



Western Cape
Government

Education

FOR YOU



2024 School Planning Calendar

1. Introduction

This schedule of dates for training programmes, meetings, tests and examinations, and important administrative deadlines is provided to aid schools' planning for 2024.

2. 2024 school terms

Term	Begins	Ends	No. of weeks	No. of school days
First	15 January (educators) 17 January (learners)	20 March	10	48 (educators) 46 (learners)
Second	03 April	14 June	11	52
Third	09 July	20 September	11	53
Fourth	01 October	11 December (learners) 13 December (educators)	11	54 (educators) 52 (learners)
				207 (educators) 203 (learners)

2.1 Religious observances in 2024

Religious holiday	Day	Date
Eid ul Fitr (date may vary)	Monday	08 April 2024
Pesach (Passover)	Wednesday Thursday	24 April 2024 25 April 2024
Ascension Day	Thursday	09 May 2024
Eid ul Adha (date may vary)	Monday	17 June 2024
Rosh Hashana	Thursday Friday	03 October 2024 04 October 2024
Yom Kippur	Saturday	12 October 2024
Sukkot	Thursday Friday	17 October 2024 18 October 2024
Shemini Atzeret	Thursday	24 October 2024
Diwali	Thursday	31 October 2024

3. Important dates per school term
3.1 Term 1 (15 January to 20 March 2024)

No. of weeks: 10

Activity	Due date
1. Confirmation of assumption of duty of contract employees. Names of contract employees who were programmatically extended and DID NOT assume duty submitted to the relevant deputy director.	16 January 2024
2. Last day for governing body to meet to approve the Annual Academic Performance Report (AAPR)	26 January 2024
Recruitment and Selection publication dates:	
3. Bulletin 1 for institution-based public servants	29 January 2024
4. Bulletin 1 for institution-based educators	12 February 2024
WCED Snap Survey for ordinary public and independent schools	
5. Principals sign off	30 January 2024
6. Circuit managers sign off	06 February 2024
7. Circuit Principals' Forum (CPF) meetings	06 to 15 February 2024
8. District Principals' Forum (DPF) meetings	16 to 28 February 2024
9. Provincial Principals' Forum (PPF) meeting	08 March 2024
10. Principals sign off on AAPR	31 January 2024
11. Payment of hostel boarding, private boarding and private transport subsidy advances: Term 1 (for applications received at Head Office by 30 November 2023)	31 January 2024
12. Submit WCED 043 semester reports for period 01 July to 31 December 2023 to district offices	31 January 2024
13. Leave of Absence Application Forms Completed leave forms must be uploaded onto the People Management Practices System (PMPS) within 10 days of the first day of absence. The completed Leave of Absence Application Form must include the PERSAL number, name of the institution, physical home address of the applicant, period of absence, date and signature of the applicant and must be submitted within two working days of returning to school.	Ongoing
14. Submit hostel boarding, private boarding and private transport subsidy applications for learners newly enrolled during January 2024 to Head Office	08 February 2024
15. Due date for sign off on final School Improvement Plan (SIP) which must include the action plan for Academic Performance Improvement Plans	09 February 2024
16. Circuit managers sign off	23 February 2024
17. Schools submit requisitions (WCED 026A and 026B) for school furniture and equipment to district offices	16 February 2024
18. All schools to have their voters' roll for parents updated	16 February 2024

19.	Quality Management System (QMS): Finalise work plans for School Management Teams (SMTs), sign off with line managers and upload onto CEMIS	23 February 2024
20.	2024 Governing body elections	01 March to 31 March 2024
WCED Annual School Survey for ordinary public and independent schools		
21.	Principals sign off	05 March 2024
22.	Circuit managers sign off	12 March 2024
WCED Annual Survey for Early Childhood Development (ECD) centres		
23.	Principals sign off	05 March 2024
24.	ECD managers sign off	12 March 2024
WCED Snap Survey for special public schools		
25.	Principals sign off	05 March 2024
26.	Provincial programme managers sign off	12 March 2024
WCED Snap Survey for special independent schools		
27.	Principals sign off	05 March 2024
28.	Institutional Management and Governance Planning (IMGP) managers sign off	12 March 2024
29.	District offices submit prioritised lists for furniture and equipment to Chief Directorate: Districts	15 March 2024
30.	Submit hostel boarding, private boarding and private transport subsidy claim forms to Head Office: Claims for Term 1	20 March 2024
School Improvement Monitoring (SIM)		
31.	Schools sign off	20 March 2024
32.	Circuit managers sign off	29 March 2024
33.	Final norms and standards (N&S) allocations for ordinary public schools (including Grade R) and independent Grade R sites published on CEMIS	29 March 2024

3.1.1 Online admission application time frames for Grades 1 and 8 only

	Activity	Due date
34.	Schools complete and sign off automated planned enrolment on the WCED's School Admissions Management Information (SAMI) system	14 to 16 February 2024
35.	Circuit managers verify and sign off automated planned enrolment on EduInfoSearch	21 to 23 February 2024
36.	School admissions open for Grades 1 and 8 (all ordinary public schools)	11 March 2024

3.1.2 Curriculum, tests and examinations

	Activity	Due date
37.	Closing date for parents to appeal the progression/promotion results of their children	19 January 2024
38.	Release of the 2023 National Senior Certificate (NSC) examination results	19 January 2024 (to be confirmed)
39.	Principals communicate outcomes of progression/promotion appeals to parents in writing	26 January 2024
40.	Grade 12 subject changes processed on CEMIS	26 January 2024
41.	Schools provide registers of progression/promotion appeals to circuit managers and assessment and examination coordinators	29 January 2024
42.	Submit assessment accommodation appeals for Grade 12	29 January 2024
43.	Closing date for parents dissatisfied with the outcome of their progression/promotion appeals, to appeal to district directors	31 January 2024
44.	NSC Awards Ceremony	01 February 2024 (To be confirmed)
45.	Grade 12 internal and district moderation of School-based Assessment (SBA)/Practical Assessment Task (PAT)/Oral marks	01 February 2024 to 25 October 2024
46.	Submit applications for NSC examination re-marks and rechecks	02 February 2024
47.	Closing date for registrations for May/June 2024 NSC/Senior Certificate (SC) examinations	09 February 2024
48.	All appeals (for progression and promotion results for Grades 1–11 of 2023) finalised	14 February 2024
49.	All district appeal reports submitted to Head Office along with complete database	29 February 2024
50.	Release of 2023 re-mark/recheck results	March 2024
51.	Term 1 learner performance data upload becomes available	07 March 2024
52.	Capture Grade 10 subjects + 8 th /9 th subjects on CEMIS	15 March 2024
53.	Verification of NSC Grade 12 full-time learners' biographical and subject details on CEMIS completed	15 March 2024
54.	Closing date for registrations for November 2024 NSC examinations – full-time candidates	15 March 2024
55.	School Assessment Irregularities Committee (SAIC) reports to district offices – report on Term 1 (and irregularities not reported in previous report)	15 March 2024

56.	Grade 12: 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 (DBE). Note: No new Grade 12 accommodations.	15 March 2024
57.	Capture data for newly elected members of SAICs	20 March 2024
58.	Circuit managers sign off	05 April 2024
59.	Grade 11 subject change applications by parents (maximum two subjects)	20 March 2024
60.	Submit applications for assessment accommodations – Grades R–11	Ongoing
61.	Closing date for applications for marking officials (internal moderators, chief markers, deputy chief markers, senior markers and markers) for the 2024 NSC examinations	29 March 2024
62.	Address 2023 examination centre audit findings	29 March 2024
63.	Internal moderation of all SBA for Grades 1–11	Ongoing

3.1.3 School enrichment activities and capacity building

	Activity	Due date
64.	Capture sporting codes and enrichment activities (intra- and interschool activities) on CEMIS	January to March 2024
65.	Induction of new Representative Councils of Learners (RCLs)	12 February to 20 March 2024
66.	Election of District and Provincial Council of Learners Forums	04 March to 12 April 2024
67.	Techno Girl Job Shadowing Programme: 1 st Term intake	18 to 20 March 2024
68.	National Schools MOOT Court (Grades 10–11): Registration	20 March 2024
69.	South African Schools Choral Eisteddfod (SASCE): Registration	20 March 2024
70.	Safe Schools Holiday Programme	21 to 28 March 2024

3.1.4 Learning and teaching support material (LTSM) processes

	Activity	Due date
71.	LTSM committees appointed in writing	16 January 2024
72.	LTSM committees discuss LTSM progress to be reported to governing bodies and then submitted to principals for approval	Before scheduled governing body meetings
73.	Ensure that every learner has a covered textbook	19 January 2024
74.	Communication sent to parents about their responsibility to replace lost or damaged textbooks	26 January 2024

75.	Parent meetings held where LTSM is included as an agenda item	As per scheduled parent meetings
76.	Remedial delivery of workbooks	February 2024
77.	Schools capture textbook issue rates	12 February to 08 March 2024
78.	District monitoring of textbooks issued by schools	14 February to 15 March 2024
79.	Principals sign off textbook issue rates on CEMIS	15 March 2024
80.	Circuit managers sign off on issue rates, write comments and follow up on any textbook shortages with schools	22 March 2024
81.	LTSM policies updated and submitted to governing bodies for approval	29 February 2024
82.	Remedial delivery of workbooks to district offices	29 February 2024
83.	Conduct quarterly textbook check to identify lost and worn-out textbooks	08 March 2024
84.	Report on textbook retrieval and retention tabled at quarterly governing body meetings	As per scheduled quarterly governing body meetings

3.2 Term 2 (03 April to 14 June 2024)

No. of weeks: 11

Activity	Due date
Term 1 quarterly absenteeism on CEMIS	
85. ALL principals sign off	03 April 2024
86. Circuit managers sign off	05 April 2024
87. Online capturing of information on compensation for school fee exemptions starts	08 April 2024
88. Grade R subsidy: CEMIS opens for the submission of claims for four days only	08 April 2024
89. Submit section 18A donation tax certificates to district offices	12 April 2024
90. CPF meetings	15 to 25 April 2024
91. DPF meetings	02 to 08 May 2024
92. PPF meeting	17 May 2024
93. Payment of hostel boarding, private boarding and private transport subsidy advances: Term 2 (if claims for Term 1 were submitted)	17 April 2024
94. Leave of Absence Application Forms Completed leave forms must be uploaded onto the PMPS within 10 days of the first day of absence. The completed Leave of Absence Application Form must include the PERSAL number, name of the institution, physical home address of the applicant, period of absence, date and signature of the applicant and must be submitted within two working days of returning to school.	Ongoing

95.	Each governing body member must declare a direct or indirect personal interest that they or any of their family members have in the procurement of goods or services for the school. This completed declaration must be provided to the chairperson of the governing body.	Before 30 April of each year
96.	Sign off on compensation for school fee exemptions on CEMIS	30 April 2024
97.	Submit applications for the extension and/or curtailment of the curriculum in <u>2025</u> to district offices	30 April 2024
98.	First N&S transfer payment and payment of Grade R claims for the 2024/25 financial year	15 May 2024
Recruitment and Selection publication dates:		
99.	Bulletin 2 for institution-based public servants	27 May 2024
100.	Bulletin 2 for institution-based educators	10 June 2024
101.	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 2024
102.	QMS: Completion of mid-year appraisal for all educators (PL 1–4)	07 June 2024
103.	QMS: Submission of mid-year monitoring certificates to district offices (schools to adhere to district office submission dates)	13 June 2024
104.	Update SIP Action Plans on CEMIS	14 June 2024
105.	Submit hostel boarding, private boarding and private transport subsidy claim forms to Head Office: Claims for Term 2	14 June 2024
SIM		
106.	Schools sign off	14 June 2024
107.	Circuit managers sign off	21 June 2024
108.	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	30 June 2024

3.2.1 Online admission application time frames for Grades 1 and 8 only

	Activity	Due date
109.	School admissions close for Grades 1 and 8 (all ordinary public schools)	12 April 2024
110.	Schools process Grades 1 and 8 online admission applications	15 April to 17 May 2024
111.	Principals finalise and sign off Grades 1 and 8 online admission application statuses on the SAMI system	22 May 2024
112.	Circuit managers sign off all online admission application statuses on EduInfoSearch	27 May 2024
113.	System displays the outcome of Grades 1 and 8 online admission applications	29 May 2024
114.	Parents informed of the outcome of online admission applications per email/SMS	29 May to 03 June 2024

115. Parents confirm acceptance of Grades 1 and 8 placements	29 May to 14 June 2024
116. Schools fill available spaces	14 June to 31 July 2024

3.2.2 Curriculum, tests and examinations

Activity	Due date
117. Submission of Grade 12 preliminary schedules	April to May 2024
118. Verification of audit of examination centres	April to September 2024
119. Term 1 learner performance data upload closes	08 April 2024
120. Grade 11 subject changes (maximum two subjects) processed on CEMIS	12 April 2024
121. May/June NSC and SC examinations	May and June 2024
122. Competency tests for markers	07 to 09 May 2024
School-based internal examinations and assessment earliest start dates:	
123. Grades 10, 11 and 12	20 May 2024
124. Grades 7, 8 and 9	26 May 2024
125. Grades 4, 5 and 6	28 May 2024
126. Provincial Grade 12 SBA moderation of a sample of high schools in each district	27 to 29 May 2024 (To be confirmed)
127. Audit of examination centres completed on CEMIS	31 May 2024
128. Sign off by circuit managers	30 June 2024
129. Sign off by assessment and examination coordinators	31 July 2024
130. Term 2 learner performance data upload becomes available	07 June 2024
131. Grade 10 subject change applications by parents (maximum two subjects)	14 June 2024
132. Closing date for applications for the Provincial Skills competition	30 June 2024
133. Internal moderation of all SBA for Grades 1–11	Ongoing

3.2.3 School enrichment activities and capacity building

Activity	Due date
134. Schools Democracy Month	03 to 30 April 2024
135. Change Mindset orientation for principals and school champions	21 April to 06 June 2024
136. Youth Citizen Action Programme (YCAP): Registration	30 April 2024
137. YCAP: Provincial workshop (virtual)	03 to 04 May 2024

138.	SASCE: Provincial Round	30 May to 02 June 2024
139.	Techno Girl Job Shadowing Programme: 2 nd Term intake	10 to 14 June 2024
140.	MOOT Court: Workshop on essay writing (virtual)	14 June 2024
141.	Safe Schools Holiday Programme	17 June to 05 July 2024
142.	SASCE: National Championship	18 to 21 June 2024
143.	National School Sport Championship – Winter games	June 2024 school holiday

3.2.4 LTSM processes

	Activity	Due date
144.	Monitoring of DBE's volume 1 workbooks	27 to 31 May 2024
145.	Conduct annual LTSM audits in preparation for the ordering of top-up textbooks in May/June	17 April 2024
146.	Submit WCED 032 (LTSM allocation) forms to Head Office	19 April 2024
147.	Discuss LTSM progress to be reported to governing bodies and then submit to principals for approval	Before scheduled governing body meetings
148.	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
149.	Submit damaged and worn-out textbooks to disposal committees	26 April 2024
150.	Online ordering of CAPS top-up textbooks	13 to 24 May 2024
151.	Online ordering of stationery and cleaning materials for non-section 21 schools	20 May to 07 June 2024

3.3 Term 3 (09 July to 20 September 2024)

No. of weeks: 11

	Activity	Due date
	<u>Term 2</u> quarterly absenteeism on CEMIS	
152.	ALL principals sign off	09 July 2024
153.	Circuit managers sign off	11 July 2024
154.	CPF meetings	22 July to 01 August 2024
155.	DPF meetings	05 to 14 August 2024
156.	PPF meeting	23 August 2024

157.	Payment of hostel boarding, private boarding and private transport subsidy advances: Term 3 (if claims for Terms 1 and 2 were submitted)	24 July 2024
158.	Submit WCED 043 semester reports for period 01 January to 30 June to district offices	26 July 2024
159.	School Safety Summit	27 July 2024
160.	Leave of Absence Application Forms Completed leave forms must be uploaded onto the PMPS within 10 days of the first day of absence. The completed Leave of Absence Application Form must include the PERSAL number, name of the institution, physical home address of the applicant, period of absence, date and signature of the applicant and must be submitted within two working days of returning to school.	Ongoing
161.	Schools submit applications for new LTS routes, to commence in <u>January 2025</u> , to circuit managers	30 August 2024
162.	Schools submit LTS applications for new additional learners (2025) to circuit managers	30 August 2024
163.	Educator staff establishments of ordinary public schools for 2025 made available	30 August 2024
164.	Educator staff establishments of special public schools for 2025 made available	30 August 2024
165.	Submit inventories of the furniture and equipment disposed of and disposal committees' minutes to the Subdirectorate: Equipment at Head Office	30 August 2024
166.	Customer Satisfaction Survey	30 August 2024
Recruitment and Selection publication dates:		
167.	Bulletin 3 for institution-based public servants	02 September 2024
168.	Bulletin 3 for institution-based educators	09 September 2024
WCED Annual Survey for special public schools		
169.	Principals sign off	05 September 2024
170.	Provincial programme managers sign off	12 September 2024
WCED Annual Survey for special independent schools		
171.	Principals sign off	05 September 2024
172.	IMGPs managers sign off	12 September 2024
173.	Update the completion of SIP Action Plans on CEMIS	20 September 2024
<u>SIM</u>		
174.	Schools sign off	20 September 2024
175.	Circuit managers sign off	27 September 2024
176.	Compensation for fee exemptions: WCED informs schools of amounts to be awarded	30 September 2024
Term 3 quarterly absenteeism on CEMIS		
177.	ALL principals sign off	01 October 2024
178.	Circuit managers sign off	03 October 2024

179. Submit hostel boarding, private boarding and private transport subsidy claim forms to Head Office: Claims for Term 3	20 September 2024
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3.3.1 Online admission application time frames for Grade R

Activity	Due date
180. Grade R school admissions open (all ordinary public schools)	01 August 2024
181. Grade R school admissions close (all ordinary public schools)	16 August 2024
182. Schools process Grade R online admission applications	17 August to 04 September 2024
183. Principals finalise and sign off Grade R online admission application statuses on the SAMI system	06 September 2024
184. Circuit managers sign off Grade R online admission application statuses on EduInfoSearch	10 September 2024
185. System displays the outcome of Grade R online admission applications	17 September 2024
186. Parents informed of the outcome of online admission applications per email/SMS	17 to 19 September 2024
187. Parents confirm acceptance of Grade R placements	17 to 30 September 2024

3.3.2 Transfer request time frames: hard copy applications at schools and districts

This applies to Grades 2 to 7 and Grades 9 to 12 only.

Activity	Due date
188. System opens for schools and districts to capture transfer requests on the SAMI system (all ordinary public schools)	01 August 2024
189. System closes for schools and districts to capture transfer requests on the SAMI system (all ordinary public schools)	16 August 2024
190. Schools process transfer requests	17 August to 04 September 2024

3.3.3 Curriculum, tests and examinations

Activity	Due date
191. SAIC reports to district offices – report on Term 2 (and irregularities not reported in previous report)	10 July 2024
192. Term 2 learner performance data upload closes	15 July 2024
193. Grade 10 subject changes processed on CEMIS by schools	19 July 2024
194. Due date for invigilator applications for the November 2024 NSC examinations	26 July 2024
195. Grade 12 oral moderation begins	To be confirmed

196.	WCED Systemic Tests for Grades 3, 6 and 9: Sign off learner data on CEMIS	26 July 2024
197.	Release of May/June NSC/SC examination results	August 2024
198.	Release of May/June NSC/SC re-mark/recheck results	September 2024
199.	Grade 12 September trial examinations earliest start date	26 August 2024
200.	Common Assessment Task for Life Orientation, Tourism and subjects with a practical component	September 2024
201.	Submission of Grade 12 final schedules	September 2024
202.	Training of invigilators	September 2024
203.	Provincial Grade 12 SBA moderation of a sample of high schools in each district	02 to 04 September 2024
204.	Term 3 learner performance data upload becomes available	13 September 2024
205.	Grade 12 September trial examinations end date	13 September 2024
206.	SAIC reports to district offices – report on Term 3 (and irregularities not reported in previous report)	20 September 2024
207.	Internal moderation of all SBA for Grades 1–11	Ongoing

3.3.4 School enrichment activities and capacity building

	Activity	Due date
208.	YCAP: Provincial workshop (virtual)	22 July 2024
209.	National Schools MOOT Court Competition: Provincial oral round	31 August 2024
210.	Project Citizen: Provincial competition	14 September 2024
211.	Representative Council of Learners: Conference	21 September 2024
212.	Safe Schools Holiday Programme	23 to 27 September 2024
213.	Elect educator liaison officers	27 September 2024
214.	YCAP: Provincial competition	28 September 2024

3.3.5 LTSM processes

	Activity	Due date
215.	Submit damaged and worn-out textbooks to disposal committees	02 August 2024
216.	Discuss LTSM progress to be reported to governing bodies and then submit to principals for approval	Before scheduled governing body meetings
217.	Report on textbook retrieval and retention tabled at quarterly governing body meetings	As per scheduled quarterly governing body meetings
218.	Conduct quarterly textbook checks to identify lost and worn-out textbooks	06 September 2024
219.	Delivery of volume 1 workbooks for 2025 to be finalised	30 September 2024
220.	Ensure that all newly procured textbooks are stamped and provided with unique numbers	As ordered and received

3.4 Term 4 (01 October to 13 December 2024)

No. of weeks: 11

	Activity	Due date
221.	Administration of WCED Systemic Tests for Grades 3, 6 and 9	02 October to 17 October 2024
222.	Grade R subsidy: CEMIS opens for the submission of claims for four days only	07 October 2024
223.	CPF meetings	14 to 24 October 2024
224.	DPF meetings	04 to 13 November 2024
225.	PPF meeting	22 November 2024
226.	Payment of hostel boarding, private boarding and private transport subsidy advances: Term 4 (if claims for Terms 1, 2 and 3 were complete and submitted)	16 October 2024
227.	Leave of Absence Application Forms Completed leave forms must be uploaded onto the PMPS within 10 days of the first day of absence. The completed Leave of Absence Application Form must include the PERSAL number, name of the institution, physical home address of the applicant, period of absence, date and signature of the applicant and must be submitted within two working days of returning to school.	Ongoing
228.	QMS: Completion of annual appraisals (PL 1–4)	31 October 2024

229.	Programmatic contract extensions. All contracts NOT BEING extended completed on the Google Form via the link provided.	31 October 2024
230.	QMS: Submission of annual appraisal scores (schools to adhere to district office submission dates)	01 to 15 November 2024
231.	Schools ready for online progression and promotion capturing	03 November 2024
232.	Second N&S transfer payment and payment of Grade R claims for the 2024/25 financial year and compensation for fee exemptions	15 November 2024
SIM		
233.	Schools sign off	22 November 2024
234.	Circuit managers sign off	29 November 2024
235.	Submit hostel boarding, private boarding and private transport subsidy application forms for 2025 (Grades 1–12 learners of 2025) to Head Office	29 November 2024
Draft 2025 SIP		
236.	Principals sign off	29 November 2024
237.	Circuit managers sign off	06 December 2024
238.	SMTs draft work plans and upload to CEMIS	30 November 2024
239.	Submit copies of approved 2025 school budgets to district offices	01 December 2024
Term 4 quarterly absenteeism on CEMIS		
240.	ALL principals sign off	12 December 2024
241.	Circuit managers sign off	14 December 2024
242.	Submit hostel boarding, private boarding and private transport subsidy claim forms to Head Office: Claims for Term 4	13 December 2024
243.	All section 38A applications for 2025 submitted	15 December 2024

3.4.1 Online admission application time frames for Grade R

Activity	Due date
244. Schools fill available spaces	01 to 18 October 2024

3.4.2 Curriculum, tests and examinations

Activity	Due date
245. NSC practical examinations (Computer Applications Technology & Information Technology Paper 1)	October 2024 (to be confirmed)
246. 2024 NSC examinations	October / November 2024
247. Term 3 learner performance data upload closes	07 October 2024
248. Capture Grade 12 SBA scores on electronic record sheets	25 October 2024
249. Final district moderation of Grade 12 record sheets	25 October 2024

250.	Return of unclaimed certificates of previous years	30 October 2024
251.	Applications for assessment accommodations for Grades R–11 closes	31 October 2024
252.	NSC practical examinations	To be confirmed
253.	Submit assessment accommodations appeals for Grades 10-11	08 November 2024
School-based internal examinations and assessment earliest start dates:		
254.	Grades 10 and 11	13 November 2024
255.	Grades 7, 8 and 9	18 November 2024
256.	Grades 4, 5 and 6	20 November 2024
257.	Progression and promotion 2024: Pre-promotion data snapshot on CEMIS	17 November 2024
258.	Capture screens for progression and promotion open	18 November 2024
259.	Term 4 learner performance data upload becomes available	28 November 2024
260.	Marking of the 2024 NSC examinations	December 2024
261.	SAIC reports to district offices – report on Term 4 (and irregularities not reported in previous report)	06 December 2024
262.	Subject change application by parents of Grade 11 learners – for Grade 12 year	11 December 2024
263.	Capture screens for progression and promotion close	11 December 2024
264.	Term 4 learner performance data upload closes	13 December 2024
265.	Internal moderation of all SBA for Grades 1–11	Ongoing

3.4.3 Applications for assessment accommodations and immigrant status, as well as requests for adapted papers and assistive devices (e.g. braille, large font, audio tapes) for learners with special needs

	Activity	Due date
266.	For Grades R–9: Ongoing at school and district level	Ongoing
267.	For Grades 10–11: Must be recorded on CEMIS by the end of October in the learner's Grade 10/11 year. No new applications will be accepted in Grade 12.	31 October 2024
268.	Appeals for Grades 10–11	08 November 2024

3.4.4 School enrichment activities and capacity building

	Activity	Due date
269.	Election of RCLs	October 2024

3.4.5 LTSM processes

Activity		Due date
270.	Monitoring of DBE's volume 2 workbooks	01 to 04 October 2024
271.	Ensure that all newly procured textbooks are stamped and provided with unique numbers	As ordered and received
272.	Submit damaged and worn-out textbooks to disposal committees	25 October 2024
273.	Educators/schools capture textbook retrieval rates on CEMIS (educators must provide reasons for any deviations on the system)	18 November to 06 December 2024
274.	Retrieve textbooks from learners and conduct textbook checks to identify lost and worn-out textbooks	29 November 2024
275.	Report on textbook retrieval and retention tabled at quarterly governing body meetings	As per scheduled quarterly governing body meetings
276.	Delivery of volume 2 workbooks for 2025 to be finalised	30 November 2024
277.	Disposal process of unwanted and damaged books	10 December 2024
278.	Submit reports on textbook retrieval (including recommendations on improvement strategies) to principals	11 December 2024
279.	Principals sign off textbook retrieval rates on CEMIS	12 December 2024
280.	Circuit managers sign off textbook retrieval rates online	20 December 2024