



DEPARTMENT OF  
**EDUCATION**

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**Circular No 312 of 2025**

TO: Deputy Director Generals  
Chief Directors  
Provincial Directors  
District Director  
Chief Education Specialist  
Circuit Mangers  
Deputy Education Specialist  
Senior Education Specialist

**SUBJECT: SCHOOL READINESS MONITORING AND SUPPORT PROGRAMME FOR  
COMMENCEMENT OF 2026 SCHOOL ACADEMIC FIRST TERM.**

1. This circular serves to guide departmental officials on how to conduct monitoring and support for the reopening of schools in the 2026 first school term.
2. The visit by officials intends to verify and support school preparation for a smooth start of 2026 first academic term. The oversight visit focuses primarily on the process and systems put in place by the school for 2026 first academic term.
3. First term school monitoring is aimed at assessing preparation for the new academic year and identifying challenges that may adversely impact on effective delivery of education and strives to address them promptly at the appropriate level of the system.
4. The Tool focuses on school preparedness for the 2026 first academic term. It includes basic functionality of the school. It is the responsibility of the principal or any member of the SMT to provide information to the Education Department in terms of Section 59 of the South African Schools Act 84 of 1996 (as amended), and the information provided must be accurate as required by section 16A of SASA.
5. It must also be noted that members of parliament and legislation have responsibility to conduct oversight monitoring School management team are advised to cooperate with them however they must introduce themselves properly
6. Officials must note that the first two days before learners could report intend to provide school managers, governing body members and school staff to make final preparation to enable learners to report in a conducive environment for teaching and learning which must commence from the 14<sup>th</sup> January 2025.

SCHOOL READINESS MONITORING AND SUPPORT PROGRAMME FOR COMMENCEMENT OF 2026 SCHOOL ACADEMIC FIRST TERM.

Cnr 113 Biccard & 24 Excelsior Street, POLOKWANE. 0700, Private Bag X 9489, Polokwane, 0700 Institutional Governance and Learner Support Sub-directorate Tel: 015 290 9420 / 015 290 7601

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7. The identified Departmental officials will embark on 2026 School Readiness Monitoring Programme which will commence from the 14<sup>th</sup> January 2026 until the 23<sup>rd</sup> January 2026.
8. The identified officials who will be involved in the School Readiness Monitoring Programme are directed not to disrupt teaching and learning while conducting monitoring. [Note that No Teacher nor a learner should be removed from classroom while teaching and learning is on]
9. Officials involved in the programme are required to verify the accuracy of the information provided (e.g. learner registration information, attendance registers, as well as timetables must be checked to verify accuracy of the information provided). This tool may be used in addition to other oversight mechanisms.
10. School Readiness Monitoring for the 2026 academic year first term shall be conducted by Provincial officials who are identified by the Head of Department and District officials at District level shall be identified by District Director. All identified officials participating in School Readiness Monitoring Programme are expected to attend online workshop based on the monitoring tool. The workshop will be conducted as per attached schedule by officials from Provincial Institutional Governance.
11. To ensure that the 2026 academic first term commences effectively, monitoring is required to be conducted from 14-23 January 2026.

## 12. PROCEDURES FOR ADMINISTERING THE TOOL

- a. *Each official is allocated four Sampled Schools to be monitored. Two of the allocated schools must be underperforming in terms of academic or functionality of governance and management, thus Primary and Secondary.*
- b. *Sampled schools will be two per circuit: one **Secondary** and one **Primary** school.*
- c. *Monitoring tools completed by officials shall be completed in triplicate: original copy shall be submitted to Institutional Governance Manager, another shall be kept by the monitor, and the third copy shall be left with the visited school principal as a means of verification. Furthermore, officials are requested to complete Google form in order to track reporting process.*
- d. *If the Identified official is appointed by the District Director, he/she shall submit the tool to the District Institutional Governance Manager. Officials from the Province shall submit the completed tools to Institutional Governance and Learner Support Sub-Directorate. The District appointed team is also expected to complete google form as provided by the province.*
- e. *Provincial officials are requested to submit copies of their monitoring tools to office No G21 of Ms Mariri SKM at corner 113 Biccard and 24 Excelsior Street, following the same process outlined in paragraph (c) above.*
- f. *The Provincial Institutional Governance and Learner Support Sub-Directorate and District Institutional Governance Managers shall compile a report based on the tools received as per Provincial and District School Readiness Monitoring and Support Programme [SRMSP] schedule.*

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- g. Report by all levels, thus Province and District, shall be compiled by the 26 – 30 January 2026.
- h. The district report together with monitoring tool shall be forwarded to Ms Mariri SKM on or before 04<sup>th</sup> February 2026
- i. All officials are requested to summarise their findings and possible solutions, which will be submitted together with the monitoring tools to the offices identified above, and captured through google form.
- j. Reconciliation of District and Provincial report shall be done on 11<sup>th</sup> February 2026
- k. Note that Provincial and District management must be provided with the findings for intervention purposes. Presentation of the report to Provincial management will be done on 17<sup>th</sup> February 2026.
13. Attached is the provincial schedule for **THE 2026 1<sup>ST</sup> TERM SCHOOL READINESS MONITORING AND SUPPORT PROGRAMME**
14. District shall compile its own schedule, however adhering to the monitoring dates as identified by the provincial office in the above paragraph.
15. Your cooperation in this regard shall be appreciated

  
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Mr. Seshibe MV  
Head of Department

15/02/2025  
Date

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