

File no.: 21/2/9/1/CURRICULUM COVERAGE
Reference: 20240926-7009

Curriculum GET and Curriculum FET Minute: 0001/2024

To: Deputy Directors-General, Chief Directors, Directors (Head Office and district offices), Heads: Curriculum Support, Circuit Managers, Heads: Management and Governance, Subject Advisers and Principals of primary and secondary schools

Subject: Monitoring of Curriculum Coverage

1. The Annual Teaching Plans (ATPs) were implemented in all grades as part of a national recovery plan. For this reason, the ATPs will remain valid until further notice from the national Department of Basic Education (DBE).
2. Monitoring of and reporting on the implementation of the recovery ATPs is important to ensure that learners are adequately prepared for the next grade.
3. This function is the responsibility of all role players including subject educators, departmental heads, principals, and subject advisers. The guidance provided in this minute aims to reduce and/or avoid increased administrative workloads by setting a common approach to monitoring of and reporting on curriculum coverage.
4. This minute should be read in conjunction with the following documents:
 - 4.1 The DBE's *Building blocks for effective school management*, against which schools report on several indicators including curriculum coverage; and
 - 4.2 Curriculum and Assessment Management Minute 0004/2021, dated 15 December 2021, which makes the monitoring of and reporting on curriculum coverage mandatory.
5. This minute also provides guidance on how the curriculum coverage can be monitored at different levels. Monitoring at various levels is depicted graphically in Annexure E and explained below.

- 5.1 Monitoring and reporting at classroom level:
- 5.1.1 The recovery ATPs must be used to report against and can be accessed using this link: <https://www.education.gov.za/Curriculum/NationalCurriculumStatementsGradesR-12/2023ATPs.aspx>
- 5.1.2 It is advised that **educators** include the following rows:
Row 1: Start and end date; and
Row 2: Comments (educators are to include challenges, contextual issues that may have impacted on the completion of the curriculum in the allocated time frame and how this will be addressed.)
- 5.1.3 Examples for each phase viz. Foundation Phase, Intermediate Phase, Senior Phase, General Education and Training and Further Education and Training Phases are included as Annexure A, B, C and D respectively.
- 5.2 Monitoring and reporting by the **departmental head**:
- 5.2.1 The departmental head needs to monitor the curriculum coverage of the subject educators in his/her department regularly;
- 5.2.2 Reporting to the principal needs to be done quarterly, using a sample of learner books, educators' planning, etc.; and
- 5.2.3 See Annexure F for an example of such a reporting framework.
- 5.3 Monitoring and reporting by the **principal**:
- 5.3.1 The principal needs to monitor the curriculum coverage of all subjects offered in the school regularly by engaging with the departmental heads and/or subject educators;
- 5.3.2 Reporting on curriculum coverage needs to be done quarterly to the circuit manager; and
- 5.3.3 Principals will report on curriculum coverage in the building blocks instrument. The ATPs, where subject educators recorded the start and end dates as well as comments and the reporting instruments submitted by departmental heads, will serve as evidence.
- 5.4 Monitoring and reporting by **subject advisers and circuit managers**:
- 5.4.1 Subject advisers will monitor curriculum coverage during their onsite support visits to schools;
- 5.4.2 They will provide the necessary support where challenges are revealed and report it as such; and
- 5.4.3 Circuit managers will verify the monitoring of curriculum coverage by principals.
6. We trust that the above processes will support effective implementation of the curriculum in all subjects which, in turn, will ensure quality teaching and learning.
7. Principals are requested to bring the contents of this minute to the attention of the relevant staff.

SIGNED: BJ LORISTON

DEPUTY DIRECTOR-GENERAL: CURRICULUM AND ASSESSMENT MANAGEMENT

DATE: 2024-09-24