2015 Planning Calendar for Schools

This schedule of dates for training programmes, meetings, tests, examinations and important administrative deadlines is provided to aid schools' planning for 2015.

Training workshops or meetings

The WCED will offer optional courses to meet specific needs, for example, ICT proficiency, special needs education and labour 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 2015. Details of these 2-week curriculum (content and methodology) courses for Foundation Phase, Intermediate Phase and Senior Phase teachers and 2-week courses on roles and responsibilities of heads of department, deputy principals and principals, will be sent to all schools in September 2014. This programme will also be available on the WCED website at **http://wced.school.za**

LITNUM Training for Phase 4 schools.

Week 1: 29 June – 3 July 2015
and
Week 3: 13 – 17 July 2015

2015 School Terms

Term	Begins	Ends	No. of weeks	No. of school days
First	19 January (teachers) 21 January (learners)	1 April	11	53 (teachers) 51 (learners)
Second	13 April	26 June	11	51
Third	20 July	2 October	11	52
Fourth	12 October	9 December (learners) 11 December (teachers)	9	45 (teachers) 43 (learners)

Principals' meetings in circuits:

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

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

- 27 February 2015
- 22 May 2015
- 21 August 2015
- 20 November 2015

Safe Schools Holiday Programmes

Programmes for learners are offered by the Safe Schools Sub-directorate during the school holidays.

Safe Schools Holiday Programmes:

- **29 June 2015 – 10 July 2015**
- **5 – 9 October 2015**

Seminars/ Workshops:

- Saturday, 14 March 2015 – **Provincial Safe Schools Cluster Co-ordinators Meeting**
- Saturday, 22 August 2015 – **School Seminar**

Protection of teaching time

Schools must protect teaching time and support learning as follows:

3.1 All learners must be in school and learning for the full 197 days (201 days for teachers), in accordance with the National Learner Attendance Policy.

3.2 Teaching begins on the first day of each term.

3.3 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 5 hours.

3.4 Minimum teaching hours per grade should be observed (this excludes assemblies and National School Nutrition Programme meals).

3.5 Educational excursions must be linked to and enhance the curriculum. Applications for excursions should be submitted to the district director at least 4 weeks in advance of 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

Tests and examinations

Annual National Assessments (ANAs)

The ANAs for Grades 1 to 6 and Grade 9 will take place in September 2015 (final date to be confirmed), and schools will mark the tests internally. More information will be provided by the Department of Basic Education (DBE) in 2015. Reports on the ANAs will be sent to parents by the end of October 2015.

WCED Systemic Tests (Grades 3, 6 and 9)

The WCED will conduct Systemic Tests for Grade 3, 6 and 9. The tests will take place in the morning on one school day during the period 14 to 27 October 2015.

National Senior Certificate (NSC) Examinations

- **Release of the 2014 NSC examination results:**
  6 January 2015 (to be confirmed)
- **NSC Awards:**
  15 January 2015 (to be confirmed)
- **Supplementary NSC examinations:**
  16 February to 24 March 2015 (to be confirmed)
- **NSC practical examinations:**
  19 and 20 October 2015 (to be confirmed)
- **2015 NSC examinations:**
  26 October to 27 November 2015 (to be confirmed)
- **Marking of the 2015 NSC examinations:**
  5 December 2015 (to be confirmed)

Senior Certificate Examinations (Report 550)

- 4 May 2015 to 22 June 2015 (to be confirmed)

Moderation

- Grade 12 oral moderation begins mid-August 2015
- Grade 12 practical moderation begins mid-August 2015
- Provincial SBA moderation: September 2015

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

Grades 4 to 11

Internal examinations should start after 1 June 2015 and 12 November 2015.

All learners are required by law to attend school throughout any test or examination programme, with the exception of the Grade 12 learners, who will be entitled to 5 days of study before the start of the final examinations.

Grade 12 September trial examinations

The examinations should not start earlier than 7 September 2015. The timetable should schedule two examination sessions per day, wherever possible. All other grades will be busy with internal assessments.

The 2015 SGB elections

The national SGB elections are scheduled for March 2015. Electoral officer training will take place in January and February 2015 for new principals.

Representative Council of Learners (RCLs) calendar

The induction of new RCLs is scheduled for February – March 2015. All public schools with Grade 8 and higher must elect Teacher Liaison Officers (TLOs) during September 2015. Election of RCLs will take place in the last school term of 2015.

Online submission of Term Performance

Schools will be required to submit a summary of the Term Performance for learners on CEMIS by the following dates:

TERM	DATE
1	Friday, 17 April 2015
2	Friday, 24 July 2015
3	Friday, 16 October 2015
4	Friday, 11 December 2015 (Grades 1 – 11 only)

Norms and Standards allocation (N&S) for Ordinary Public Schools

Final N&S allocation for 2015/16 financial year will be published on CEMIS	31 March 2015
First transfer payment for 2015/16 financial year	30 April 2015
Second transfer payment for 2015/16 financial year	30 November 2015

School Improvement Plans (SIPs) – Annual reports & IQMS dates

Activity	Due date
Schools conclude SIPs	30 January 2015
SIP sign-off: IMG Managers and Principals	13 February 2015
Quarterly School Improvement Monitoring (SIM) report to be completed on CEMIS and signed off by both Principal and IMG Manager on a hard copy which is retained for audit purposes.	27 March 2015 19 June 2015 23 September 2015 13 November 2015
Baseline scores (new teachers)	13 March 2015
Submission of SPMDS scores of public service staff to education district office	17 April 2015
Submission of performance agreement certificates of public service staff to district office	29 May 2015
Complete summative evaluation, list of SDT members, educator improvement plans	23 October 2015
Submission of 6 monthly review certificate of public service staff to district office	30 October 2015
SIP 2016 Action Plan sign-off by schools	2 October 2015
Schools submit to district offices internal moderation reports on evaluation process	27 November 2015

Important administrative dates for 2015

Activity	Due date
Submit online applications for growth- or curriculum posts	January/February 2015
Applications for NSC exam re-marks and re-checks	26 January 2015
Closing date for registration for NSC supplementary exams	26 January 2015
The Snap Survey for ordinary schools	27 January 2015
Grade 12 subject-change requests	30 January 2015
Submission, to Directorate: Strategic People Management, applications to conduct remunerated work outside the public service during 2015-16 (employees will receive responses before the end of March 2015).	30 January 2015
CEMIS made available for capturing of information on compensation for school fee exemption	2 March 2015
Annual School Survey at ordinary public schools Snap Survey for special schools	3 March 2015
Closing date for registration for 2015 NSC exams	16 March 2015
Quarterly Attendance Return Capture Screen	1 April 2015 26 June 2015 2 October 2015 11 December 2015
Monthly Learner Absentee Return Capture Screen	End of month or school term
Submit applications for extension and/or curtailment of curriculum to district office	30 April 2015
Submit online data on newly elected SGB members and RCLs	30 April 2015
Sign-off: Compensation for School Fee Exemption on CEMIS	26 June 2015
Online Grade 10 and 11 subject change requests	31 July 2015
Sign-off on CEMIS of Grades 3, 6 & 9 learner registers for the WCED Systemic Tests	3 August 2015
Special Schools Annual Survey (online)	1 September 2015
Grade 12 SBA scores captured on CEMIS	September 2015
CEMIS promotion and progression readiness online	13 November 2015
Capture promotions and progressions online on CEMIS	Until 11 December 2015

LTSM

The procurement of learning and teaching support materials (LTSM), especially textbooks, learner stationery and library resource material (print, audio-visual and e-resources), must be given special attention so that learners are not disadvantaged. For this to happen, the following due dates should be noted:

- **Submit WCED 032 forms** to Head Office (only non-section 21 schools):
  27 February 2015

Non-section 21 schools will be informed timeously in 2015 when to place online orders for 2016 for learner and teacher stationery as well as cleaning materials.

All schools will be notified timeously in 2015 when to place their orders for top up textbooks for 2016.

- **Submit school budget for 2016** to district office:
  2 December 2015

Furniture and Equipment

Activity	Due date
Schools submit requisitions (WCED 026A & 026B) for school furniture and equipment to district office	6 February 2015
District offices submit prioritised lists for furniture and equipment to Chief Directorate: Districts	27 February 2015

Staffing and staff establishments

Publication dates

Vacancy List 1	13 February 2015
Vacancy List 2	24 March 2015
Vacancy List 3	27 June 2015

Staff establishments will be made available to schools by 21 August 2015.

Visits by district office staff (frequency and nature)

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

District offices' contact details

Education district office	Telephone number
Metro Central	021 514 6700
Metro East	021 900 7005
Metro North	021 938 3000
Metro South	021 370 2000
Eden & Central Karoo	044 803 8300
Cape Winelands	023 348 4600
West Coast	021 860 1200
Overberg	028 214 7300