



Province of the  
**EASTERN CAPE**  
**EDUCATION**

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Curriculum Management  
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**TO: CURRICULUM INSTRUCTION: CI03/ 2023**  
**DEPUTY DIRECTORS-GENERAL;**  
**CHIEF DIRECTORS;**  
**HEAD OFFICE DIRECTORS;**  
**DISTRICT DIRECTORS;**  
**CHIEF EDUCATION SPECIALISTS;**  
**EDUCATION DEVELOPMENT OFFICERS;**  
**DEPUTY CHIEF EDUCATION SPECIALISTS;**  
**SENIOR EDUCATION SPECIALISTS;**  
**PRINCIPALS OF PUBLIC AND INDEPENDENT SCHOOLS;**  
**TEACHER UNION;**  
**SCHOOL GOVERNING BODIES**

**DATE: 16 JULY 2023**

**SUBJECT: IMPROVE READING TO IMPROVE LEARNING CAMPAIGN GRADE**  
**1 - 9 (2022 - 2023)**

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## **1. BACKGROUND**

- 1.1 Curriculum Directive Instruction 02 / 2023 provided an overview of the Eastern Cape Department of Education's Reading Strategy and Campaign.
- 1.2 That Directive included one of the most important aspects of the Reading Strategy, namely that **all schools are expected to develop and implement their own School Reading Policy (SRP)**.
- 1.3 This Curriculum Instruction provides guidelines to schools on the minimum expected content of their School Reading Policies.

## **2. MINIMUM EXPECTED CONTENT OF THE SCHOOL READING POLICY**

### **2.1 The School Reading Policy Specifications**

- 2.1.1 The School Reading Policy should include:

- ✓ the Language of Learning and Teaching of the school;
- ✓ the Home Language of the school;
- ✓ The First Additional Language (FAL) of the school;
- ✓ The Second Additional Language if applicable of the school;
- ✓ the School's Reading Norms;
- ✓ the name of the School's Reading Champion.

2.1.2 The School Reading Policy should be developed by a team of teachers from the school. The team should consist of both language teachers and teachers of other subjects.

2.1.3 The draft School Reading Policy should be presented to all teaching staff at the school and the School Governing Body (SGB) for comment.

2.1.4 Once comments have been considered, the final approved School Reading Policy should be signed by the School Principal and the Chairperson of the SGB.

2.1.5 The final School Reading Policy should be emailed to the Circuit Manager of the School before 30 October 2023.

## **2.2 Parents**

2.2.1 Once the School Reading Policy has been finalised, the Policy should be communicated to parents and caregivers via Whatsapp, letters or face-to-face meetings.

2.2.2 The role of parents and caregivers in supporting learners should be clearly explained. For example, parents and caregivers can be asked to ensure that their children read for 45 minutes every afternoon / evening.

## **2.3 Partners**

2.3.1 Once the School Reading Policy has been finalised, the Policy should be communicated to at least two potential partners through letters or face-to-face meetings.

2.3.2 Partners may include churches, faith-based organisations, ward councillors, Non-Governmental Organisations (NGOs), libraries, businesses, municipalities etc.

2.3.3 The role that partners can play in supporting the SRP should be clearly explained.

## **2.4 Teachers**

2.4.1 All teachers should be oriented to the School Reading Policy and informed of their responsibility for teaching reading and the implementation of the School Reading Policy. This should not only be the responsibility of language teachers.

2.4.2 Teachers may request training in particular areas of teaching reading. The ECDOE Teacher Development Prospectus will provide details of the training to be provided in 2024 and subsequent years. The School Reading Policy should specify which teachers will attend training in 2024.

2.4.3 A selection of Teacher Assistants should be appointed and trained to support the School Reading Policy through reading to learners or asking learners to read to them inside and outside the classroom.

## **2.5 Time**

2.5.1 The School Reading Policy should provide the hours allocated for reading each day of the week in each grade. For example, in the Foundation and Intermediate Phases the teaching of reading is allocated 75 minutes. Additional reading time for learners and remedial time for struggling learners should also be specified.

2.5.2 The School Reading Policy should indicate the dates on which they will celebrate reading e.g. World Book Day etc.

2.5.3 The School Reading Policy should indicate dates and time for motivational programmes such as spelling bees, reading clubs, writing competitions, readathons etc.

## **2.6 Texts**

2.6.1 The School Reading Policy should list the reading resources used for teaching reading and whether the school has a library or classroom libraries/reading corners.

2.6.2 All Grade 1 to 9 learners will receive DBE Workbooks for Languages and Mathematics in 2024 and beyond. The School Reading Policy should specify when these books will be handed out to learners and how they will be used. The Workbooks should be used not only for Languages and Mathematics, but for other reading activities including reading at home to parents and caregivers.

2.6.3 All Grade 1, 2 and 3 teachers will receive a Graded Reading Series from 2024 onward. The School Reading Policy should specify when these books will be handed to learners, and how they will be used in class and at home.

2.6.4 Reading books can be downloaded for free from a variety of platforms. The School Reading Policy should stipulate the names of the platforms which have been studied and downloaded by teachers.

## **2.7 Tests**

2.7.1 The School Reading Policy should include the different testing / assessment tools which will be used to determine the reading progress being made by learners in each grade.

2.7.2 These include:

- ✓ Screening Identification, Assessment and Support (SIAS) tool to identify reading challenges;
- ✓ The Early Grade Reading Assessment (EGRA) in Grades 1, 2 and 3;
- ✓ Reading and comprehension questions in all subject tests and examinations;
- ✓ Item banks with quality School Based Assessments for Languages; ✓ Spelling Tests;
- ✓ Dictation.

## **3. CONCLUSION**

3.1 Annexure 1 of this Circular contains a template which may be used by Schools for their School Reading Policy.

3.2 The ECDOE appreciates your commitment to supporting reading and looks forward to receiving your School Reading Policy.

Yours in education,



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**R TYWAKADI**  
**CURRICULUM AND ASSESSMENT MANAGEMENT**

31 July 2023

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**Date DDG:**