



Western Cape
Government

FOR YOU

Education

WCED



2023 PLANNING CALENDAR FOR SCHOOLS

1. Introduction

This schedule of dates for training programmes, meetings, tests and examinations, and important administrative deadlines is provided to aid schools' planning for 2023.

2. 2023 school terms for coastal provinces

Term	Begins	Ends	No. of weeks	No. of school days
First	16 January (educators) 18 January (learners)	31 March	11	53 (educators) 51 (learners)
Second	12 April	23 June	11	49
Third	18 July	29 September	11	52
Fourth	10 October	13 December (learners) 15 December (educators)	10	49 (educators) 47 (learners)
				203 (educators) 199 (learners)

2.1 Religious observances in 2023

Religious holiday	Day	Date
Pesach (Passover)	Wednesday Thursday	05 April 2023 13 April 2023
Eid ul Fitr (date may vary)	Saturday	22 April 2023
Ascension Day	Thursday	18 May 2023
Shavuot	Thursday Friday	25 May 2023 26 May 2023
Eid ul Adha (date may vary)	Thursday	29 June 2023
Rosh Hashana	Friday Sunday	15 September 2023 17 September 2023
Yom Kippur	Monday	25 September 2023
Sukkot	Friday Friday	29 September 2023 06 October 2023
Shemini Atzeret	Saturday	07 October 2023
Diwali	Sunday	12 November 2023

3. Important dates per school term

3.1 Term 1 (16 January to 31 March 2023)

No. of weeks: 11

Activity		Due date
1.	Payment of hostel boarding, private boarding and private transport subsidy advances: Term 1 (applications received at Head Office by 30 November 2022)	18 January 2023
2.	Submit WCED 043 semester reports for period 01 July to 31 December 2022 to district offices	31 January 2023
WCED Snap Survey for ordinary public and independent schools		
3.	Principals sign off	31 January 2023
4.	Circuit managers sign off	07 February 2023
5.	Start of Phase IV Presidential Youth Employment Initiative (PYEI) Project	01 February 2023
6.	Circuit Principals' Forum (CPF) meetings	01 to 10 February 2023
7.	District Principals' Forum (DPF) meetings	14 to 24 February 2023
8.	Provincial Principals' Forum (PPF) meeting	03 March 2023
9.	Submit hostel boarding, private boarding and private transport subsidy applications for learners newly enrolled during January 2023 to Head Office	03 February 2023
10.	Due date for sign off on final School Improvement Plan (SIP) which must include the action plan for Academic Performance Improvement Plans	10 February 2023
11.	Circuit manager sign-off	24 February 2023
Recruitment and Selection publication dates:		
12.	Bulletin 1 for Institution-based educators	13 February 2023
13.	Bulletin 1 for Institution-based public servants	27 February 2023
14.	Schools submit requisitions (WCED 026A and 026B) for school furniture and equipment to district offices	17 February 2023
15.	Quality Management System (QMS): Finalise work plans for School Management Teams, sign off with line managers and upload onto CEMIS	24 February 2023
WCED Annual School Survey for ordinary public and independent schools		
16.	Principals sign off	07 March 2023
17.	Circuit managers sign off	14 March 2023

WCED Annual Survey for Early Childhood Development (ECD) centres	
18. Principals sign off	07 March 2023
19. ECD managers sign off	14 March 2023
WCED Snap Survey for special public schools	
20. Principals sign off	07 March 2023
21. Provincial programme managers sign off	14 March 2023
WCED Snap Survey for special independent schools	
22. Principals sign off	07 March 2023
23. IMGP managers sign off	14 March 2023
24. District offices submit prioritised lists for furniture and equipment to Chief Directorate: Districts	17 March 2023
25. Submit hostel boarding, private boarding and private transport subsidy claim forms to Head Office: Claims for Term	24 March 2023
Term 1 quarterly absenteeism on CEMIS	
26. ALL principals sign off	31 March 2023
27. Circuit managers sign off Term 1 quarterly absenteeism	14 April 2023
School Improvement Monitoring (SIM)	
28. Schools sign off	31 March 2023
29. Circuit managers sign off	07 April 2023
30. Final norms and standards (N&S) allocations for ordinary public schools (including Grade R) and independent Grade R sites published on CEMIS	31 March 2023
31. Submit hostel boarding, private boarding and private transport subsidy claim forms to Head Office: Claims for Term	24 March 2023

3.1.1 Admissions 2023

Activity	Due date
32. Schools complete and sign off automated planned enrolment on the School Admissions Management Information (SAMI) System	14 to 16 February 2023
33. Circuit managers verify and sign off automated planned enrolment on EduInfoSearch	21 to 23 to February 2023
34. School admissions open (all ordinary public schools)	13 March 2023

3.1.2 Curriculum, tests and examinations

Activity	Due date
35. Closing date for parents to appeal the progression/promotion results of their children	20 January 2023
36. Release of the 2022 National Senior Certificate (NSC) examination results	20 January 2023
37. Principals communicate outcomes of progression/promotion appeals to parents in writing	27 January 2023

38.	Grade 12 subject changes processed on CEMIS	27 January 2023
39.	Schools provide registers of progression/promotion appeals to circuit managers	30 January 2023
40.	Closing date for parents dissatisfied with the outcome of their progression/promotion appeals, to appeal to district directors	01 February 2023
41.	NSC Awards Ceremony	02 February 2023
42.	Submit applications for NSC examination re-marks and rechecks	03 February 2023
43.	All appeals (for progression and promotion results for Grades 1–11 of 2022) finalised	15 February 2023
44.	Closing date for registrations for June 2023 NSC/Senior Certificate (SC) examinations	20 February 2023
45.	Capture data for newly elected members of School Assessment Irregularity Committees	March 2023
46.	Capture Grade 10 subjects + 8 th /9 th subjects on CEMIS	March 2023
47.	Verification of NSC Grade 12 full-time learners' biographical and subject details on CEMIS completed	March 2023
48.	Schools (including special schools) confirm all adaptation needs in cases of adapted papers and assistive devices (e.g. braille, large font, audio files etc.) for learners with special needs, which must be specially ordered by the Department of Basic Education (DBE). Note: No new Grade 12 accommodations.	March 2023
49.	Closing date for registrations for November 2023 NSC examinations – full-time candidates	15 March 2023
50.	Term 1 learner performance data upload becomes available	17 March 2023
51.	Grade 11 subject change applications by parents (maximum two subjects)	31 March 2023

3.1.3 School enrichment activities and capacity building

Activity		Due date
52.	Capture sporting codes and enrichment activities (intra- and interschool activities) on CEMIS	January to March 2023
53.	National Schools MOOT Court (Grades 10–11): Registration	11 January to 24 March 2023
54.	Induction of new Representative Councils of Learners (RCLs)	February to March 2023
55.	Virtual Growth Mindset orientation for principals and school champions	01 to 24 February 2023
56.	Safe Schools Back to School Drive	06 to 10 February 2023

57.	South African Schools Choral Eisteddfod (SASCE): Registration	28 February 2023
58.	Youth Citizen Action Programme (YCAP): Registration	28 February 2023
59.	Change Mindset orientation for principals and school champions	03 to 07 March 2023
60.	Youth Citizens Action Programme: Provincial workshop (virtual)	10 March 2023
61.	Election of District and Provincial Council of Learners Forum	13 to 25 March 2023
62.	Safe Schools Holiday Programme	03 to 06 April 2023
63.	Techno Girl Job Shadowing Project: 1 st Term intake	03 to 06 April 2023

3.1.4 Learning and teaching support material (LTSM) processes

	Activity	Due date
64.	LTSM committees appointed in writing	16 January 2023
65.	LTSM committees discuss LTSM progress to be reported to governing bodies and then submitted to principals for approval	Before scheduled governing body meetings
66.	Ensure that every learner has a covered textbook	20 January 2023
67.	Communication sent to parents about their responsibility to replace lost or damaged textbooks	27 January 2023
68.	Parent meetings held where LTSM is included as an agenda item	As per scheduled parent meetings
69.	Remedial delivery of workbooks	February 2023
70.	Schools capture textbook issue rates	13 February to 15 March 2023
71.	District monitoring of textbooks issued by schools	14 February to 17 March 2023
72.	Principals sign off textbook issue rates on CEMIS	17 March 2023
73.	Circuit managers sign off on issue rates, write comments and follow up on any textbook shortages with schools	24 March 2023
74.	LTSM policies updated and submitted to governing bodies for approval	28 February 2023
75.	Remedial delivery of workbooks to district offices	28 February 2023
76.	Conduct quarterly textbook check to identify lost and worn-out textbooks	10 March 2023
77.	Report on textbook retrieval and retention tabled at quarterly governing body meetings	As per scheduled quarterly governing body meetings

3.2 Term 2 (12 April to 23 June 2023)

No. of weeks: 11

Activity		Due date
78.	Online capturing of information on compensation for school fee exemptions starts	12 April 2023
79.	Grade R subsidy: CEMIS opens for the submission of claims for four days only	12 April 2023
80.	Submit section 18A donation tax certificates to district offices	12 April 2023
81.	CPF meetings	17 to 26 April 2023
82.	DPF meetings	02 to 12 May 2023
83.	PPF meeting	19 May 2023
84.	Payment of hostel boarding, private boarding and private transport subsidy advances: Term 2	19 April 2023
85.	Sign off on compensation for school fee exemptions on CEMIS	28 April 2023
86.	Each governing body member must declare a direct or indirect personal interest that the member or any of his/her family members has in the procurement of goods or services for the school. This completed declaration must be provided to the chairperson of the governing body.	Before 30 April of each year
87.	Submit applications for the extension and/or curtailment of the curriculum to district offices for 2023	26 April 2023
88.	First N&S transfer payment and payment of Grade R claims for the 2023/24 financial year	15 May 2023
Recruitment and Selection publication dates:		
89.	Bulletin 2 for Institution-based public servants	29 May 2023
90.	Bulletin 2 for Institution-based educators	05 June 2023
91.	Compensation for fee exemptions: Schools submit audited information to the relevant circuit managers at district offices and closure of CEMIS for all schools	31 May 2023
92.	QMS: Completion of mid-year appraisal for all educators (PL 1–4)	15 June 2023
93.	Update SIP Action Plans on CEMIS	15 June 2023
Term 2 quarterly absenteeism on CEMIS		
94.	ALL principals sign off	23 June 2023
95.	Circuit managers sign off	21 July 2023
96.	Submit hostel boarding, private boarding and private transport subsidy claim forms to Head Office: Claims for Term 2	23 June 2023
97.	Copies of annual financial statements, audited or examined in terms of section 43 of the South African Schools Act, 1996 (Act 84 of 1996), submitted to district offices	23 June 2023
SIM		
98.	Schools sign off	23 June 2023
99.	Circuit managers sign off	30 June 2023

3.2.1 Admissions 2023

Activity	Due date
100. School admissions close (all ordinary public schools)	14 April 2023
101. Schools process online admission applications	17 April to 19 May 2023
102. Principals finalise and sign off all online admission application statuses on Online Admission System	24 May 2023
103. Circuit managers sign off all online admission application statuses on EduInfoSearch	26 May 2023
104. System displays the outcome of all online admission applications	29 May 2023
105. Parents informed of the outcome of online admission applications per email/SMS	29 May to 02 June 2023
106. Parents confirm acceptance	29 May to 19 June 2023
107. Schools fill available places	19 June to 31 August 2023

3.2.2 Curriculum, tests and examinations

Activity	Due date
108. Combined June NSC supplementary and SC examinations	May and June 2023
109. Closing date for Chief Markers and Internal Moderators	06 April 2023
110. Grade 11 subject changes (maximum two subjects) processed on CEMIS	06 April 2023
111. Closing date for Deputy Chief Markers, Senior Markers and Markers	11 April 2023
112. Term 1 Learner performance data upload closes	26 April 2023
113. Competency tests for markers	08 to 10 May 2023
114. Provincial Grade 12 School-based Assessment (SBA) moderation of a sample of high schools in each district	22 to 24 May 2023 To be confirmed
115. eAudit of examination centres completed on CEMIS	31 May 2023
116. Grade 10 subject change applications by parents (maximum two subjects)	23 June 2023
117. Closing date for applications for the Provincial Skills competition.	30 June 2023

3.2.3 School enrichment activities and capacity building

Activity	Due date
118. Schools Democracy Month	April 2023
119. Change Mindset orientation for principals and school champions	21 April to 06 June 2023
120. School safety round-table discussions (urban)	13 May 2023
121. School safety round-table discussions (rural)	27 May 2023
122. South African Schools Choral Eisteddfod: Provincial Round	01 to 04 June 2023
123. MOOT Court: Workshop on essay writing (virtual)	20 June 2023
124. Techno Girl Job Shadowing Project: 2 nd Term intake	26 to 30 June 2023
125. Safe Schools Holiday Programme	26 June to 14 July 2023
126. South African Schools Choral Eisteddfod: National Championship	26 to 30 June 2023
127. National School Sport Championship – Winter games	July 2023 school holiday

3.2.4 LTSM processes

Activity	Due date
128. Monitoring of DBE's volume 1 workbooks	April to May 2023
129. Submit WCED 032 (LTSM allocation) forms to Head Office	21 April 2023
130. Discuss LTSM progress to be reported to governing bodies and then submit to principals for approval	Before scheduled governing body meetings
131. Report on textbook retrieval and retention tabled at quarterly governing body meetings (includes the findings of annual stocktakes/audits)	As per scheduled quarterly governing body meetings
132. Conduct annual LTSM audits in preparation for the ordering of top-up textbooks in May/June	24 April 2023
133. Submit damaged and worn-out textbooks to disposal committees	26 April 2023
134. Online ordering of CAPS top-up textbooks	15 to 26 May 2023
135. Online ordering of stationery and cleaning materials for non-section 21 schools	22 May to 02 June 2023

3.3 Term 3 (18 July to 29 September 2023)

No. of weeks: 11

Activity	Due date
136. CPF meetings	24 July to 03 August 2023
137. DPF meetings	07 to 16 August 2023
138. PPF meeting	25 August 2023
139. Payment of hostel boarding, private boarding and private transport subsidy advances: Term 3	26 July 2023
140. QMS: Submission of mid-year Monitoring Certificate to district offices	28 July 2023
141. Submit WCED 043 semester reports for period 01 January to 30 June to district offices	28 July 2023
142. School Safety Summit	29 July 2023
143. Schools submit applications for new LTS routes, to commence in <u>January 2024</u> , to circuit managers	18 August 2023
144. Schools submit LTS applications for new additional learners (2024) to circuit managers	18 August 2023
145. Educator staff establishments of ordinary public schools for 2024 made available	25 August 2023
146. Educator staff establishments of special public schools for 2024 made available	25 August 2023
147. Submit inventories of the furniture and equipment disposed of and disposal committees' minutes to the Sub-directorate: Equipment at Head Office	25 August 2023
148. Customer Satisfaction Survey	31 August 2023
Recruitment and Selection publication dates:	
149. Bulletin 3 for Institution-based public servants	04 September 2023
150. Bulletin 3 for Institution-based educators	04 September 2023
WCED Annual Survey for special public schools	
151. Principals sign off	07 September 2023
152. Provincial programme managers sign off	14 September 2023
WCED Annual Survey for special independent schools	
153. Principals sign off	07 September 2023
154. IMGP managers sign off	14 September 2023
155. Update the completion of SIP Action Plans on CEMIS	21 September 2023
156. Term 3 Learner performance data upload opens	22 September 2023
157. Compensation for fee exemptions: WCED informs schools of amounts to be awarded	29 September 2023
Term 3 quarterly absenteeism on CEMIS	
158. ALL principals sign off	29 September 2023
159. Circuit Managers sign off	13 October 2023
SIM	
160. Schools sign off	29 September 2023

161.	Circuit managers sign off	06 October 2023
162.	Submit hostel boarding, private boarding and private transport subsidy claim forms to Head Office: Claims for Term 3	29 September 2023
163.	End of Phase IV Presidential Youth Employment Initiative (PYEI) Project	30 September 2023

3.3.1 Curriculum, tests and examinations

Activity	Due date
164. Due date for application for invigilators for NSC November 2023 examinations	28 July 2023
165. Grade 12 oral moderation begins	To be confirmed
166. Grade 10 subject changes processed on CEMIS	21 July 2023
167. Term 2 Learner performance data upload closes	01 August 2023
168. Common Assessment Task for Life Orientation	September 2023
169. Training of invigilators	September 2023
170. Grade 12 September trial examinations earliest start date	September 2023
171. Provincial Skills Competition	23 September 2023
172. Provincial Grade 12 SBA moderation of a sample of high schools in each district	26 to 28 September 2023

3.3.2 School enrichment activities and capacity building

Activity	Due date
173. Growth Mindset motivational session with principals and school champions	20 July 2023
174. High school public speaking and debating competition: Provincial round	22 July 2023
175. YCAP: Provincial Workshop (Virtual)	28 July 2023
176. Change Mindset orientation for principals and school champions	25 July to 08 September 2023
177. National Schools MOOT Court Competition: Provincial oral round	26 August 2023
178. Project Citizen: Provincial competition	16 September 2023
179. Representative Council of Learners: Conference	23 September 2023
180. Elect educator liaison officers	26 September 2023
181. YCAP: Provincial competition	30 September 2023
182. Change Mindset orientation for principals and school champions	05 to 19 September 2023

183.	Safe Schools Holiday Programme	02 to 06 October 2023
184.	Techno Girl Job Shadowing Project: 3 rd Term intake	02 to 06 October 2023

3.3.3 LTSM processes

Activity		Due date
185.	Submit damaged and worn-out textbooks to disposal committees	04 August 2023
186.	Discuss LTSM progress to be reported to governing bodies and then submit to principals for approval	Before scheduled governing body meetings
187.	Report on textbook retrieval and retention tabled at quarterly governing body meetings	As per scheduled quarterly governing body meetings
188.	Conduct quarterly textbook checks to identify lost and worn-out textbooks	15 September 2023
189.	Monitoring of DBE's volume 2 workbooks	September to October 2023
190.	Delivery of DBE's volume 1 workbooks for Grades R–9	29 September 2023
191.	Ensure that all newly procured textbooks are stamped and provided with unique numbers	As ordered and received

3.4 Term 4 (10 October to 15 December 2023)

No. of weeks: 10

Activity		Due date
192.	Grade R subsidy: CEMIS opens for the submission of claims for four days only	10 October 2023
193.	Administration of WCED Systemic Tests for Grade 3, 6 and 9	11 October to 03 November 2023
194.	CPF meetings	17 to 27 October 2023
195.	DPF meetings	06 to 15 November 2023
196.	PPF meeting	24 November 2023
197.	Payment of hostel boarding, private boarding and private transport subsidy advances: Term 4	18 October 2023
198.	QMS: Completion of annual appraisals (PL 1–4)	20 October 2023
199.	QMS: Submission of annual appraisal scores (schools to adhere to district office submission dates)	01 to 17 November 2023

200.	Schools ready for online progression and promotion capturing	03 November 2023
201.	Second N&S transfer payment and payment of Grade R claims for the 2023/24 financial year and compensation for fee exemptions	15 November 2023
202.	Submit hostel boarding, private boarding and private transport subsidy application forms for 2024 to Head Office	30 November 2023
Draft 2024 SIP		
203.	Principals sign off	30 November 2023
204.	Circuit managers sign off	08 December 2023
SIM		
205.	Schools sign off	01 December 2023
206.	Circuit managers sign off	08 December 2023
207.	SMT draft Work Plans and upload to CEMIS	30 November 2023
208.	Submit copies of approved 2024 school budgets to district offices	01 December 2023
209.	Submit hostel boarding, private boarding and private transport subsidy claim forms to Head Office: Claims for Term 4	13 December 2023
Term 4 quarterly absenteeism on CEMIS		
210.	ALL principals sign off	13 December 2023
211.	Circuit managers sign off	15 December 2023

3.4.1 Curriculum, tests and examinations

Activity		Due date
212.	NSC practical examinations (Computer Applications Technology & Information Technology Paper 1)	October 2023 (to be confirmed)
213.	2023 NSC examinations	October / November 2023
214.	Capture Grade 12 SBA scores on electronic record sheets	27 October 2023
215.	Final district moderation of Grade 12 record sheets	To be confirmed
216.	Term 3 Learner performance data upload close	23 October 2023
217.	NSC practical examinations	To be confirmed
218.	Marking of the 2023 NSC examinations	December 2023
219.	Progression and promotion 2023: Pre-promotion data snapshot on CEMIS	23 November 2023
220.	Capture screens for progression and promotion open	24 November 2023
221.	Term 4 Learner performance data upload opens	27 November 2023
222.	Capture screens for progression and promotion close	19 December 2023
223.	Term 4 Learner performance data upload closes	20 December 2023