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OFFICE OF THE SUPERINTENDENT-GENERAL: EDUCATION

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## CIRCULAR 18 OF 2013

**TO:** DEPUTY DIRECTORS-GENERAL  
CHIEF DIRECTORS  
DIRECTORS: HEAD OFFICE AND DISTRICTS  
CHIEF EDUCATION SPECIALISTS  
DEPUTY CHIEF/ SENIOR EDUCATION SPECIALISTS  
PRINCIPALS OF ALL SCHOOLS  
SCHOOL GOVERNING BODIES  
TEACHER UNIONS

**FROM:** SUPERINTENDENT-GENERAL: EDUCATION

**DATE:** 24 JULY 2013

**PROGRAMME OF ACTION FOR 3<sup>RD</sup> QUARTER 2013:  
ACHIEVEMENT OF LEARNING OUTCOMES.**

### A. INTRODUCTION

As we move into the 3<sup>rd</sup> Quarter of the 2013 school year, all personnel at Head Office, Districts and Schools are directed to note the **Programme of Action for implementation in the 3<sup>rd</sup> Quarter of the academic year.**

The Programme of Action outlined in this circular, has been endorsed by the extended Departmental Executive Committee (DEXCO) of the Eastern Cape Department of Education and should be the focus of implementation at all levels of the provincial education system during the 3<sup>rd</sup> Quarter of 2013.

Furthermore, this Circular should be read in conjunction with Circulars 1, 2 and 3 of 2013, which are aimed at strengthening and improving Learner Outcomes as per the Provincial Learner Attainment Strategy (LAIS) plan for 2013.

## **B. FOCUS AREAS OF THE PROGRAMME OF ACTION: 3<sup>RD</sup> QUARTER**

The LAIS Programme of Action for the 3<sup>rd</sup> Quarter of 2013 has eight (08) focus areas as follows:

1. Tracking learner outcome targets (GET & FET).
2. Extra tuition for Curriculum coverage (ANA & FET).
3. Matric countdown roll-out programme and preparation for NSC Exams.
4. Academic Readiness to conduct Annual National Assessments and Reading, Literacy and Numeracy strategy.
5. Administrative Readiness for ANA/ NSC Final Exams.
6. Submission of SBA marks (Grade 12).
7. Back to Basics School Functionality & Management.
8. Learner Support & Motivation Programmes.

Each of these eight focuses is unpacked below and specifies actions to be undertaken by the Provincial Head Office, District Offices and Schools. It is expected that these activities be concluded by the end of the 3<sup>rd</sup> Quarter of the 2013 academic year, in order to ensure that learners are afforded maximum opportunities to achieve the Learning Outcomes stipulated by the Curriculum and are adequately prepared for their final examinations as we move towards the end of the 2013 academic year. However, all 8 focus areas will continue to have significance for activities in the 4<sup>th</sup> Quarter of 2013.

## **C. OUTLINE OF FOCUS AREAS FOR IMPLEMENTATION: 3<sup>RD</sup> QUARTER 2013**

### **1. FOCUS AREA 1: TRACKING LEARNER OUTCOME TARGETS (GET & FET):**

#### ***Individual District and School 2013 targets for:***

- ✓ *ANA Literacy and Numeracy, per Grade.*
- ✓ *NSC Grade 12, per Subject.*

#### ***District and School Targets as per 2013 National Targets set for:***

- ✓ *Overall Pass Percentage.*
- ✓ *Mathematics Pass Percentage.*
- ✓ *Physical Science Pass Percentage.*
- ✓ *Bachelors pass Percentage.*

- Special focus on GET and FET under-performing schools required.
- Results analysis from March to June 2013 to inform Intervention Strategies.

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**2. FOCUS AREA 2: EXTRA TUITION FOR CURRICULUM COVERAGE  
(ANA & FET):**

- GET:** Ensure coverage of all topics to be tested for ANA (Assessment Instruction 27 of 2013) – and full use of instructional hours in GET classes.
- FET:** Identify schools and subjects where there have been teacher vacancies.
- FET:** Identify schools and subjects where Work Schedules have not been completed as at 30 June 2013.
- FET:** Track Curriculum Coverage per Subject: Analyse Reports submitted by schools, Use findings to devise remedial intervention strategies, etc.
- FET:** Arrange extra tuition (mornings, afternoons, weekends, etc.).

**3. FOCUS AREA 3: MATRIC COUNTDOWN ROLL-OUT PROGRAMME AND  
PREPARATION FOR NSC EXAMS:**

- 86 Days to NSC Grade 12 Final Examination (including weekends) as at 2 August 2013.
- District Offices and schools to display Daily Countdown on Notice Boards.
- Schools to use assemblies to announce countdown.
- QLTC Structures to embrace countdown announcements.
- Media Countdown (Newspapers and Radio Stations).
- Ensure distribution of Grade 12 Trial Examination Time-Table (Assessment Instruction 12 of 2013).
- Schools to use individual Subject Improvement Plans to prepare for Examinations.
- Remedial work arising out of June 2013 examinations analysis per subject.
- Use 2012 Examination and Diagnostic Reports.
- Use of additional resources (e.g. DVD's, Study Guides, Thutong website, TV and Radio Lessons, Topics per subject, etc.
- Use of past years' NSC Examination Question Papers, Newspaper Supplements, etc.
- Post-Trial Examinations: 23 September To 25 October 2013
  - ✓ *Marking, analysis of results and schedules: 1 week - September Vacation.*
  - ✓ *Revision and Remedial Intervention Plan - 2 Levels:*
    - *Per school per Subject;*
    - *By District Office per School / subject.*
  - ✓ *Planning for Spring Schools: Organised by District Offices and Schools to participate.*

**4. FOCUS AREA 4: ACADEMIC READINESS TO CONDUCT ANNUAL NATIONAL ASSESSMENTS AND READING, LITERACY AND NUMERACY STRATEGY:**

- Ensure full compliance to Circular 2 of 2013: ANA Framework for Improvement (Literacy and Numeracy).
- Ensure implementation of School ANA Improvement Plans per subject, per Grade.
- Maximise utilisation of DBE Workbooks in GET Schools.
- Utilise DBE 2012 ANA Diagnostic Report to address learner's weaknesses.
- Utilise 2012/13 ANA Exemplars to prepare learners.
- Utilise past year ANA Question Papers (2012) as part of classroom activities.

**5. FOCUS AREA 5: ADMINISTRATIVE READINESS FOR ANA/ NSC FINAL EXAMINATIONS:**

- Accurate verification of Learner Registration for ANA and NSC by schools/districts.
- Ensure distribution of Final ANA and NSC National Time-Tables to learners (Assessment Instructions 13 of 2013 and 30 of 2013).
- Compile school invigilation Time-Tables and District Monitoring Schedules.
- Logistical Arrangements: Furniture, Virus Free Computers, for CAT/IT, etc.
- Logistical Readiness: Orals and Practical/Technical Subjects (e.g. Music, Consumer Studies, etc.).
- Enforce strict security measures and compliance at Head Office, District Offices and Schools to ensure credibility of ANA and NSC.

**6. FOCUS AREA 6: SUBMISSION OF SBA MARKS (GRADE 12):**

- Ensure full compliance to Assessment Instructions 10 of 2013 and 27 of 2013 in respect of School Based Assessment.
- Ensure credible Moderation at School, District and Provincial Levels, not auditing of the assessment tasks.
- Strict control and Quality Assurance by schools in submitting Marksheets to District Offices.
- Ensure compliance to all Oral / Practical Assessment Tasks for all affected subjects.
- 100% SBA compliance by ALL Schools as SBA tasks, orals, practicals = 25% of Final Examination Mark.

**7. FOCUS AREA 7: BACK TO BASICS SCHOOL FUNCTIONALITY & MANAGEMENT:**

**☐ Attendance: Teachers & Learners:**

- ✓ Ensure “Back to Basics” – At school, on time, in classrooms.
- ✓ District Monitoring Instrument for weekly returns from schools.
- ✓ Target learner attendance after Trial Exam and before Final Exam.

**☐ Curriculum Management:**

- ✓ Ensure NCS Time Table Compliance.
- ✓ Action Assessment Instructions & Circulars.
- ✓ Exercise oversight: School / Subject Improvement Plans.
- ✓ Track Curriculum Coverage per subject, per Grade.
- ✓ Facilitate extra tuition in FET schools.

**☐ On-site School Support and Intervention Programme:**

- ✓ District Management to ensure monitoring and oversight of school visit programmes.
- ✓ Enhance Circuit Management of schools (EDO's & Multi-Disciplinary Teams).
- ✓ Priority support to under-performing schools (GET and FET).

**☐ School Governing Bodies (SGB's):**

- ✓ Engagement of SGB's in rural areas and under-privileged communities to utilise school premises after hours to manage homework, study time, extra tuition, etc.

**8. FOCUS AREA 8: LEARNER SUPPORT & MOTIVATION PROGRAMMES:**

- ☐ Motivate & support learners in all schools, including achieving schools and arrange motivational talks / speakers.
- ☐ Facilitate exposure to Study Skills and Examination Guidelines.
- ☐ Involve Communities for Supervised Study Periods in schools, after hours.
- ☐ Utilise Eastern Cape Province Matric 2013 Learner Support Brochure.

#### **D. REPORTING ON PROGRESS**

- It is expected that Departmental Reporting Systems for the 3<sup>rd</sup> Quarter will spotlight the 8 focus areas of the Provincial LAIS Programme of Action.
- Monthly and Quarterly reporting on progress made for LAIS is compulsory at all 3 levels of the system: Head Office, Districts and Schools.
- Further to this, officials are encouraged to institute other reporting and monitoring systems, e.g. Cluster of Schools presenting progress reports to Education Development Offices (EDO's), weekly reports submitted to line function managers, etc.

#### **E. CONCLUSION**

All officials at Head Office, District Offices and schools are required to implement the above-mentioned Programme of Action with immediate effect and to strictly comply with the reporting directives contained herein. It is expected that the Programme of Action should be concluded by the end of the 3<sup>rd</sup> Quarter of the academic year (i.e. end of September 2013), mindful that certain activities will roll over into the 4<sup>th</sup> Quarter of 2013 until the completion of the Grade 12 NSC Examinations.

**Yours in Quality Education**



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**M. L. NGONZO**  
**SUPERINTENDENT-GENERAL: EDUCATION**