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Enquiries: LR Abrahams

Institution Development and Coordination Minute: 0003/2020

To: Deputy Directors-General, Chief Directors, Directors (Head Office and district offices), Circuit Managers, Principals and Educators.

Short summary: *Update of Information on CEMIS and online surveys to be completed*

Subject: Update of Information on CEMIS and online survey to be completed

1. In these extraordinary times, the WCED wishes to thank every Principal, teacher and SGB member who are finding creative ways to support learning during this time and we wish to acknowledge the selfless work being done by everyone who is providing support to others, including those on the frontline fighting the pandemic and keeping us operational and able to function,
2. Communication is critically important during such times and the school principal is key to ensuring that the following information has been captured on CEMIS and is 100% correct.
3. Principals are requested to ensure that the following information is **urgently updated on CEMIS by Friday 24 April 2020.**
 - 3.1 The contact details of every educator, cellphone number and e-mail address must be checked and updated urgently. The WCED intends to provide access to Microsoft Teams (a video conferencing package) to all schools. This should include access to Office 365 online. (More details will be shared at a later stage.)
 - 3.2 **URGENT: Grade 12 learner - cellphone number and e-mail address.**
It is critically important to ensure that the learner's correct contact details are captured on CEMIS in order to ensure that the WCED can communicate key developments to the learner and parent. This will also be the key to informing the learner about planned support materials and registration for the NSC at a later stage.
 - 3.3 Gr 10 to 11 learners cellphone numbers and e-mail addresses must also be urgently updated during the course of next week. This data on CEMIS is currently very poorly maintained and must be updated.

- 3.4 Where learners do not have contact details, the contact details may be that of the learner's parent / relative who can relay the information to the learner.
4. **Online Survey to be completed by Principals and Teachers:
Due Date: Friday 24 April 2020.**
- 4.1 The WCED has invested in many tangible and on-line resources to support learning during this time.
- 4.2 Many schools and teachers are also implementing their own unique and innovative solutions to reach out to parents and / or learners to support learning during the lockdown period.
- 4.3 However, the question that needs to be answered is whether these measures are effective and if it is reaching its intended audience.
- 4.4 The following surveys aim to collect data which will inform the WCED as to whether these efforts are indeed effective.
- 4.5 The surveys should also provide insight into how SMTs, and teachers have responded to this unique situation and how best to continue to support learning. This could prove to be very helpful to the WCED and the ideas could be shared with other schools and teachers during this time and in the future.
- 4.6 Circuit Managers and Subject advisors are tasked with disseminating the links to the surveys to all school principals and principals are requested to disseminate the links via e-mail and whatsapp to teachers **to be completed by Friday 24 April 2020.**
- 4.7 The links will be unique to each district as the name of the schools in the district is pre-populated in the survey.
- 4.8 Principals can expect links for the following 3 surveys
- **PRINCIPAL's SMT MANAGEMENT SURVEY**
To be completed once only by the principal or the delegated SMT member.
 - **GET GRADE R – 9 SURVEY LINK** (Educators)
 - **FET GRADE 10 – 12 SURVEY LINK** (Educators)
- 4.9 The surveys are confidential and no participants details will be divulged or reported.
5. Kindly bring the contents of this minute to the attention of all concerned.

SIGNED: HA LEWIS

DEPUTY DIRECTOR-GENERAL: INSTITUTION DEVELOPMENT AND COORDINATION

DATE: 2020-04-19