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Province of the
EASTERN CAPE
DEPARTMENT OF EDUCATION

DEPARTMENT OF EDUCATION DISTRICT CO-ORDINATION & SUPPORT CLUSTER C 2014 -08- 26 RECEIVED BY: <u>V. NTOZINI</u> INITIALS & SURNAME PROVINCE OF THE EASTERN CAPE
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CIRCULAR NO 19 of 2014

**TO : OFFICE OF THE MEC
 DEPUTY DIRECTORS GENERAL
 CHIEF DIRECTORS
 DIRECTORS: HEAD OFFICE & DISTRICT DIRECTORS
 EDOS
 SCHOOL PRINCIPALS
 SCHOOL GOVERNING BODIES**

FROM : HEAD OF DEPARTMENT: EDUCATION

SUBJECT: SCHOOL READINESS PLAN FOR 2015 ACADEMIC YEAR

DATE : 13 AUGUST 2014

1. PURPOSE

This circular serves to guide principals and School Governing Bodies of all public ordinary schools on the critical issues to note in preparation for a smooth start of 2015 academic year.

2. BACKGROUND AND CONTEXT

The following is provided to provide assistance with regards to effective teaching and learning at the beginning of the 2015 school year.

Officials at both school and office level are implored to ensure that all processes and tools required during and before the opening of schools are in place. Principals, their School Management Teams and School Governing Bodies are advised to pay attention to critical issues specifically those that regulate admissions as prescribed by law and outlined clearly in Circular No 6 of 2014 dated 02 April 2014.

3. NECESSARY STRUCTURES FOR THE FACILITATION OF ADMISSIONS

Effective management of admissions must be managed through the establishment of the following relevant structures:

- School Admission Committees
- Circuit Admission Committee
- District Admission Committee

These Committees must assist in ensuring that all learners are placed in schools in accordance with Management Plan that was issued with Circular No 6 of 2014 on or before the first day of the 2015 Academic Year.

4. DOCUMENTS REQUIRED IN PREPARATION OF SCHOOL READINESS VISIT

The department in collaboration with various stakeholders will sample schools for school readiness visits from September 2014. Schools are required to ensure that forward planning for academic year 2015 and the critical school management documents are readily available for perusal by the departmental officials visiting schools.

- ✓ • Admission process and registers (SASAMS)
- Class Lists
- Allocation of subjects and duties
- Learner and Educator Attendance Register
- Leave Register
- Pre-school opening activities(Infrastructure)
- Staff and SMT Minute Books
- ✓ • School Development Plan; School Improvement Plan; IQMS Management Plan and Duty Roster for 2015.
- SGB Minute Book
- ✓ • AGM (approval of budget)
- ✓ • All delivered LTSM Records(Stationery, Textbooks and Workbooks)and Retrieval Processes
- ✓ • 2015 Time Tables (Composite, Individual Time Tables and Class Time Table)
- ✓ • Copies of 2014 Promotion Schedules and analysis of results
 - School Assessment Plan per subject / Learning Area and Grade
 - Details regarding scholar transport including special schools
 - Information on School Nutrition Programme and records of stipends paid to meal servers in 2014.
- ✓ • Staffing profile (Teacher Provisioning)
 - SGB Schedule of meetings for 2014/15
 - SGB eligibility/ functionality and RCLs

evaluation

- Proof of the submission of financial records to accredited auditors
- Transfer Payments due to school

5. SCHOOL READINESS TEMPLATE

A checklist is attached for the attention of all schools to note in preparation for the 2015 Academic Year. Schools and districts are to use this tool to gauge the state of readiness for each school and report on monthly basis.



R. Tywakadi
Acting Head of Department: Education

MANAGEMENT PLAN FOR LEARNER ADMISSIONS

No	ACTIVITY	RESPONSIBILITY	TIME FRAME
1.	Re- enrolment of learners		
1.1	Currently enrolled learners are re- registered	School principal and SGBs	7 April -14 May 2014
2.	Registration process		
2.1	Admission period		7 April-29 August 2014
2.2	Application period		7 April- 27 May 2014
2.3	Distribution of application forms to parents	School principal and SGBs	7 April- 27 May 2014
2.4	Return of application forms with all required documentation fromto	Parents	15 April- 27 May 2014
3.	Placement of learners by the school		
3.1	Placement of learners and inform parents of success and unsuccessful applications in writing	School principal and SGBs	24 June 2014
3.2	Parents accepts/rejects placement offers in writing	Parents	24 July 2014
4.	Placement of learners by districts		
4.1	Placement of unplanned learners who applied within the application period, in schools with available space	Districts	29 August -13 October 2014
4.2	District Director finalize placement of all unplaced learners.	Districts	29 August-03 November 2014
4.3	District Directors submit to Head Of Office a list of all learners who have not been placed	Districts	04-07 November 2014

building blocks for growth.



From a classroom to a life



4.4.	District Director manage the placement of late registration and submit daily statics to Head Office		Daily
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building blocks for growth.



FRAMEWORK FOR SCHOOL READINESS PLANNING BY DISTRICTS FOR 2015

NO.	FOCUS AREA	ACTIVITIES	TIME FRAME	RESOURCES NEEDED	RESPONSIBILITY	PROGRESS MADE
1	Learner Admissions					
2	Procurement and Delivery of LTSM					
3	Procurement and Delivery Educational Consumables					
4	Ensure Compliance Issues					
5	PPN					
6	Infrastructure					
7	Strategic Planning					
	- District					
	- Circuit					
	- School					
8	Assessment of educators (IQMS)					
9	Budgeting & AGMs					
10	Programme for monitoring of exams and issuing of results					
11	Preparation for January school readiness visits					
12	Planning for consultative meetings with School, Circuit and					

NO.	FOCUS AREA	ACTIVITIES	TIME FRAME	RESOURCES NEEDED	RESPONSIBILITY	PROGRESS MADE
	District level.					

SIGN OFF

DISTRICT DIRECTOR		<i>District Stamp</i>
SIGNATURE		
DATE		

NB: PROGRESS REPORT IS EXPECTED ON MONTHLY BASIS WITH EFFECT FROM 1st SEPTEMBER 2014.



Province of the
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EDUCATION

SCHOOL READINESS REPORTING TOOL 2015
1. CORE DATA

Total No of schools in the district	GET	
	FET	
	Special schools	
No of schools visited	GET	
	FET	
	Special schools	
Total No of FET underperforming schools (below 60%) in the district		
Total No of FET underperforming schools (below 60%) visited by the district		

2. COMPOSITE REPORT

2. 1. Provide a detailed (STATISTICS) report indicating progress and challenges in relation to the following key result areas:

Key result area	Achievement	Challenges	Planned intervention activities	Responsibility	Time frame
1. Learner enrolment					
2. PPN (Teacher availability)					
3. Learner admissions					
4. LTSM delivery					
5. Time tabling					
6. Availability of classrooms					
7. Learner and teacher attendance					



Key result area	Achievement	Challenges	Planned intervention activities	Responsibility	Time frame
8. Teaching and Learning					
9. Basic necessities					

2.2. Highlights

2.3. Challenges

2.4. Recommendations and Interventions

District Director

Date

