



Province of the
EASTERN CAPE
DEPARTMENT OF EDUCATION

Steve Vukile Tshwete Education Complex * Zone 6* Zwelitsha * Private Bag X0032 * Bhisho * 5605 * REPUBLIC OF SOUTH AFRICA * Tel: +27 (0)40 608 4224 Fax: 040 6084721 * Website: ecprov.gov.za * Email: nosipho.skenjana@edu.ecprov.gov.za

CIRCULAR NO 58 OF 2008

**TO : CHIEF DIRECTORS
CLUSTER CHIEF DIRECTORS
DIRECTORS
DISTRICT DIRECTORS
CESs MANGO
EDOs
PRINCIPALS**

FROM : SUPERINTENDENT GENERAL

**SUBJECT: CHECKLIST OF THINGS TO DO IN PUBLIC ORDINARY SCHOOLS
IN PREPARATION FOR SMOOTH START OF A NEW ACADEMIC
YEAR**

DATE : 09 OCTOBER 2008

1. PURPOSE

The purpose of this circular is to bring to the attention of all principals of public ordinary schools about issues that need to be done in preparation for a smooth start of a new academic year.

2. BACKGROUND

It has come to the attention of the Department that schools are usually at different levels of readiness for the beginning of a new academic year, with most schools observed as not in good state of readiness. This has serious implications for the image of the department, particularly to the Political Leaders that often visit the schools.

2.1 ROLE OF PRINCIPALS

To circumvent this challenge, principals are obliged to comply to complete the attached checklist of 'Things To Do' to ensure that all activities listed herein are carried out in preparation for the new academic year. If principals are experiencing challenges or matters beyond their control they should solicit assistance of their relevant EDOs so as to ensure that activities are carried out effectively e.g. procurement of LTSM for Section 20 schools.

The copy of the checklist must be submitted to the EDO by the end of November.

2. 2 ROLE OF EDOs

EDOs must collate information about schools in their circuits from the checklists, for the purpose of identifying cases that need urgent intervention.

District Directors must provide an executive summary of the collated information as part of the District School Readiness Report which should be submitted to Head Office by the first week of December.

Education Development Officers (EDOs) should ensure that principals and SMTs of schools complete the checklist before the 30 November. EDOs should also monitor and support schools according to their needs during the course of the year in order to ensure that schools respond positively to the checklist.


NV MAHANJANA
SUPERINTENDENT GENERAL



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CHECKLIST OF ISSUES FOR ATTENTION AT SCHOOLS IN PREPARATION FOR 2009 ACADEMIC YEAR

DISTRICT : _____
NAME OF SCHOOL : _____
PRINCIPAL : _____
CONTACT DETAILS : TEL : _____
CELL : _____

NO	ACTIVITIES	TIME FRAME	DONE/RECEIVED	
			YES	NO
1	Application for ID documents for Grade 10-12 learners	Sept 2008		
2	Pre-evaluation discussions-for summative evaluation	15-26 Sep 2008		
3	Quarterly Financial Reports submitted (S20 , S21 and Special Schools)	30 Sept 2008		
4	Grade 12 Trial analysis of results	06 Oct 2008		
5	Registration of examination Centres for Grade 9 and 12	Oct 2008		
6	Preliminary Paper Budgets received by school	06 Oct 2008		
7	Submission of school LTSM Co-ordinators to districts	10 October 2008		
8	Development of School Budget estimates for 2009	24 Oct 2008		
9	Parents' Annual General Meeting and approval of school budget	Oct/Nov 2008		
10	Pre-evaluation discussions-for summative evaluation for Grade 9&12 educators	6-17 Oct 2008		
11	Lesson observation, feedback, discussion & resolution of differences (all educators)	6-17 Oct 2008		
12	Lesson observation, feedback, discussion & resolution of differences (Grade 9&12 educators)	20-31 Oct 2008		
13	Submission of LTSM Requisitions by Section 21 Schools to District Office	15 October 2008		
14	Submission of Grade 12 and Grade 9 CASS Mark Sheets, Learner Portfolios and Educator Portfolios for moderation	06-17 Oct 2008		

15	Submission of Audited Financial Statement (S21 and Special Schools)	24 Oct 2008
16	Finalisation of Learner Admissions for all grades	31 Oct 2008
17	Development of the school organogram and job descriptions for SMTs and educators	31 October 2008
18	Allocation of duties to SMTs and educators for next academic year	31 October 2008
19	Development of lists of learners, vehicles and routes for scholar transport	31 October 2008
20	IQMS summative evaluations for all educators conducted by the school	3-14 Nov 2008
21	Development of Personal Growth Plans (PGPs) for 2009	10-14 Nov 2008
22	Submission of IQMS summative scores to District office	17-21 Nov 2008
23	Submission of School Improvement Plans (SIPs) based on Subject Improvement Plan and Educator improvement Plan & to District Office	17-21 Nov 2008
24	Submission of Amendment of IQMS Management Plan (in cases where new educators will be joining in 2009)	
25	Development of Year and Term Planner for 2009	Nov 2008
26	Teacher & subject /Learning Area allocations for 2009	Nov 2009
27	Development of (NCS compliant) School Time-Table for 2009 (composite, individual & class time tables)	Nov 2008
28	Development of Subject & Learning Area Improvement Plans for 2009	Nov 2008
29	2009 Year Plan for assessment & examinations per Grade	Nov 2008
30	Joint planning meeting with feeder schools (GET & FET)	Nov 2008
31	Finalization of subject choices and enrolment for Grade 10	Nov 2008
32	Retrieval of LTSM from learners and updating of LTSM stock register	Oct/Nov 2008
33	Stationery and text books delivered to school	Nov 2008
34	Updating of Educator Leave Register	Nov 2008
35	Chalks, dusters, office stationery delivered to school	31 Nov 2008
36	School Calendar received by school	31 Nov 2008
37	Educator attendance registers received by school	31 Nov 2008
38	Learner attendance registers received by school	31 Nov 2008
39	Schedules completed and submitted to district offices	05 Dec 2008
40	Analysis of Subject/Learning Area Performance for Grades 8-11	05 Dec 2008
41	Closing of Schools (Learners)	05 Dec 2008
42	Learner Reports issued to parents	05 Dec 2008
43	Development of class lists for 2009	08 Dec 2008
44	Closing of Schools (Educators)	09 Dec 2008

PRINCIPAL : _____

SIGNATURE: _____

DATE : _____

MONITORED & VERIFIED BY:

CIRCUIT MANAGER: _____

SIGNATURE : _____

DATE : _____

