



---

**OFFICE OF THE HOD: EDUCATION**

Steve Vukile Tshwete Complex, Zone 6 Zwelitsha, 5608, Private Bag X0032, Bisho, 5605 REPUBLIC OF SOUTH AFRICA:  
Enquiries: Amos. Fetsha Tel: 040 608 4795 . Email: [amos.fetsha@ecdoe.gov.za](mailto:amos.fetsha@ecdoe.gov.za) Website: [www.ecdoe.gov.za](http://www.ecdoe.gov.za)

---

**INTERNAL MEMORANDUM**

**TO:** ALL DDGS  
ALL CHIEF DIRECTORS  
ALL DIRECTORS: HEAD OFFICE AND DISTRICTS  
ALL DISTRICT MANAGEMENT TEAMS  
ALL CIRCUIT MANAGERS  
ALL SCHOOL PRINCIPALS

**FROM:** HEAD OF DEPARTMENT – EDUCATION

**SUBJECT:** MANAGEMENT PLAN FOR SCHOOL READINESS OPENING –  
JANUARY 2024

**DATE:** 07 NOVEMBER 2023

---

**1. PURPOSE**

This School Readiness Management Plan serves to guide all officials in the Eastern Cape Department of Education (ECDOE) on the critical issues to note in preparation for a smooth start of 2024 academic year whilst soliciting for responses and progress on the Portfolio Committee House Resolutions and recommendations.

**2. BACKGROUND AND CONTEXT**

2.1 It is the time of the year again where the ECDOE should start preparing schools for the next academic year, 2024. According to the 2024 school calendar, schools are scheduled to open on 15 January 2024 for teachers to prepare for the arrival of learners and commencement of teaching and learning on the first day of school, 17 January 2024.

2.2 The school readiness programme also takes into consideration the support that stakeholders are playing including the oversight role of the ECPL as well as the Back-to-school initiatives by the OTP.



2.3 The school opening in 2024, marks the end of the 6<sup>th</sup> parliamentary term as well as the beginning of the 7<sup>th</sup> administration inclusive of the National elections expected to take place during the year 2024.

2.4 The preparations into 2024 would then require the ECDOE to reflect on the following:

2.4.1. the status of the implementation of all the House Resolutions from 2019, 2020, 2021, 2022/23 school oversight visits by the members of the Eastern Cape Provincial Legislature (ECPL) as well the members of the Executive Council (EXCO).

2.4.2. what has been the progress on the performance of the ECDOE to improve the situation in the districts offices and schools that were visited in the period 2019-2023.

2.5 The reports containing the House Resolutions of this five-year period are divided into:

- ECDOE General findings (2019, 2020, 2021, 2022/23)
- Districts' General findings (2019, 2020, 2021, 2022/23)
- Individual school findings visited in the five-year period. During this period, the ECPL in particular, visited 746 schools.
- Visits to 10 Special schools in 2020
- Visits to 17 schools with hostels in 2021
- Visits to 11 Agricultural schools in 2022
- Petitions

2.6 Therefore, a full - service delivery report for the entire 6<sup>th</sup> parliamentary term needs to be provided.

2.7 It is against this background that all Branches and their Chief Directorates are provided with the attached reports (2021-2023) so that they provide an update on the implementation of the findings and recommendations.



2.8 Further, expected from all Chief Directorates are close-out reports (2029- 2023) indicating the performance of the Department in their area of operation, in line with the political value of the ECDOE report at this time in the calendar of South Africa.

2.9 Furthermore, the school readiness programme is a culmination of cross cutting activities coordinated from different Branches in the Department as it seeks to ensure that schools are prepared for a smooth take-off of the new academic year, 2024. Below are focus areas for school readiness preparedness. Chief Directorates are, therefore, required to utilise the attached PowerPoint template to provide the status of their 2024 preparedness.

**Branch: EDC and IOM:**

- Learner admissions – CD: RSA
- Delivery of Learner Teacher Support Material (Textbooks) – CD: RSA
- Delivery of Learner Teacher Support Material (Stationery) – CD: RSA
- Learner workbooks – CD: RSA
- Furniture for Learners and Educators – CD: RSA
- Rationalisation and Realignment of schools – CD: RSA
- Additional Classrooms – CD: PRM
- Plan to deal with disaster schools – CD: PRM
- Water provision – CD: PRM
- Sanitation – CD: PRM

**Branch: Curriculum Management:**

- Scholar Transport – CD: ESSS
- Hostel readiness – CD: ESSS
- Special schools' readiness – CD: ESSS
- School Nutrition Programme – CD: ESSS
- School safety – CD: ESSS
- Psychosocial support – CD: ESSS
- School safety issues - CD: ESSS
- Curriculum plan – CD: Curriculum

**Branch: Corporate Services:**

- Availability of teachers – CD: HRM&D
- Filling of vacancies – CD: HRM&D
- Provision of school non-teaching personnel CD: HRM&D
- Status of PYEI – CD: HRM&D

**Branch: CFO**

- Payments/transfers to schools – CD: Financial Management





### 3. DELIBERATIONS

3.1 The members of Provincial Executive Committee (EXCO – Premier and MECs) and Eastern Cape Provincial Legislature (ECPL) will be conducting school opening readiness visits in January 2024. The dates will be circulated once the Department has received a formal communication from the OTP and ECPL. The aim of the school visits is to assess school readiness for 2024 academic year.

3.2 The team of officials from the Department led by DDGs, Chief Directors and Directors will be deployed to accompany teams from OTP and ECPL and will assist in giving clarity to issues that will be picked up during these visits. All the Departmental officials should remain in the teams to which they are allocated, only the Head of Department may decide to withdraw any member from the team.

3.3. Chief Directorate IOM has already issued out a School Readiness Checklist 2024 (hereto attached), to be distributed to all schools, as a guide to ensure that all schools are prepared for the take-off of the 2024 academic year. **Pre-school closure readiness visits must be conducted by all Circuit Managers between 01-13 December 2023.**

3.4 Other activities which will be co-ordinated by the DDG: EDC&IOM include:

3.4.1 Consolidation of the ECDOE close-out report of highlights of what has taken place since the oversight visits – 2019 to 2023. (i.e.the reflection of the five past years).

3.4.2 Updated progress on the implementation of House Resolutions – (2019 to 2023).

3.4.3 Updated progress on the implementation of district and individual schools' reports (2019- 2023) by Cluster Chief Directors and District Directors.

3.4.4 Consolidation of the ECDOE plan for the smooth start of 2024 Academic year (Power -point Presentation).

3.4.5 Identification of schools that will be visited by ECPL members and EXCO in January 2024, together with their profiles.

3.4.6 Identification of ECDOE teams to participate in the ECPL and EXCO January 2024 school readiness visits.



- 3.4.7 Weekly progress reporting by all Branches every Wednesdays, 08h00-10h00, from 15 November 2023.
- 3.4.8 Develop and share a step-by-step activity plan with timeframes to be reported against it, weekly as stipulated in 3.4.6 above.

#### 4. CONCLUSION

The implementation of this management plan will culminate into interventions to address the findings made from 2019 to 2023. All managers at different levels have a special responsibility to help safeguard schools from the adverse consequences of potential crisis. It is therefore imperative that schools are ready for the reopening for 2024 academic year by ensuring that the necessary mechanisms and resources for effective and efficient teaching & learning are in place.

Through this instruction, managers at all levels are sensitised of their roles and responsibilities to render the entire Education System effective and efficient.

**All Branches/Chief Directorates must return the requested (i) Updated Progress reports on implementation of 2029 to 2023 House Resolutions (ii) 2019 to 2023 Close-out report on the performance of the Department (iii) ECDOE plan for 2024 school opening preparedness – to the Office of the DDG-EDC&IOM (Ms Nodumo Nyembezi) and to the Office of the Chief Director-IOM (Ms Nozibele Mtebele) by 10 November 2023.**

Yours in quality education

**DR A.S. NUKU**  
**HEAD OF DEPARTMENT: EDUCATION**  
**DATE: 08.11.2023**