



Western Cape
Government

FOR YOU

Education

WCED



2022 PLANNING CALENDAR FOR SCHOOLS

1. Introduction

This schedule of dates for training programmes, meetings, tests and examinations, and important administrative deadlines is provided to aid schools' planning for 2022.

2. 2022 school terms for coastal provinces

Term	Begins	Ends	No. of weeks	No. of school days
First	17 January (educators) 19 January (learners)	25 March	10	49 (educators) 47 (learners)
Second	05 April	24 June	12	53
Third	19 July	30 September	11	52
Fourth	11 October	14 December (learners) 15 December (educators)	10	48 (educators) 47 (learners)
				202 (educators) 199 (learners)

2.1 Religious observances in 2022

Religious holiday	Day	Date
Pesach (Passover)	Friday Saturday	15 April 2022 to 23 April 2022
Eid ul Fitr	Tuesday	03 May 2022
Ascension Day	Thursday	26 May 2022
Shavuot	Saturday Monday	04 June 2022 06 June 2022
Eid ul Adha	Sunday	10 July 2022
Rosh Hashana	Sunday Tuesday	25 September 2022 27 September 2022
Yom Kippur	Tuesday Wednesday	04 October 2022 to 05 October 2022
Sukkot	Sunday Tuesday	09 October 2022 to 11 October 2022
Shemini Atzeret	Sunday Tuesday	16 October 2022 to 18 October 2022
Diwali	Monday	24 October 2022

3. Important dates per school term

3.1 Term 1 (17 January to 25 March 2022)

No. of weeks: 10

Activity	Due date
1. National Schools MOOT Court (Grades 10–11): Registration	19 January to 04 March 2022
2. Payment of hostel boarding, private boarding and private transport subsidy advances: Term 1 (applications received at Head Office by 30 November 2021)	21 January 2022
3. Capture sporting codes and enrichment activities (intra- and interschool activities) on CEMIS	24 January to 28 February 2022
4. Closing date for capturing Vacancy List 1/2022 <i>Post level 1 (PL 1) posts advertised in this vacancy list will be marked as "closed" for newly qualified educators only.</i>	28 January 2022
5. Submit WCED 043 semester reports for period 01 July to 31 December to district offices	28 January 2022
6. Due date for sign off on final School Improvement Plan (SIP) which must include the action plan for Academic Performance Improvement Plans	28 January 2022
7. Safe Schools Back to School Drive	31 January to 04 February 2022
8. Induction of new Representative Councils of Learners (RCLs)	February to March 2022
9. Principals sign off	01 February 2022
10. Circuit managers sign off	08 February 2022
11. Circuit Principals' Forum (CPF) meetings	01 to 09 February 2022
12. District Principals' Forum (DPF) meetings	07 to 16 February 2022
13. Provincial Principals' Forum (PPF) meeting	04 March 2022
14. Submit hostel boarding, private boarding and private transport subsidy applications for learners newly enrolled during January 2022 to Head Office	10 February 2022
15. Publication date: Vacancy List 1/2022	14 February 2022
16. Quality Management System (QMS): Finalise work plans for School Management Teams and sign off with line managers	25 February 2022
17. Schools submit requisitions (WCED 026A and 026B) for school furniture and equipment to district offices	25 February 2022

18. South African Schools Choral Eisteddfod (SASCE): Registration	25 February 2022
19. Youth Citizens Action Programme (YCAP): Registration	28 February 2022
20. Remedial delivery of workbooks	28 February 2022
WCED Annual School Survey for ordinary public and independent schools	
21. Principals sign off	01 March 2022
22. Circuit managers sign off	11 March 2022
WCED Annual Survey for early childhood development (ECD) centres	
23. Principals sign off	01 March 2022
24. ECD managers sign off	11 March 2022
WCED Snap Survey for special public schools	
25. Principals sign off	01 March 2022
26. Provincial programme managers sign off	11 March 2022
WCED Snap Survey for special independent schools	
27. Principals sign off	01 March 2022
28. IMGPs managers sign off	11 March 2022
29. District offices submit prioritised lists for furniture and equipment to Chief Directorate: Districts	11 March 2022
School Improvement Monitoring (SIM)	
30. Schools sign off	17 March 2022
31. Circuit managers sign off	22 March 2022
32. Learner performance data upload becomes available	20 March 2022
33. ALL principals sign off quarterly absenteeism on CEMIS	25 March 2022
34. Youth Citizens Action Programme: Provincial workshop (virtual)	25 March 2022
35. Safe Schools Holiday Programme	28 March to 01 April 2022
36. Techno Girl Job Shadowing Project: 1 st Term intake	28 March to 01 April 2022
37. Final norms and standards (N&S) allocations for ordinary public schools (including Grade R) and independent Grade R sites published on CEMIS	31 March 2022

3.1.1 Admissions 2022

Activity	Due date
38. Schools complete and sign off automated planned enrolment on CEMIS	14 to 16 February 2022
39. Circuit managers verify and sign off automated planned enrolment on EduInfoSearch	21 to 23 February 2022
40. School admissions open (all ordinary public schools)	14 March 2022

3.1.2 Curriculum, tests and examinations

Activity	Due date
41. Closing date for parents to appeal the progression/promotion results of their children	21 January 2022
42. Release of the 2021 National Senior Certificate (NSC) examination results	21 January 2022
43. Principals communicate outcomes of progression/promotion appeals to parents in writing	28 January 2022
44. Grade 12 subject changes processed on CEMIS	28 January 2022
45. Schools provide registers of progression/promotion appeals to circuit managers	31 January 2022
46. Closing date for parents dissatisfied with the outcome of their progression/promotion appeals, to appeal to district directors	02 February 2022
47. NSC Awards Ceremony	03 February 2022
48. Submit applications for NSC examination re-marks and rechecks	04 February 2022
49. All appeals (for progression and promotion results for Grades 1–11 of 2021) finalised	15 February 2022
50. Verification of NSC Grade 12 full-time learners' biographical and subject details on CEMIS completed	15 March 2022
51. Schools (including special schools) confirm all adaptation needs in cases of adapted papers and assistive devices (e.g. braille, large font, audio files etc.) for learners with special needs, which must be specially ordered by the Department of Basic Education. Note: No new Grade 12 accommodations.	15 March 2022
52. Closing date for registrations for November 2022 NSC examinations – full-time candidates	15 March 2022
53. Capture data for newly elected members of School Assessment Irregularity Committees	25 March 2022
54. Capture Grade 10 subjects + 8 th /9 th subjects on CEMIS	25 March 2022
55. Closing date for registrations for June 2022 NSC/Senior Certificate (SC) examinations	To be confirmed

3.1.3 Learning and teaching support material (LTSM) processes

Activity	Due date
56. LTSM committees appointed in writing	21 January 2022
57. LTSM committees discuss LTSM progress to be reported to governing bodies and then submitted to principals for approval	Before scheduled governing body meetings
58. Ensure that every learner has a covered textbook	21 January 2022
59. Communication sent to parents about their responsibility to replace lost or damaged textbooks	28 January 2022

60. Parent meetings held where LTSM is included as an agenda item	As per scheduled parent meetings
61. LTSM policies updated and submitted to governing bodies for approval	04 February 2022
62. Schools capture textbook issue rates	15 February to 18 March 2022
63. Principals sign off textbook issue rates on CEMIS	18 March 2022
64. Circuit managers sign off on issue rates, write comments and follow up on any textbook shortages with schools	25 March 2022
65. Remedial delivery of workbooks to district offices	28 February 2022
66. Conduct quarterly textbook check to identify lost and worn-out textbooks	11 March 2022
67. Report on textbook retrieval and retention tabled at quarterly governing body meetings	As per scheduled quarterly governing body meetings

3.2 Term 2 (05 April to 24 June 2022)

No. of weeks: 12

Activity	Due date
68. Online capturing of information on compensation for school fee exemptions starts	01 April 2022
69. Circuit managers sign off on Quarterly Learner Attendance Record (QLAR)	07 April 2022
70. Submit hostel boarding, private boarding and private transport subsidy claim forms to Head Office: Claims for Term 1	08 April 2022
71. Grade R subsidy: CEMIS opens for the submission of claims for four days only	11 April 2022
72. Submit section 18A donation tax certificates to district offices	13 April 2022
73. Payment of hostel boarding, private boarding and private transport subsidy advances: Term 2	15 April 2022
74. Learner performance data upload closes	19 April 2022
75. CPF meetings	19 to 29 April 2022
76. DPF meetings	03 to 11 May 2022
77. PPF meeting	20 May 2022
78. Sign off on compensation for school fee exemptions on CEMIS	22 April 2022
79. Schools Democracy Week	25 to 29 April 2022
80. Each governing body member must declare a direct or indirect personal interest that the member or any of his/her family members has in the procurement of goods or services for the	Before 30 April of each year

school. This completed declaration must be provided to the chairperson of the governing body.	
81. Submit applications for the extension and/or curtailment of the curriculum to district offices for 2023	30 April 2022
82. Closing date for capturing Vacancy List 2/2022 83. <i>PL 1 posts advertised in this vacancy list will be marked as "closed" for newly qualified educators only.</i>	06 May 2022
84. First N&S transfer payment and payment of Grade R claims for the 2022/23 financial year	13 May 2022
85. School safety round-table discussions (urban)	14 May 2022
86. School safety round-table discussions (rural)	28 May 2022
87. Compensation for fee exemptions: Schools submit audited information to the relevant circuit managers at district offices and closure of CEMIS for all schools	31 May 2022
88. South African Schools Choral Eisteddfod: Provincial Round	02 to 05 June 2022
89. Publication date: Vacancy List 2/2022	06 June 2022
90. Schools informed of their WCED Systemic Test dates	10 June 2022
91. Learner performance data upload opens	15 June 2022
92. QMS: Completion of mid-year appraisal for all educators (PL 1–4)	17 June 2022
93. Principals finalise and sign off all online admission application statuses on CEMIS	21 June 2022
94. ALL principals sign off quarterly absenteeism on CEMIS	24 June 2022
95. Copies of annual financial statements, audited or examined in terms of section 43 of the South African Schools Act, 1996 (Act 84 of 1996), submitted to district offices	24 June 2022
SIM	
96. Schools sign off	24 June 2022
97. Circuit managers sign off	28 June 2022
98. Techno Girl Job Shadowing Project: 2 nd Term intake	27 June to 01 July 2022
99. Safe Schools Holiday Programme	27 June to 15 July 2022

3.2.1 Admissions 2022

Activity	Due date
100. School admissions close (all ordinary public schools)	15 April 2022
101. Schools process online admission applications	18 April to 20 May 2022
102. Principals finalise and sign off all online admission application statuses on Online Admission System	23 May 2022

103. System displays the outcome of all online admission applications	27 May 2022
104. Parents informed of the outcome of online admission applications per email/SMS	27 May to 03 June 2022
105. Parents confirm acceptance	27 May to 17 June 2022
106. Schools fill available places	20 June to 31 August 2022

3.2.2 Curriculum, tests and examinations

Activity	Due date
107. Combined June NSC supplementary and SC examinations	To be confirmed
108. Grade 11 subject changes (maximum two subjects) processed on CEMIS	08 April 2022
109. Provincial Grade 12 School-based Assessment (SBA) moderation of a sample of high schools in each district	25 to 27 May 2022 To be confirmed
110. Grade 10 subject change applications by parents (maximum two subjects)	24 June 2022

3.2.3 LTSM processes

Activity	Due date
111. Submit WCED 032 (LTSM allocation) forms to Head Office	14 April 2022
112. Discuss LTSM progress to be reported to governing bodies and then submit to principals for approval	Before scheduled governing body meetings
113. Report on textbook retrieval and retention tabled at quarterly governing body meetings (includes the findings of annual stocktakes/audits)	As per scheduled quarterly governing body meetings
114. Conduct annual LTSM audits in preparation for the ordering of top-up textbooks in May/June	15 April 2022
115. Submit damaged and worn-out textbooks to disposal committees	22 April 2022
116. Online ordering of CAPS top-up textbooks	16 to 27 May 2022
117. Online ordering of stationery and cleaning materials for non-section 21 schools	23 May to 03 June 2022

3.3 Term 3 (19 July to 30 September 2022)

No. of weeks: 11

Activity	Due date
118. Circuit managers sign off on QLAR	20 July 2022
119. Submit hostel boarding, private boarding and private transport subsidy claim forms to Head Office: Claims for Term 2	22 July 2022
120. CPF meetings	25 July to 05 August 2022
121. DPF meetings	08 to 17 August 2022
122. PPF meeting	26 August 2022
123. Payment of hostel boarding, private boarding and private transport subsidy advances: Term 3	29 July 2022
124. Learner performance data upload closes	29 July 2022
125. Submit WCED 043 semester reports for period 01 January to 30 June to district offices	29 July 2022
126. Sign off on Grades 3, 6 and 9 learner registers for WCED Systemic Tests on CEMIS (includes verifying that the Language of Learning and Teaching of every learner is correct). Last day to request a test date change.	29 July 2022
127. School Safety Summit	29 to 30 July 2022
Youth Citizen in Action Program (YCAP)	
128. Provincial workshop	29 July 2022
129. Portfolios to be submitted to national	15 August to 30 September 2022
130. High school public speaking and debating competition: Provincial round	30 July 2022
131. QMS: Submission of mid-year appraisal scores to district offices	12 August 2022
132. Schools submit applications for new LTS routes, to commence in January 2023, to circuit managers	15 August 2022
133. Schools submit LTS applications for new additional learners (2023) to circuit managers	15 August 2022
134. Closing date for capturing Vacancy List 3/2022 <i>This vacancy list will exclude PL 1 adverts.</i>	19 August 2022
135. Customer Satisfaction Survey	26 August 2022
136. Educator staff establishments of ordinary public schools for 2023 made available	26 August 2022
137. Educator staff establishments of special public schools for 2023 made available	26 August 2022

138. Submit inventories of the furniture and equipment disposed of and disposal committees' minutes to the Subdirectorate: Equipment at Head Office	26 August 2022
139. National Schools MOOT Court Competition: Provincial oral round	27 August 2022
140. Elect educator liaison officers	September 2022
WCED Annual Survey for special public schools	
141. Principals sign off	01 September 2022
142. Provincial programme managers sign off	09 September 2022
WCED Annual Survey for special independent schools	
143. Principals sign off	01 September 2022
144. IMGPs managers sign off	09 September 2022
145. Publication date: Vacancy List 3/2022	05 September 2022
146. Project Citizen: Provincial competition	10 September 2022
147. Learner performance data upload opens	23 September 2022
148. Compensation for fee exemptions: WCED informs schools of amounts to be awarded	30 September 2022
149. ALL principals sign off quarterly absenteeism on CEMIS	30 September 2022
SIM	
150. Schools sign off	30 September 2022
151. Circuit managers sign off	04 October 2022
152. Safe Schools Holiday Programme	03 to 07 October 2022
153. Techno Girl Job Shadowing Project: 3 rd Term intake	03 to 07 October 2022

3.3.1 Curriculum, tests and examinations

Activity	Due date
154. Grade 12 oral moderation begins	To be confirmed
155. Common Assessment Task for Life Orientation	To be confirmed
156. Grade 10 subject changes processed on CEMIS	22 July 2022
157. Training of invigilators	September 2022
158. Grade 12 September trial examinations earliest start date	12 September 2022
159. Provincial Grade 12 SBA moderation of a sample of high schools in each district	26 to 28 September 2022

3.3.2 LTSM processes

Activity	Due date
160. Submit damaged and worn-out textbooks to disposal committees	05 August 2022

161. Discuss LTSM progress to be reported to governing bodies and then submit to principals for approval	Before scheduled governing body meetings
162. Report on textbook retrieval and retention tabled at quarterly governing body meetings	As per scheduled quarterly governing body meetings
163. Conduct quarterly textbook checks to identify lost and worn-out textbooks	16 September 2022
164. Delivery of volume 1 workbooks for Grades R–9	30 September 2022
165. Ensure that all newly procured textbooks are stamped and provided with unique numbers	As ordered and received

3.4 Term 4 (11 October to 15 December 2022)

No. of weeks: 10

Activity	Due date
166. Election of RCLs	October 2022
167. WCED Systemic Tests for Grades 3, 6 and 9 (Tests will take place on one school day during the morning)	12 to 17 October 2022
168. Circuit managers sign off on QLAR	13 October 2022
Draft 2023 SIP	
169. Principals sign off	13 October 2022
170. Circuit managers sign off	20 October 2022
171. Submit hostel boarding, private boarding and private transport subsidy claim forms to Head Office: Claims for Term 3	14 October 2022
172. QMS: Completion of annual appraisals (PL 1–4)	21 October 2022
173. Public service staff establishments of ordinary public schools for 2023 made available	21 October 2022
174. Learner performance data upload	21 October 2022
175. Public service staff establishments of special public schools for 2023 made available	28 October 2022
176. CPF meetings	24 October to 02 November 2022
177. DPF meetings	07 to 16 November 2022
178. PPF meeting	25 November 2022
179. QMS: Submission of annual appraisal scores (schools to adhere to district office submission dates)	01 to 18 November 2022
180. Schools ready for online progression and promotion capturing	04 November 2022

181. Second N&S transfer payment and payment of Grade R claims for the 2022/23 financial year and compensation for fee exemptions	15 November 2022
SIM	
182. Schools sign off	18 November
183. Circuit managers sign off	22 November
184. Submit hostel boarding, private boarding and private transport subsidy applications forms for 2023 to Head Office	30 November 2022
185. Submit final tables to district offices indicating the number of: applications for exemption of parents from the payment of school fees considered, total exemptions granted, partial exemptions granted and applications not granted.	30 November 2022
186. Submit copies of approved 2023 school budgets to district offices	01 December 2022
187. Submit hostel boarding, private boarding and private transport subsidy claim forms to Head Office: Claims for Term 4	14 December 2022
188. Techno Girl Job Shadowing Project: 4 th Term intake	19 to 23 December 2022
189. Payment of hostel boarding, private boarding and private transport subsidy advances: Term 4	22 December 2022

3.4.1 Curriculum, tests and examinations

Activity	Due date
190. NSC practical examinations (Computer Applications Technology & Information Technology Paper 1)	October 2022 (to be confirmed)
191. 2022 NSC examinations	October / November 2022
192. Capture Grade 12 SBA scores on electronic record sheets	28 October 2022
193. Final district moderation of Grade 12 record sheets	To be confirmed
194. NSC practical examinations	To be confirmed
195. Marking of the 2022 NSC examinations	December 2022
196. Progression and promotion 2022: Pre-promotion data snapshot on CEMIS	18 November 2022
197. Learner performance data upload opens	21 November 2022
198. Capture screens for progression and promotion open	25 November 2022
199. Capture screens for progression and promotion close	19 December 2022
200. Learner performance data upload closes	20 December 2022

3.4.2 Assessment accommodations, applications for immigrant status, and requests for adapted papers and assistive devices (e.g. braille, large font, audio tapes) for learners with special needs

Applications for assessment accommodations and adapted papers	Due date
201. For Grades R–9: Ongoing at school and district level	Ongoing
202. For Grades 10–11: Must be recorded on CEMIS by the end of October in the learner's Grade 10/11 year.	October 2022
203. No new applications will be accepted in Grade 12.	
204. Appeals for Grades 10–11	November 2022

3.4.3 LTSM processes

Activity	Due date
205. Ensure that all newly procured textbooks are stamped and provided with unique numbers	As ordered and received
206. Submit damaged and worn-out textbooks to disposal committees	28 October 2022
207. Retrieve textbooks from learners and conduct textbook checks to identify lost and worn-out textbooks	23 November 2022
208. Report on textbook retrieval and retention tabled at quarterly governing body meetings	As per scheduled quarterly governing body meetings
209. Delivery of volume 2 workbooks for Grades R–9	30 November 2022
210. Disposal process of unwanted and damaged books	30 November 2022
211. Submit reports on textbook retrieval (including recommendations on improvement strategies) to principals	09 December 2022
212. Educators/schools capture textbook retrieval rates on CEMIS (educators must provide reasons for any deviations on the system)	14 December 2022
213. Principals sign off textbook retrieval rates on CEMIS	14 December 2022
214. Circuit managers sign off textbook retrieval rates online	15 December 2022