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Enquiries: A Du Toit

Curriculum and Assessment Management Minute: 0008/2020

To: Deputy Directors-General, Chief Directors, Directors, Heads: Curriculum Support, Heads: Management and Governance, Circuit Managers, Deputy Chief Education Specialists, Subject Advisers and Principals of primary and combined schools

Subject: Provision of Teaching and Assessment Plans Grade R

1. Effective teaching starts with good planning which serves as a framework for:
 - the teacher to engage in pedagogies that are learner-centred, organised and deeply reflective, and
 - a School Management Team (SMT) to ensure continuity and progression of knowledge, skills and related attitudes and values across grades/phases as well as assessment that provides evidence of strengths, weaknesses and the next steps in teaching and learning.
2. In support of this, Senior Curriculum Planners and Subject Advisers developed Teaching and Assessment Plans for every subject and every grade. The plans are aligned to the Curriculum and Assessment Policy Statements and the recent changes to the requirements for school-based assessment (SBA). The Grades 1–12 plans were sent out to schools in January 2020 in Circular 0002/2020, dated 31 January 2020.
3. The Senior Curriculum Planners and Subject Advisers in Foundation Phase have now also developed Teaching and Assessment Plans for Grade R for implementation in January 2021.

4. It is expected of all teachers to adhere to the eventually agreed-upon school planning for every subject in every grade and phase. The Teaching and Assessment Plans must also be used by the SMT to support and enhance the quality of teaching in every classroom, by assisting with:
 - the selection of appropriate resources and/or additional learning activities,
 - advising teachers on the pre-knowledge relevant to specific subject topics,
 - integrating Information Communication Technology to improve teaching and deepen learning, and
 - monitoring and tracking the percentage of curriculum covered and the extent to which the SBA has been completed.
5. Having clear Teaching and Assessment Plans and ensuring that effective monitoring and support is part of the school culture, will help to realise the vision of the Western Cape Education Department, which is: Quality education for every child in every classroom in every school in the province. As planning for the use of innovative teaching strategies and authentic assessment activities is enhanced, it will help to bring back the fun and enjoyment into teaching and learning.
6. Principals are requested to provide these Teaching and Assessment Plans to all teachers/practitioners in Grade R and to support them (with the help of the SMT) to implement their term and year plans. It is expected that the principal as the instructional leader of the school will mediate these documents and procedures to the SMT and teachers. Through regular reflection, either as individual teachers or as a subject team, schools will be able to improve the quality of teaching. Principals are further encouraged to monitor the implementation of these plans by placing it on the agenda of staff meetings regularly.
7. The Teaching and Assessment Plans can be accessed via the links provided in Annexure A.
8. Principals are kindly requested to bring the contents of this minute to the attention of all Grade R teachers/practitioners and Foundation Phase departmental heads.

SIGNED: PAD BEETS

DEPUTY DIRECTOR-GENERAL: CURRICULUM AND ASSESSMENT MANAGEMENT

DATE: 2020-11-05