

2018 >> Planning Calendar for Schools

This schedule of dates for training programmes, meetings, tests and examinations and important administrative deadlines is provided to aid schools' planning for 2018.

Training workshops or meetings

The WCED will offer optional courses to meet specific needs, for example, Information and Communication Technology (ICT) proficiency, special needs education and employee relations. District offices will advertise the training, which will take place after 15:00 on school days.

The Cape Teaching and Leadership Institute (CTLI) will be offering a number of training programmes, seminars and conferences in 2018. Details of these two-week curriculum (content and methodology) courses for Foundation Phase, Intermediate Phase and Senior Phase teachers and two-week courses on the roles and responsibilities of departmental heads, deputy principals and principals will be sent to all schools in September 2017.

Visit the WCED website at <http://wced.westerncape.gov.za> or www.wcedctl.co.za to see the programmes.

Principals' meetings in circuits:

There will be one circuit meeting for principals per term, starting at 13:00 on the relevant day. This may be followed by a meeting of the district principals' forum.

The dates for 2018 Provincial Principals' Forum meetings are as follows:

- 23 February 2018
- 25 May 2018
- 24 August 2018
- 16 November 2018

District principals' forum meetings for 2018 will be scheduled between the following dates:

- 05 and 09 February 2018
- 07 and 11 May 2018
- 06 and 10 August 2018
- 29 October and 02 November 2018

School Terms for 2018

Term	Begins	Ends	No. of weeks	No. of school days
First	15 January (teachers) 17 January (learners)	28 March	11	52 (teachers) 50 (learners)
Second	10 April	22 June	11	51
Third	17 July	28 September	11	51
Fourth	09 October	12 December (learners) 14 December (teachers)	10	49 (learners) 47 (teachers)

Safe Schools Holiday Programmes

Programmes for learners are offered by the Safe Schools Subdirectorates during the school holidays.

Safe Schools Holiday Programme dates:

- 08 to 16 January 2018 (Back to School Drive)
- 03 to 06 April 2018 (Back to School Drive)
- 25 to 13 July 2018
- 01 to 04 October 2018

After-school and School Enrichment Programmes

Schools must ensure that they have at least TWO scheduled after-school and/or school enrichment programmes that give ALL learners an opportunity to participate. The National Sports Plan requires schools to register and participate in at least two winter and two summer sporting codes.

Representative Council of Learners (RCLs) calendar

The induction of new RCLs is scheduled for February to March 2018. All public schools offering Grade 8 and higher must elect teacher liaison officers (TLOs) during September 2018. The election of RCLs will take place in the last school term of 2018.

Protection of teaching time

Schools must protect teaching time and support learning as follows:

- All learners must be in school and learning for the full 199 days (203 days for teachers), in accordance with the National Learner Attendance Policy.
- Teaching begins on the first day of each term.
- On the last day of the school term, learners must be at school for at least three hours. Teachers are expected to be at school for a minimum of five hours.
- Minimum teaching hours per grade should be observed (hours exclude assemblies and National School Nutrition Programme meals).
- Educational excursions must be linked to and must enhance the curriculum. Applications for excursions must be submitted to the district director at least four weeks prior to the intended date.



Western Cape
Government

Education

Grand Central Towers, Lower Parliament Street, Cape Town
Private Bag X9114, Cape Town 8000
<http://wced.school.za>

WCED Client Services Call Centre: 0861 92 33 22
Safe Schools Call Centre: 0800 45 46 47

Tests and examinations

WCED Systemic Tests (Grades 3, 6 and 9)

The WCED will conduct systemic tests for Grades 3, 6 and 9 from 10 to 24 October 2018. The tests will take place on one school day during the morning.

National Senior Certificate (NSC) Examinations

- **Release of the 2017 NSC examination results** > 5 January 2018 (to be confirmed)
- **NSC Awards** > 11 January 2018 (to be confirmed)
- **Supplementary NSC examinations** > 19 February to 27 March 2018 (to be confirmed)
- **Training of invigilators** > 27 August to 28 September 2018
- **NSC practical examinations** > 15 and 16 October 2018 (to be confirmed)
- **2018 NSC examinations** > 22 October to 27 November 2018 (to be confirmed)
- **Marking of the 2018 NSC examinations** > 1 December 2018 (to be confirmed)

Grade 12 September trial examinations

The examinations should not start earlier than 3 September 2018. Two examination sessions per day should be scheduled, wherever possible. All other grades will be busy with internal assessments.

Senior Certificate Examinations

- 22 May 2018 to 29 June 2018 (to be confirmed)

Moderation

- Performance Assessment Tasks will be moderated during the first and second terms.
- Grade 12 oral moderation begins in August 2018.
- Grade 12 practical examination begins in August 2018.
- Provincial School-based Assessment (SBA) moderation will take place in October 2018.

Schedules with precise dates will be sent to schools well in advance.

Subject changes (No subject changes will be allowed in Grade 12)

Grade	Number allowed to change	Applications close	Capture on CEMIS
Gr 10	All Gr 10 subjects + 8th/9th subject	31 March 2018	30 April 2018
Gr 10	Maximum two subjects	30 June 2018	31 July 2018
Gr 11	Maximum two subjects	31 March 2018	30 April 2018
Gr 12	Maximum one subject END Gr 11	15 December 2017	22 January 2018



Internal Examinations

Grades 4 – 6

Schools that offer Grades 4 to 6 may not start their examinations before 04 June 2018 and 19 November 2018.

Grades 7 – 9

Schools that offer Grades 7 to 9 may not start their examinations before 30 May 2018 and 12 November 2018.

Grades 10 – 12

Schools that offer Grades 10, 11 and 12 (where applicable) may not start their examinations before 28 May 2018 and 12 November 2018.

All learners are required by law to attend school throughout any test or examination programme, with the exception of Grade 12 learners, who will be entitled to five days of study before the start of the final NSC examinations.

Online submission of Term Performance

In 2018 schools will be requested to complete their term information per individual learner. Schools will be required to submit the Term Performance information for learners on CEMIS by the following dates:

Term 1: Term Performance opens for capturing > 26 March 2018
Term Performance sign-off for capturing > 20 April 2018

Term 2: Term Performance opens for capturing > 18 June 2018
Term Performance sign-off for capturing > 27 July 2018

Term 3: Term Performance opens for capturing > 25 September 2018
Term Performance sign-off for capturing > 19 October 2018

Term 4: Term Performance opens for capturing > 19 November 2018
Term Performance sign-off for capturing > 12 December 2018

School Improvement Plans (SIPs) and School Improvement Monitoring (SIM)

Activity	Due date
Schools conclude 2018 SIPs	14 February 2018
2018 SIP sign-off: Circuit managers and principals	28 February 2018
Completion of quarterly SIM reports on CEMIS and signed off by both the principal and circuit manager on two hard copies, which must be retained for audit purposes (one at the school and one at the district office)	26 March 2018 20 June 2018 26 September 2018 16 November 2018
Draft 2019 SIPs signed off by schools	28 September 2018

Performance management dates

Activity	Due date
Baseline scores (new educators)	15 March 2018
Submission of Staff Performance Management and Development System (SPMDS) scores of public service staff to district offices	13 April 2018
Submission of performance agreement certificates of public service staff to district offices	15 May 2018
Completion of summative evaluations, lists of staff development team (SDT) members and educator improvement plans (EIPs)	28 September 2018
Submission of certificates in respect of six-monthly reviews of public service staff to district offices	26 October 2018
Submission of internal moderation reports on the Integrated Quality Management System (IQMS) evaluation process to district offices	31 October 2018

Norms and Standards (N&S) allocation for ordinary public schools (including Gr R) and independent Gr R sites

Activity	Due date
Final 2018/19 N&S allocation for ordinary public schools (including Grade R) and independent Grade R sites published on CEMIS	16 March 2018
First N&S transfer payment and payment of Gr R claims for 2018/19 financial year	15 May 2018
Preliminary 2018/19 N&S allocation for ordinary public schools (including Gr R) and independent Gr R sites published on CEMIS	28 September 2018
Second N&S transfer payment and payment of Gr R claims for 2018/19 financial year and compensation for fee exemptions	15 November 2018

Learning and teaching support material (LTSM)

The procurement of LTSM, especially textbooks, learner stationery and library resource material (print, audiovisual and eResources), must be given special attention so that learners are not disadvantaged. The following due dates should be noted in this regard:

Submit WCED 032 forms to Head Office

(only non-section-21 schools):

> 28 March 2018

Online ordering of stationery and cleaning materials

> 7 - 18 May 2018

(only non-section-21 schools)

> and 6 - 10 August 2018

Online **ordering of CAPS top-up textbooks**

> 28 May - 8 June 2018

Learner Transport Scheme (LTS)

Schools submit applications for new LTS routes, to commence in January 2019, to Circuit Managers **> 3 August 2018**

Schools submit applications for new (2019) additional learners to Circuit Managers **> 10 August 2018**

Furniture and Equipment

Activity	Due date
Schools submit requisitions (WCED 026A and 026B) for school furniture and equipment to district office	02 Feb 2018
District offices submit prioritised lists for furniture and equipment to Chief Directorate: Districts	23 Feb 2018
Capturing of furniture and equipment inventory	27 - 31 Aug 2018

Staffing and staff establishments

Publication dates

Vacancy List 1	19 February 2018
Vacancy List 2	4 June 2018
Vacancy List 3	3 September 2018

Dates when staff establishments will be made available:

1	Educator staff establishments of ordinary public schools for 2019	31 Aug 2018
2	Educator staff establishments of special public schools for 2019	07 Sept 2018
3	Public service staff establishments of ordinary public schools for 2019	21 Sept 2018
4	Public service staff establishments of special public schools for 2019	28 Sept 2018

Important administrative dates for 2018

Activity	Due date
Submission of online applications for growth or curriculum posts	17 to 31 January 2018
Submission of applications for NSC exam re-marks and re-checks	19 January 2018
Closing date for registration for NSC supplementary exams	19 January 2018
Submission of applications to conduct remunerative work outside the public service (RWOPS) during 2018 and 2019 to the Directorate: Strategic People Management (employees will receive responses before the end of March 2018)	26 January 2018
WCED Snap Survey for ordinary public schools	30 January 2018 (Tenth School day)
WCED Annual School Survey at ordinary public schools WCED Annual Survey for Early Childhood Development Centres WCED Snap Survey for special public schools	06 March 2018 (1st Tuesday in March)
Closing date for registration for 2018 NSC exams	15 March 2018
Capturing of data for newly elected governing body members online	28 March 2018
Submission of applications for extension and/or curtailment of curriculum to district offices for 2019	28 March 2018
Capturing of information on compensation for school fee exemptions online	03 April 2018
Quarterly Attendance Return Capture Screen	13 April 2018 20 July 2018 12 October 2018 14 December 2018
Sign-off: Compensation for school fee exemption on CEMIS	31 May 2018
Compensation for fee exemptions: Schools submit audited information to the relevant circuit manager at the district office and closure of CEMIS for all schools	29 June 2018
Sign-off on Grades 3, 6 and 9 learner registers for WCED Systemic Tests on CEMIS	27 July 2018
Submission of Section 38A applications	1 August 2018
Capturing of Grade 12 SBA scores on CEMIS	September 2018
WCED Special Schools Annual Survey (online)	06 September 2018 (1st Thursday in September)
Compensation for fee exemptions: WCED informs schools of amounts to be awarded	28 September 2018
Schools ready for online promotion and progression capturing	14 November 2018
Capturing of Textbook Retention and Retrieval Reports on CEMIS	19 November 2018 to 12 December 2018
Submission of school budgets for 2019 to district offices	03 December 2018
Online capturing of promotions and progressions on CEMIS	Until 12 December 2018

School admission dates for 2018 applications

SAMI opens for planned enrolment	01 February 2018
Schools sign off planned enrolment	07 February 2018
Circuit managers sign off planned enrolment	12 February 2018
School admissions open (all ordinary public schools)	12 February 2018
School admissions close (all ordinary public schools)	23 March 2018
Schools indicate the outcome of applications on SAMI before	22 June 2018
Parents are informed of the outcome by letter	22 June 2018
Schools capture all applications received	12 February – 20 June 2018
Parents confirm acceptance	23 July 2018
Schools fill available places	3rd Term 2018
Schools confirm enrolment on CEMIS	After progression and promotion is signed off.

Visits by district office staff

(frequency and nature)

District offices will supply all schools with a visitation roster in good time.

District offices' contact details

Education district office	Telephone number
Metro North	021 938 3000
Metro Central	021 514 6700
Metro South	021 370 2000
Metro East	021 900 7000
West Coast	021 860 1200
Cape Winelands	023 348 4600
Overberg	028 214 7300
Eden & Central Karoo	044 803 8300