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REFERENCE: 26834  
13/1/R

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CIRCULAR : 0010/2014  
EXPIRY DATE : NONE

TO: DEPUTY DIRECTORS-GENERAL, CHIEF DIRECTORS, DIRECTORS (HEAD OFFICE AND EDUCATION DISTRICT OFFICES), HEADS OF SUBDIRECTORATES, IMG MANAGERS, CIRCUIT TEAM MANAGERS, IMG ECD MANAGERS, HEADS OF PRE-PRIMARY SCHOOLS AND ECD INDEPENDENT SCHOOLS, AND PRINCIPALS OF ORDINARY PUBLIC SCHOOLS WITH GRADE R CLASSES

BRIEF SUMMARY: *Information for all role-players on relevant Early Childhood Development subsidy application procedures and other matters.*

SUBJECT: GRADE R SUBSIDIES FOR 2014 AND OTHER ECD-RELATED MATTERS

1. This circular replaces all previous circulars related to Early Childhood Development (ECD) matters.
2. **Increase in per capita subsidy**
  - 2.1 Approval has been granted for the increase in the per capita subsidy for learners in approved Grade R classes at ordinary public schools and ECD independent schools with effect from 1 April 2014.
  - 2.2 The per capita subsidies per learner per day have been increased as follows:

**No Fee Schools: Ordinary Public Schools**  
(NQ 1, 2, 3 and selected NQ 4 and 5 schools)  
R24.00 per day x 200 school days = R4800 per learner per annum

**Fee Collecting Schools: Public and ECD Independent Schools**  
(School fees which are in excess of R400.00 per annum)  
NQ 4 = R18.00 per day x 200 school days = R3600 per learner per annum  
NQ 5 = R17.00 per day x 200 school days = R3400 per learner per annum

- 2.3 Annexure A gives a detailed breakdown of the subsidy payments for the first transfer in April 2014.
- 2.4 An ordinary public school with fewer than 20 learners will receive an amount of R108 000 per annum, which consists of R84 000 for the annual salary of the Grade R practitioner and R24 000 for the purchasing of Learning and Teaching Support Material (LTSM) and the payment of other utility services.
3. **Submission of claim forms**
  - 3.1 Principals of schools with Grade R and heads of ECD institutions are reminded that subsidy applications are to be submitted to the local education district office by no later than the following dates:

Term	District Office
1st Term of 2014	27 March 2014
2nd Term of 2014	26 June 2014
3rd Term of 2014	25 September 2014

4th Term of 2014

5 December 2014

Late submission of subsidy claim forms, with accompanying evidence, may impact negatively on the transfer of payments.

3.2 Annexure B contains the new claim forms that must be utilised from Term 2.

4. **No-fee schools offering Grade R**

4.1 No-fee schools that receive Grade R funding from the state may not charge school fees for Grade R learners (See National Financial Management Guidelines in Respect of Schools Offering Grade R Classes, October 2009, page 4).

4.2 Parents may be requested to make voluntary contributions.

4.3 It must be emphasised that these contributions are not compulsory and may not be used to exclude learners whose parents are not able to make such contributions.

5. **Payment of Grade R practitioner's salary**

5.1 Schools are reminded that the Grade R practitioners at all schools must receive the full 80% subsidy allocation which is transferred bi-annually.

5.2 School Governing Bodies (SGBs) of NQ 4 and NQ 5 schools are requested to augment the Grade R practitioner's salary so that the practitioner receives an amount which is more than the minimum of R7 000 per month.

5.3 Grade R practitioners at the "No-Fee Schools" are entitled to the full 80% of the subsidy.

5.4 Unemployment Insurance Fund (UIF) and Pay As You Earn (PAYE) contributions must be deducted from the Grade R practitioner's salary and paid over to the relevant government departments. Furthermore, SGBs must register with the South African Revenue Services (SARS) as employers.

6. **Practitioner qualifications**

6.1 Principals and SGBs are reminded that the minimum qualification of a Grade R practitioner is NQF Level 5.

6.2 The upgrading of qualifications is available at Further Education and Training (FET) Colleges.

6.3 There must be a firm commitment from the Grade R practitioner, SGB and the Principal of the school to upgrade the qualifications of the practitioner if he/she is not yet in possession of the Level 5 qualification.

7. **Monitoring and evaluation**

Principals are reminded to upload the Grade R practitioner's information on the database. To ensure quality learning and teaching in Grade R classes, regular monitoring and evaluation should be conducted in these classes.

8. **Number of Grade R learners allowed per class**

A class size of more than 30 learners negatively impacts on the provision of quality education in a Grade R class. Schools are reminded that the maximum number of Grade R learners allowed per class is 30.

Educator to Learner ratio = 1:30

9. **Learner health and safety**

To ensure the health and safety of learners, schools are required to maintain and ensure a safe outdoor play area. In particular this includes the maintenance of outdoor equipment and repairation of jungle gyms.

10. The content of this circular must brought to the attention of those involved with Grade R at all ordinary public and ECD independent schools.

SIGNED: PA VINJEVOLD  
HEAD: EDUCATION  
DATE: 2014:03:25

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Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town 8000  
Please quote reference numbers in all correspondence  
Employment and salary queries: 0861 92 33 22  
Safe Schools: 0800 45 46 47

The following documents relate to this circular. *Adobe Acrobat Reader®* is required to view / print these documents. Click on a title below: the document will open in *Acrobat Reader®* where you can save and/or print a copy. To return to this circular, click on the *WCED Online* logo at the top of the screen.

[Annexure A](#) (size: 24 KB)

[Annexure B: Application for subsidy - Grade R class](#) (size: 284 KB)

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