



Province of the
EASTERN CAPE
EDUCATION

OFFICE OF THE SUPERINTENDENT-GENERAL

Steve Vukile Tshwete Complex, Zone 6 Zwelitsha, 5608, Private Bag X0032, Bhisho, 5605 REPUBLIC OF SOUTH AFRICA: **Website:** www.ecdoe.gov.za : Email: nomandla.gobeni@edu.ecprov.gov.za: **Tel 040 604208 Fax: 086 647 8477**

Enq: Ms P Vinjevold

Date: 28 June 2017

**TO : ALL DDGs
CLUSTER CHIEF-DIRECTORS
DISTRICT DIRECTORS
ALL SCHOOL PRINCIPALS**

Dear Principals and Teachers

As the second school term draws to a close I would like to take this opportunity to thank you for your hard work and dedication in the first six months of 2017.

I also wish to communicate our plans to ensure a smooth start to the 2018 school year so that teaching and learning can begin in the first week of the first school term.

I request that you support us in preparing for January 2018 in the following ways:

1. LTSM – workbooks, textbooks and stationery

1.1 Workbooks

Workbook 1 will be delivered to schools by 29 September and Volume 2 by 30 November 2017. Please allocate a senior member of staff to the responsibility of receiving, checking and signing for the workbooks. If there are any shortages in the workbooks received please immediately inform your district LTSM co-ordinator. Please also ensure that adequate, safe storage space is allocated for the workbooks until January 2018.

1.2 Textbooks

Orders for textbooks for 2018 must be submitted to your district by 30 July 2017. See the attached memo in this regard. The district LTSM co-ordinator is able to assist you if you have any queries. Please ensure that the textbooks are entered into the school's LTSM Inventory on receipt of the books.

1.3 Stationery

Stationery will be delivered to Quintile 1, 2 and 3 schools by November 2017. Please allocate a senior member of staff to the responsibility of receiving, checking and signing for the stationery. Immediately inform your district LTSM co-ordinator of any shortages in the stationery received. Please also ensure that adequate, safe storage space is allocated for the stationery until January 2018.

2. Furniture – desks and chairs

In May 2017, schools with furniture shortages were requested to place orders for desks, tables and chairs. Approximately 20 000 desks were delivered to school in June 2017 and more will follow once orders have been verified. Orders for over 100 000 chairs have been placed and these will be delivered from 25 July to 30 August 2017. Please ensure that this furniture is entered into the school's inventory or asset register.

3. Educators

3.1 Post Establishments

MEC Makupula and the Head of Department, Mr Themba Kojana, will be consulting teacher unions and School Governing Body Associations on post allocations for 2018. After the consultations the ECDOE is scheduled to provide staff establishments for 2018 to schools by 25 August 2017.

3.2 Bulletins

The ECDOE published two promotion post bulletins in June 2017. The closing date for the posts in these Bulletins is 31 July. Please ensure that you finalise the members of the panels for selection and dates for shortlisting, interviews and other selection processes before 31 July 2017. Short-listing should take place by 15 August and selection processes concluded by 31 August 2017. The nominated candidates and all the relevant documents must be submitted to the district office by 4 September 2017.

4. Teacher Development

Four Provincial Teacher Development Institutes and nine District Teacher Development Centres have been approved and will be re-furnished over the next three years to provide professional development opportunities to teachers close to their place of work.

In September the ECDOE will publish the Teacher Development Plan for 2018 to ensure that all teachers are aware of the teacher development opportunities available to them in the course of the year.

Year Planner

In September 2017 the ECDOE will also publish a year planner for 2018 with all the key administrative dates, namely publication of bulletins, submission of quarterly reports etc.,

Thank you again for your hard work and dedication this term.

I wish you a happy and relaxing holiday.

Best wishes

T S KOJANA
SUPERINTENDENT-GENERAL

DATE: _____