

File no.: 14/2/4/Annual School Survey
Reference: 20221011-7529

Knowledge and Information Management Minute: 0002/2023

To: Chief Directors, Directors (Head Office and district offices), Circuit Managers, ECD Managers and Principals of ECD centres

Subject: 2023 Western Cape Education Department (WCED) Annual School Survey (ASS) for public and independent Early Childhood Development (ECD) centres

1. The ASS must be completed and signed off by the principal on CEMIS on **07 March 2023** (first Tuesday in March). Principals will be required to sign off on the accuracy of learner and staff data on CEMIS. The due date for ECD managers to sign off on the ASS data is **14 March 2023**.
2. Before the sign-off on CEMIS, the principal must ensure the following:
 - a) All learners who are registered and will be attending the centre in 2023 appear in their correct grades, classes and language of learning and teaching category on CEMIS.
 - b) Learner home languages have been checked and updated.
 - c) Learner transfers (in and out) have been completed.
 - d) Deceased learners are deregistered and the "date deceased" recorded as indicated on the death certificate.
 - e) The list of educators/practitioners on CEMIS has been updated and verified. The years of experience, grades and subjects that will be taught during 2023 have also been updated. Remove grades and subjects taught in previous years, if not applicable to the educator/practitioner's 2023 workload.
 - f) All display and capture screens as well as error reports must be verified before the sign-off section of the survey will be available.
 - g) Principals must further ensure that the learner numbers captured for the ASS are accurate, as misrepresentation of learner numbers is considered a fraudulent activity.
3. To assist with the verification of the ECD's learner and staff data, a number of error reports are available which will provide guidance on the correctness of the existing data captured on CEMIS.

4. A CEMIS report is available to identify learners without identity numbers and to facilitate the capturing of missing identity numbers. Should a learner not be in possession of a valid identity number, please advise the parent of the process of applying for an identity document at the Department of Home Affairs. Principals are reminded of Circular 0053/2021, dated 09 March 2022, on the admission of undocumented South African or foreign learners and are requested to assist parents and where possible, to facilitate the process through the Department of Home Affairs.
5. Should there be any difficulties in completing the survey, kindly liaise with the relevant ECD manager or Support Programme Administrator (SPA) listed below:

District	District official	Designation	Telephone no.	Email
Cape Winelands	Chardonnay Baxter	SPA	023 348 0650	Chardonnay.Baxter@westerncape.gov.za
	Vacant	SPA		
	Mishqoa Karriem	Acting ECD Manager	023 348 4634	Mishqoa.Karriem@westerncape.gov.za
Eden Central/ Karoo	Denica Booysen	SPA	044 803 8314	Denica.Booyesen@westerncape.gov.za
	Mkhuseli Mqamelo	SPA	044 803 8352	Mkhuseli.Mqamelo@westerncape.gov.za
	Lucretia Roux	ECD Manager	044 803 8335	Lucretia.Roux@westerncape.gov.za
Metro Central	Saar-rah Sedan	SPA	021 514 6946	Saar-rah.Sedan@westerncape.gov.za
	Ethan Tobin	SPA	021 514 6726	Ethan.Tobin@westerncape.gov.za
	Vacant	ECD Manager		
Metro East	Donna-Lee Arnold	SPA	021 900 7222	Donna-Lee.Arnold@westerncape.gov.za
	Brittany Kardinal	SPA	021 900 7099	Brittany.Kardinal@westerncape.gov.za
	Michelle Liedemann	ECD Manager	021 900 7221	Michelle.Liedemann@westerncape.gov.za
Metro North	Sihle Olwethu	SPA	021 833 5483	Sihle.Gontsi@westerncape.gov.za
	Jaydene Alexander	SPA	021 833 5483	Jaydene.Alexander@westerncape.gov.za
	Vacant	ECD Manager		
Metro South	Moegamat Raees Adams	SPA	021 370 4107	Moegamat.Adams2@westerncape.gov.za
	Aidan Overmeyer	SPA	021 370 2122	Aidan.Overmeyer@westerncape.gov.za
	Vacant	ECD Manager		
Overberg	Janice Adams	SPA	028 214 7352	Janice.Adams@westerncape.gov.za
	Andrew P Theunis	SPA	028 214 7350	Andrew-Paul.Theunis@westerncape.gov.za

	Simon Speelman	Acting ECD Manager	028 214 7350	
West Coast	Brene Simons	SPA	021 860 1269	
	Vacant	SPA		
	Sally Meyer	ECD Manager	021 860 1202	Sally.Meyer@westerncape.gov.za

6. The quality of the Education Management Information System (EMIS) data will be linked to norms and standards transfer payments. EMIS data compliance reports will be available to principals via CEMIS. Principals should coordinate the ASS processes to ensure the accuracy of data captured, timeous completion and then sign off accordingly.
7. The Directorate: Knowledge and Information Management will be monitoring compliance and the data quality of all ASS submissions and will report any instances of non-compliance, discrepancies and data deficiencies to the Head of Education.
8. Independent ECD centres are reminded to acquaint themselves with their conditions for registration. Note that adhering to the WCED's data requirements forms part of these conditions and non-compliance may lead to deregistration.
9. The WCED appreciates the contribution and commitment of all education officials and looks forward to your continued cooperation in 2023.

SIGNED: MS ABRAHAMS

DEPUTY DIRECTOR-GENERAL: EDUCATION PLANNING

DATE: 2023-01-17