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12/2/8/11/2

Enquiries: R Larney

Institution Development and Coordination Minute: 0001/2017

To: Directors (district offices), Circuit Managers, Assessment Coordinators and Principals of primary and secondary schools

Subject: School attendance by Grades 4 to 11 learners during and after the 2017 June and November examinations

1. The Western Cape Education Department is committed to ensuring the maximum use of teaching and learning time. It is, therefore, the responsibility of each school to protect teaching time and support learning for the full 197 school days each year, in accordance with the National Learner Attendance Policy.
2. All school and district office staff are requested to note the following:
 - 2.1 It is the responsibility of each school to plan its school programme for the period during and after the examinations up until the last day of the school term and to inform all learners, parents and district offices accordingly.
 - 2.2 Schools which offer Grades 10, 11 and 12 (where applicable) are reminded that no examinations may start before **05 June 2017** and **13 November 2017**. However, schools may apply to the district director for permission to start practical examinations earlier in certain subjects.
 - 2.3 Schools that offer Grades 7 to 9 may not start their examinations before **12 June 2017** and **13 November 2017**.
 - 2.4 Schools that offer Grades 4 to 6 may not start their examinations before **13 June 2017** and **20 November 2017**.
 - 2.5 All learners are expected to be at school for a minimum of five hours per day during the examination period. Therefore, if a school starts at 08:00, the school cannot dismiss learners earlier than 13:00. In arranging this earlier closing time, the safety and

transport of learners must be considered. It is, therefore, important that parents are informed beforehand so that they are able to make alternative arrangements.

- 2.6 All learners are required to attend school throughout the examination period, with the exception of Grade 12 learners who will be entitled to five days off for study purposes before the start of the National Senior Certificate examinations.
- 2.7 Schools may not inform learners that it is each learner's own decision whether or not to come to school once the examinations have ended for the term or when they are not writing examinations or tests.
- 2.8 All educators are expected to be at school for the full school day (35 hours per week) during the examination period, irrespective of whether they have invigilation duties or not.
- 2.9 On the last day of the school term learners must be at school for at least three hours and educators are expected to be at school for a minimum of five hours.
3. Principals are reminded that they must submit their examination timetables to the circuit manager at least four weeks before the start of the examinations. District officials will monitor the implementation of these directives.
4. Principals and governing bodies are requested to pay special attention to the drawing up of their programmes during examination periods, so that valuable time for teaching and learning is not lost.

SIGNED: TS MATSELISO

DEPUTY DIRECTOR-GENERAL: INSTITUTION DEVELOPMENT AND COORDINATION

DATE: 2017-02-14