2020
Yom Kippur	Monday	28 September 2020
Diwali	Saturday	14 November 2020

Protection of teaching time

Schools must protect teaching time and support learning as follows:

- All learners must be in school and learning for the full 198 days (202 days for teachers), in accordance with the National Learner Attendance Policy, 2010.
- Teaching begins on the first day of each term.
- On the last day of the school term, learners must be at school for at least three hours. Teachers are expected to be at school for a minimum of five hours.
- Minimum teaching hours per grade should be observed (hours exclude assemblies and National School Nutrition Programme meals).
- Educational excursions must be linked to and must enhance the curriculum. Applications for excursions must be submitted to the district director at least four weeks prior to the intended date.

Teacher Professional Development: Learning opportunities, workshops, seminars and conferences

The WCED will offer optional learning opportunities to meet specific educational and systemic needs, for example: curriculum enhancement, Information and Communication Technology (ICT) proficiency, special needs education and employee relations. **District offices** will advertise the training, which will take place on school days (after 15:00) and weekends.

The **Cape Teaching and Leadership Institute (CTLI)** will be offering a number of training programmes, seminars and conferences in 2020. Details of these learning opportunities vary in content and are presented as two-hour workshops to two-week curriculum (content and methodology) courses. Areas covered include a spectrum of curriculum content from General Education and Training (GET) and Further Education and Training (FET), ICT integration and a variety of leadership courses on the roles and responsibilities of departmental heads, deputy principals and principals.

The list of intended courses and engagements is available from the WCED website at www.wcedctli.co.za.

Principals' meetings in circuits:

There will be one circuit meeting for principals per term, starting at 13:00 on the relevant day. This may be followed by a meeting of the district principals' forum.

The dates for 2020 Provincial Principals' Forum meetings are as follows:

- 28 February 2020
- 22 May 2020
- 21 August 2020
- 13 November 2020

District principals' forum meetings for 2020 will be scheduled between the following dates:

- 10 and 14 February 2020
- 4 and 8 May 2020
- 3 and 7 August 2020
- 26 and 30 October 2020

Safe Schools programmes/events

Safe Schools Holiday Programme dates:

- 22 to 31 January 2020 (Back to School Drive)
- 23 to 27 March 2020
- 15 June to 6 July 2020
- 21 to 23 September 2020
- 3 to 11 December 2020

Programmes for educators and governing bodies are offered by the Safe Schools Subdirectorates during the school holidays.

Safe Schools training dates for the National School Safety Framework (NSSF), occupational health and safety (OHS), school safety committees (SSCs), and substance abuse (SA):

- 23 to 24 March 2020
- 15 to 26 June 2020
- 21 to 22 September 2020

School safety round-table discussions:

- Urban – 9 May 2020
- Rural – 23 May 2020

School Safety Summit:

- 17 and 18 July 2020

Youth Service Learning Awards:

- 25 July 2020



Western Cape
Government

Education

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Private Bag X9114, Cape Town 8000
<https://wcedonline.westerncape.gov.za>
WCED Client Services Call Centre: 0861 92 33 22
Safe Schools Call Centre: 0800 45 46 47

Representative Councils of Learners (RCLs) calendar

The induction of new RCLs is scheduled for February to March 2020. All public schools offering Grade 8 and higher must elect teacher liaison officers (TLOs) during September 2020. The election of RCLs will take place in the last school term of 2020.

Tests and examinations

WCED Systemic Tests (Grades 3, 6 and 9)

The WCED will conduct systemic tests for Grades 3, 6 and 9 from **30 September to 15 October 2020**. The tests will take place on one school day during the morning.

National Senior Certificate (NSC) examination

Release of the 2019 NSC examination results:	8 January 2020 (to be confirmed)
NSC Awards:	16 January 2020 (to be confirmed)
Combined June NSC Supplementary and Senior Certificate examinations:	4 May to 12 June 2020 (to be confirmed)
Training of invigilators:	1 August to 28 September 2020
Performing Arts Practical:	12 August to 11 October 2020 (to be confirmed)
Common Assessment Task for Life Orientation:	31 August 2020
Visual Arts and Design Practical:	7 October to 19 October 2020 (to be confirmed)
NSC practical examinations (CAT & IT PI):	13 and 14 October 2020 (to be confirmed)
NSC practical examinations:	16 and 17 October 2020 (to be confirmed)
2020 NSC examinations:	19 October to 27 November 2020 (to be confirmed)
Marking of the 2020 NSC examinations:	30 November 2020 to 14 December 2020 (to be confirmed)

Subject changes

Grade	Allowed to change	Applications close	Capture on CEMIS	Appeal before
Gr 10	All Grade 10 subjects + 8th/9th subject		30 April 2020	
Gr 10	Maximum two subjects	30 June 2020	31 July 2020	7 August 2020
Gr 11	Maximum two subjects	31 March 2020	30 April 2020	8 May 2020
Gr 12	Maximum one subject END Grade 11	13 December 2019	24 January 2020	31 January 2020

No subject changes will be allowed in Grade 12.

Moderation

- Performance Assessment Tasks will be moderated during the first and second terms.
- Grade 12 oral moderation begins in August 2020.
- Grade 12 practical examination begins in August 2020.
- Provincial School-based Assessment (SBA) moderation will take place in May and September 2020.

Moderation	Due date
Provincial moderation of SBA portfolios and marks (schedules with precise dates will be sent to schools)	27 to 29 May 2020 2 to 4 September 2020
Department of Basic Education (DBE) and Umalusi moderation of selected Grade 12 SBA portfolios and marks (final dates to be confirmed by DBE and Umalusi)	June 2020 September 2020

Assessment accommodations, applications for immigrant status, and requests for adapted papers and assistive devices (e.g. braille, large font, audio tapes) for learners with special needs:

Applications for assessment accommodations and adapted papers	Due date
For Grades R-9: Ongoing at school and district level	Ongoing
For Grades 10-11: Must be recorded on CEMIS by the end of October in the learner's Grade 10/11 year. No new applications will be accepted in Grade 12	October 2020
Appeals for Grades 10 to 11	November 2020

In cases of adapted papers and assistive devices (e.g. braille, large font, audio tapes etc.) for learners with special needs, schools (including special schools) must confirm all adaptation needs by 15 March in Grade 12.

Appeals (for progression and promotion results for Grades 1-11 of 2019)

Activity	Date
Closing date for parents to appeal the progression/promotion result of their child	17 January 2020
Principal communicates the outcome of the appeal to parents in writing	24 January 2020
School provides a register of appeals to the circuit manager	27 January 2020
Closing date for parents, who are dissatisfied with the outcome of their appeal, to appeal to the district director	29 January 2020
All appeals finalised	15 February 2020

Internal examinations

Grades 4 to 6

Schools that offer Grades 4 to 6 may not start their examinations before **27 May 2020** and **18 November 2020**.

Grades 7 to 9

Schools that offer Grades 7 to 9 may not start their examinations before **25 May 2020** and **16 November 2020**.

Grades 10 to 12

Schools that offer Grades 10, 11 and 12 (where applicable) may not start their examinations before **20 May 2020** and **10 November 2020**. All learners are required by law to attend school throughout any test or examination programme, with the exception of Grade 12 learners who will be entitled to five days of study before the start of the final NSC examinations.

Grade 12 September trial examinations

The examinations should not start earlier than **24 August 2020**. Two examination sessions per day should be scheduled, wherever possible. All other grades will be busy with internal assessments.

Online Submission of learner performance

In 2020 schools will again be requested to complete their term information per individual learner. Schools will be required to submit learner performance information on CEMIS by the following dates:

Term 1: Learner performance data upload starts: **11 March 2020**
Learner performance data upload ends: **6 April 2020**

Term 2: Learner performance data upload starts: **8 June 2020**
Learner performance data upload ends: **13 July 2020**

Term 3: Learner performance data upload starts: **14 September 2020**
Learner performance data upload ends: **5 October 2020**

Term 4: Learner performance data upload starts: **16 November 2020**
Learner performance data upload ends: **11 December 2020**

School Improvement Plans (SIPs) and School Improvement Monitoring (SIM)	
Activity	Due date
Schools conclude 2020 SIPs	14 February 2020
2020 SIP sign off: Circuit managers and principals	28 February 2020
Completion of 2020 quarterly SIM reports on CEMIS and signed off by both the principal and circuit manager on two hard copies, which must be retained for audit purposes (one at the school and one at the district office)	18 March 2020 10 June 2020 16 September 2020 13 November 2020
Draft 2021 SIPs signed off by schools	25 September 2020
Customer Satisfaction Survey 2020: Closing of online tool	17 July 2020

Performance management dates	
Activity	Due date
Baseline scores (new educators)	13 March 2020
Submission of Staff Performance Management and Development System (SPMDS) scores of public service staff to district offices	17 April 2020
Capturing of public service performance agreements on PERMIS	15 May 2020
Completion of summative evaluations, lists of staff development team (SDT) members and educator improvement plans (EIPs)	9 October 2020
Completion of six-monthly reviews on PERMIS: Public service staff	23 October 2020
Submission of internal moderation reports on the Integrated Quality Management System (IQMS) evaluation process to district offices	23 October 2020
Submission of Summary Composite Score Sheets: Summative Evaluation (QA 7) to district offices. Schools to adhere to district office submission dates	From 26 October to 13 November 2020

Quarterly attendance sign off (CEMIS)

	Term 1	Term 2	Term 3	Term 4
Due date for all schools with a School Administrative Management System (SAMS) to submit data	20 Mar. 2020	12 Jun. 2020	8 Sept. 2020	2 Dec. 2020
ALL principals sign off Quarterly Absenteeism on CEMIS	31 Mar. 2020	8 Jul. 2020	30 Oct. 2020	3 Dec. 2020
Circuit managers sign off Quarterly Learner Attendance Record (QLAR)	3 Apr. 2020	10 Jul. 2020	3 Nov. 2020	7 Dec. 2020

*** Quarterly Absenteeism is available for principal sign-off from the last day of each term

Important administrative dates for 2020	
Activity	Due date
WCED Snap Survey for ordinary public and independent schools	28 January 2020 (10th school day)
Submission of applications for NSC examination remarks and rechecks	29 January 2020
Submission of WCED 043 semester reports for period 1 July to 31 December to district offices	30 January 2020
Closing date for registrations for Grade 12 June examinations	1 February 2020
Submission of applications to conduct remunerative work outside the public service (RWOPS) during 2020 and 2021 to the Directorate: Strategic People Management (employees will receive responses before the end of March 2020)	31 March 2020
WCED Annual School Survey for ordinary public and independent schools WCED Annual Survey for early childhood development (ECD) centres WCED Snap Survey for special public and independent schools	3 March 2020 (1st Tuesday in March)
Closing date for registrations for 2020 NSC examinations	15 March 2020
Closing date for marker applications for the 2020 NSC examination	15 March 2020
Submission of applications for the extension and/or curtailment of the curriculum to district offices for 2021	20 March 2020
Capturing of data for newly elected members of the School Assessment Irregularity Committee (SAIC)	26 March 2020
Submission of provisional tables to district offices indicating the number of: a) applications for exemption of parents from the payment of school fees considered; b) total exemptions granted; c) partial exemptions granted; and d) applications not granted.	At or before the end of the first school term
Online capturing of information on compensation for school fee exemptions	1 April 2020
Submission of Section 18A donation tax certificates to district offices	15 April 2020

Updating of elected governing body members online (for schools that had by-elections of members and/or co-option of parents)	24 April 2020
Sign off on compensation for school fee exemptions on CEMIS	30 April 2020
Compensation for fee exemptions: Schools submit audited information to the relevant circuit manager at the district office and closure of CEMIS for all schools	29 May 2020
Submission of audited annual financial statements and relevant required schedules for 2019 to district offices	30 June 2020
Sign off on Grades 3, 6 and 9 learner registers for WCED Systemic Tests on CEMIS	24 July 2020
Submission of WCED 043 semester reports for period 01 January to 30 June to district offices	30 July 2020
Submission of Section 38A applications	3 August 2020
Schools complete governing body functionality tool on CEMIS	1 August to 30 September 2020
Submission of online applications for growth or curriculum posts	31 August to 18 September 2020 AND 11 to 25 January 2021
WCED Annual Survey for special public and independent schools	3 September 2020 (1st Thursday in September)
Compensation for fee exemptions: WCED informs schools of amounts to be awarded	30 September 2020
Capturing of Grade 12 SBA scores on computer-generated mark sheets	October 2020
Capturing of Textbook Retention and Retrieval Reports on CEMIS	4 November to 4 December 2020
Schools ready for online progression and promotion capturing	6 November 2020
Submission of final tables to district offices indicating the number of: a) applications for exemption of parents from the payment of school fees considered; b) total exemptions granted; c) partial exemptions granted; and d) applications not granted.	30 November 2020
Submission of school budgets for 2021 to district offices	1 December 2020
Online capturing of progression and promotion on CEMIS (ordinary public, special public and independent schools as well as ECD centres)	Until 1 December 2020

Norms and standards (N&S) allocations for ordinary public schools (including Grade R) and independent Grade R sites

Preliminary 2020/21 N&S allocations for ordinary public schools (including Grade R) and independent Grade R sites published on CEMIS	30 September 2019
Final N&S allocations for ordinary public schools (including Grade R) and independent Grade R sites published on CEMIS	16 March 2020

Norms and standards (N&S) allocations for ordinary public schools (including Grade R) and independent Grade R sites

First N&S transfer payment and payment of Grade R claims for the 2020/21 financial year	15 May 2020
Second N&S transfer payment and payment of Grade R claims for the 2020/21 financial year and compensation for fee exemptions	15 November 2020

Learning and teaching support material (LTSM)

The procurement of LTSM, especially textbooks, learner stationery and library resource material (print, audiovisual and eResources), must be given special attention so that learners are not disadvantaged. The following due dates should be noted in this regard:

Submit WCED 032 forms to Head Office (only non-section 21 schools):	27 March 2020
Online ordering of stationery and cleaning materials (only non-section 21 schools):	4 to 15 May 2020 and 4 to 7 August 2020
Online ordering of CAPS top-up textbooks:	25 May to 5 June 2020
Furniture and equipment	Due date
Schools submit requisitions (WCED 026A and 026B) for school furniture and equipment to district offices:	7 February 2020
District offices submit prioritised lists for furniture and equipment to Chief Directorate: Districts:	28 February 2020
Submit an inventory of the furniture and equipment disposed of and the minutes of the disposal committee:	28 August 2020
Learner Transport Scheme (LTS)	Due date
Schools submit applications for new LTS routes, to commence in January 2021, to circuit managers:	31 July 2020
Schools submit applications for new (2021) additional learners to circuit managers	31 July 2020

Staffing and staff establishments

Dates when staff establishments will be made available:

Educator staff establishments of ordinary public schools for 2021	21 August 2020
Educator staff establishments of special public schools for 2021	30 August 2020
Public service staff establishments of ordinary public schools for 2021	30 October 2020
Public service staff establishments of special public schools for 2021	30 October 2020

Vacancy list publication dates:

- > Vacancy List 1: 17 February 2020
- > Vacancy List 2: 1 June 2020
- > Vacancy List 3: 7 September 2020

School admission dates for 2021 applications

Schools verify and sign off automated planned enrolment on CEMIS	3 to 6 February 2020
School admissions open (all ordinary public schools)	17 February 2020
School admissions close (all ordinary public schools)	17 March 2020
Schools finalise and sign off all application outcomes	11 May 2020
Parents are informed of the outcome by letter	15 to 22 May 2020
Parents to confirm acceptance	5 June 2020
Schools fill available spaces	6 June to 24 July 2020
Districts respond to parents of unplaced learners	End of Term 3
Schools confirm enrolment	After progression and promotion is signed off

Visits by district office staff (frequency and nature)

District offices will supply all schools with a visitation roster in good time.

District office contact details

District office	Telephone number
Metro North	021 938 3000
Metro Central	021 514 6700
Metro South	021 370 2000
Metro East	021 900 7000
West Coast	021 860 1200
Cape Winelands	023 348 4600
Overberg	028 214 7300
Eden and Central Karoo	044 803 8300

