

EASTERN CAPE DEPARTMENT OF EDUCATION

APPLICATION FOR THE INTRODUCTION OF A NEW CLASS / AMENDMENT OF A SECONDARY SCHOOL CURRICULUM

A REASON FOR APPLICATION (Indicate with X in the space provided)

Introduction of Grades 8 to Grade 12	
Amendment of School Curriculum	

B GENERAL PARTICULARS OF SCHOOL

Name			
Area code :	Tel. No :		Fax No :
Physical Address :		Postal Address :	
Code		Code	
District :			

C PRESENT SCHOOL ESTABLISHMENT & STAFF ENROLMENT

PUPIL	GRADE 8 - 9	GRADE 10 – 12	ANY OTHER	TOT. ENROLMENT
ENROLMENT				
PRINCIPAL	DEPUTY	H.O.D.'S	EDUCATORS PL1	TOTAL

D SCHOOL ESTABLISHMENT & PUPIL ENROLMENT FOR THE FOLLOWING YEAR

PUPIL	GRADE 8 - 9	GRADE 10 - 12	ANY OTHER	TOT. ENROLMENT
ENROLMENT				
PRINCIPAL	DEPUTY	H.O.D.'S	EDUCATORS PL1	TOTAL

E ENROLMENT OF SCHOOL PRESENT ENROLMENT

ESTIMATED FOR FOLLOWING YEAR

SUBJECTS	GR 7	GR 8	GR 9	GR 10	GR 11	GR 12

GR 7	GR 8	GR 9	GR 10	GR 11	GR 12

F AMENDMENT OF SCHOOL CURRICULUM

1	New subjects / grade for which application is made	
2	Name of existing subjects(s) to be replaced (if any)	
3	Motivation for F1 and F2	
4	Staff / personnel: Will you be able to introduce the new subject / grade using existing staff?	YES / NO
	If no, will the School Governing Body pay the educator's salary?	YES / NO
	Name of the educator who will be responsible for the grade / subject	
	His / her qualifications	
5	Accommodation: Is adequate accommodation available for the new grades?	YES / NO
	If no, indicate how accommodation will be provided.	

6	Any other information	
PRINCIPAL		DATE

G SCHOOL GOVERNING BODY

The application for the introduction of:	
at the above mentioned school is supported.	
CHAIRPERSON SGB	DATE

FOR OFFICIAL USE:

H EDUCATION DEVELOPMENT OFFICER

1	I hereby recommended / do not recommend the introduction of				
2	Motivation				
3	After having checked the principal's planning of schoolwork, I am convinced				
-	that the school will be able to cope with the new introduction				
	YES NO				
4	Is the existing accommodation adequate for the new introduction?				
-	YES NO				
EDU	CATION DEVELOPMENT OFFICER DATE				

I DISTRICT MANAGER

Recommended / Not recommended

Comments: _____

DISTRICT MANAGER

DATE

J HEAD OFFICE

Recommended / Not recommended	
Comments :	
DIRECTOR :	DATE
Recommended / Not recommended	
Comments :	
·	
CHIEF DIRECTOR:	DATE
	DAIL
Recommended / Not recommended	
Comments :	
DEPUTY DIRECTOR GENERAL	DATE
Approved / Not Approved	
Comments :	
SUPERINTENDENT GENERAL	DATE
DEPARTMENT OF EDUCATION	