



Province of the
EASTERN CAPE
DEPARTMENT OF EDUCATION

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**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 2014 ACADEMIC YEAR

DATE : 25 NOVEMBER 2013

1. PURPOSE

This memo 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 2014 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 2014 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 senior management teams and School Governing Bodies are advised to pay attention to critical issues specifically those that regulate admissions as prescribed by law.

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 on or before the first day of the 2014 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 January 2014. Schools are required to ensure that forward planning for academic year 2014 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 2014.
- SGB Minute Book
- AGM (approval of budget)
- All delivered LTSM Records(Stationery, Textbooks and Workbooks)and Retrieval Processes
- 2014 Time Tables (Composite, Individual Time Tables and Class Time Table)
- Copies of 2013 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 2013.
- Staffing profile (Teacher Provisioning)
- SGB Schedule of meetings for 2014
- SGB eligibility/ functionality and RCLs
- Subject Improvement Plan
- 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 2014 Academic Year. Schools and districts are to use this tool to gauge the state of readiness for each school.



M. Ngonzo
Head of Department: Education