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12/2/11/6/4
Enquiries: E Peck

Curriculum GET Minute: DCG 0005/2017

To: Deputy Directors-General; Chief Directors; Directors; Deputy Directors (Head Office and district offices); Heads: Curriculum Coordination and Advice; Managers: Strategic Information, Governance and People Management; Circuit Managers; Chief Education Specialists; GET Coordinators; Subject Advisers and Principals of all ordinary public primary and combined schools

Subject: Notice of Mathematics and Language Training for Grade 7 teachers

1. The Western Cape Education Department (WCED) has made it a priority to provide training to all Grade 7 Mathematics and Language teachers over the next two years.
2. Training will be conducted in all districts over a period of five days. Due to the nature of the training, as well as the number of teachers offering the subjects, teachers have the option of registering in two cycles as follows:
 - **Cycle 1** will begin in July 2017 with a 5-day in-service training session for teachers in either Language or Mathematics. This will be followed by circuit-based support from Mathematics and Language subject advisers to deepen content knowledge and build a community of practice.
 - **Cycle 2** will begin in July 2018. All schools that previously received Language training in Cycle 1, will now receive Mathematics training during Cycle 2 and vice versa.

Teachers teaching one of the mentioned subjects will only attend one session, whereas teachers who teach both subjects have the option of attending both years (2017 and 2018).

3. This minute serves as a formal notice to all Grade 7 Mathematics and Language teachers that Cycle 1 training will take place as follows:

Monday, 17 July–Friday, 21 July 2017	<p>Training will take place over 5 days. The times are as follows:</p> <ul style="list-style-type: none"> • Monday: Registration at 08:00 • Monday to Thursday: 08:30–16:00 • Friday: 08:30–14:00
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4. Please note that training will take place at the following centralised venues in the districts:

District	Venue	Physical Address	Tel. no.
Metro Central	Oaklands High	Corner of Racecourse and Chukker Roads, Landsdowne	021 761 7302
Metro East	Axios School of Skills	Old Faure Road, Faure	021 904 5306/7
Metro North	Elsies River High School	Halt Road, Elsie's River	021 932 5085
Metro South	Christel House	Swallowcliff Drive, Ottery	021 704 9400
Cape Winelands	Worcester Gymnasium	Tulbagh Street, Worcester	023 347 0426
	Drakenstein PS	Uys Street, Denneburg Paarl	021 872 4975
Eden and Central Karoo	PW Botha HS	Unie Street, George	044 874 4166
	Bridgton SS	Bergin Street, Oudtshoorn	044 274 0836
Overberg	VRT Pitt PS	Sonneblom Street, Swellendam	079 517 5006
	Swartberg PS	Koalisie Street, Caledon	028 212 1927
	Zwelihle PS	9120 Sisulu Street, Zwelihle, Hermanus	074 233 3317
West Coast	Olifantsvallei PS	Muller Street, Citrusdal	022 921 2100

5. **Registration**

Principals are requested to complete the attached registration form (Annexure A) and return it to the relevant district GET Coordinator **on or before Friday, 12 May 2017**. Please note that districts will identify specific schools per cycle. Please contact your district GET Coordinator in this regard.

6. Travel

6.1 The WCED will cover travelling costs based on the following conditions:

- Full training course attendance must be confirmed.
- The total distance travelled for the **5-day** period must **exceed 100 km**, i.e. at least a 20 km return trip each day.
- The total distance claimed for the **5-day** period **may not exceed 700 km**, i.e. not more than a 140 km return trip each day. Participants who exceed this distance will not be reimbursed for more than 700 km travelled and are advised to register for accommodation instead.

6.2 Travel claims will be assessed according to the following criteria:

Use of own car	As far as possible, teachers must share transport. Only the driver or owner of the vehicle may claim for the kilometres travelled. Passengers must be listed. A standard rate of R3,00 per kilometre will be paid. Engine capacity will not apply.	
Use of a lift club (paid or free) in a private car	Only the driver or owner of the vehicle may claim for the kilometres travelled. Passengers must be listed. A standard rate of R3,00 per kilometre will be paid. Engine capacity will not apply.	
Use of the school bus	The school must submit a letter indicating that the school bus was used for this course, the names of the passengers and the distance travelled. A standard rate of R3,00 per kilometre will be paid. Engine capacity will not apply.	
Use of a registered service provider <i>NB: prior approval must be obtained in writing from the district's GET coordinator.</i>	Step 1	The school must obtain three quotations prior to the training.
	Step 2	The school must submit these quotations to the GET coordinator. The lowest quotation will be accepted.
	Step 3	The GET coordinator must provide written confirmation to the principal that the service can be contracted.
	Step 4	The school must arrange for the hire of the service.
	Step 5	After the service the SCHOOL must pay the service provider and obtain a receipt.
	Step 6	For reimbursement the school must submit a letter to the district claims manager indicating that the service provider was used and listing the names of the passengers and details of the distance travelled. The quotations, the approval of the GET coordinator and the final paid invoice must be

	attached.
	All paperwork must be kept as evidence for the internal auditor. The WCED will ONLY reimburse the school upon receipt of signed documentation, including the prior written approval of the district's GET coordinator. Teachers must arrange a group pick-up at a central point.
Use of public transport, e.g. a public taxi, bus or train for short distance travel	Claims must indicate the start and end point of each stage of the journey. Reimbursements will be made according to standard rates. Evidence (tickets) may be requested by the claims official so that the claim can be validated. No metered taxi fares may be claimed.

7. Accommodation and meals (in rural districts only)

- 7.1 The WCED will cover accommodation and meals in rural districts only, subject to the following conditions:
- The distance to the training venue must **exceed 50 km** one way, i.e. 100 km return trip.
 - Full training course attendance must be confirmed.
 - Registration must be completed in advance.
 - The types of accommodation are set out in point 7.3.
 - Only one option (see point 7.3) may be selected and teachers will not be reimbursed for any change or alternative accommodation.
- 7.2 Accommodation will be provided from the first to the last day of the training course, with the option of checking in at 14:00 and 17:00 on the day before the start of the workshop.
- 7.3 Teachers who are eligible for accommodation may register for ONE of the options below:

Registered hospitality establishments e.g. a bed and breakfast, guest house or hotel	The following conditions will apply: <ul style="list-style-type: none"> • Up to R300 per day may be claimed for dinner, bed and breakfast. • An original invoice from the establishment must be countersigned by the claimant and submitted at the training course. • The payment of incomplete or late claims is not guaranteed.
Family/friends accommodation	The following conditions will apply: <ul style="list-style-type: none"> • Up to R130 per day may be claimed for dinner, bed and breakfast. • This claim must be accompanied by a sworn affidavit from

	the relative/friend concerned, countersigned by the claimant and submitted at the training course.	
Private short-term rental/lease agreements	The following conditions will apply: <ul style="list-style-type: none"> • The school will be responsible for accommodation arrangements and the payment (all the costs for dinner, bed and breakfast) thereof. • Due process must be followed: 	
	Step 1	The school must submit a letter to the GET coordinator, in advance, requesting the use of a rented facility to accommodate a group of teachers. Details of the accommodation, including the lease agreement, and the names of teachers must be provided.
	Step 2	The GET coordinator must approve the arrangement in writing. No arrangements can be concluded without this.
	Step 3	The school must pay and submit the receipt and supporting documentation (the lease and the approval of the GET coordinator) at the training course.
	<ul style="list-style-type: none"> • The claim will be treated as one bill, payable to the school. • A maximum amount of R250 per day per teacher will be paid — this includes all accommodation, dinner, bed and breakfast costs. The actual amount reimbursed will, however, depend on the actual costs, up to a maximum of R250 per person per day. Any costs above this amount will not be paid by the WCED. • All original meal receipts, till receipts, etc., must be signed off and submitted with a summary. • The whole claim must be submitted as one bill with a covering letter from the school supported by all the original documentation. 	

8. How to claim

- 8.1 All teachers who wish to lodge a claim must complete the attached Bank Details Form and submit it to the claims desk at the training venue on the first day. The Bank Details Form must be stamped by the bank and only an original form may be submitted. No faxes or photocopies will be accepted. Teachers must complete this form BEFORE the training starts (that is, arrive at the venue with this form already completed).
- 8.2 All claims must be supported by original documentation. No faxes or photocopies will be accepted.

- 8.3 Claimants will be reimbursed only after completion of the training course and therefore will have to pay their own expenses upfront. Where necessary, schools are kindly requested to assist their teachers in this regard. Proof of payments must be kept.
- 8.4 Reimbursements will be made only after careful scrutiny of claims, and the WCED reserves the right to make the final decision where there is any discrepancy or non-compliance.
- 8.5 All claims must be submitted at the training venue where officials will be on hand to assist claimants.
- 8.6 No late or incomplete claims will be accepted unless there are exceptional extenuating circumstances, and reimbursement cannot be guaranteed.

9. **Queries**

Should you have any further queries, please do not hesitate to contact the relevant district GET coordinator:

District	Coordinator	Tel. no.	Email	Fax. no.
Metro Central	Avrille Morgendal	021 514 6770	anna.morgendal@westerncape.gov.za	086 236 1892
Metro East	Benjamin Crombie	021 900 7051	benjamin.crombi@westerncape.gov.za	086 664 2631
Metro North	Malefo Makena	021 938 3104	malefo.makena@westerncape.gov.za	021 938 3183
Metro South	Lorraine Bailey	021 370 2041	lorraine.bailey@westerncape.gov.za	021 372 1856
Cape Winelands	Edgar Johannes	023 348 0605	edgar.johannes@westerncape.gov.za	086 555 0261
Eden and Central Karoo	Marietjie Beukes	044 803 8394	marietjie.beukes@westerncape.gov.za.	086 673 8499
Overberg	James Daniels	028 214 7363	james.daniels@westerncape.gov.za	028 214 7400
West Coast	Ursula Esau	021 860 1569	ursula.esau@westerncape.gov.za	086 562 3907

10. Principals are kindly requested to bring the contents of this minute to the attention of all the Grade 7 Mathematics and Language teachers.

SIGNED: PAD BEETS

DEPUTY DIRECTOR-GENERAL: CURRICULUM AND ASSESSMENT MANAGEMENT

DATE: 2017-03-28