**NATIONAL EISTEDDFOD ACADEMY**

SPECIAL REQUESTS FOR INSTITUTIONS 2017

**For attention: Manager: Administration**

 **National Eisteddfod Academy**

Kindly schedule the learners of this institution to accommodate the activities as listed below during the festival period IF and WHEN possible:

***PLEASE NOTE*: INCOMPLETE FORMS CANNOT BE PROCESSED**

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| --- |
| **DETAILS OF SCHOOL / INSTITUTION / STUDIO :** *(Please print clearly)* |
| NAME OF SCHOOL / STUDIO |  |
| POSTAL ADDRESS |  | CODE: |
| AREA CODE & TELEPHONE NO.  |  | School activities? | **🗹** |  |
| AREA CODE & FAX NO. |  | Grade activities? | **🗹** |  |
| NAME OF REPRESENTATIVE |  |
| CONTACT NUMBER (AFTER HOURS) |  | CELL. |
| E-mail ADDRESS |  |

Kindly provide the following information regarding the activities. Only activities where the timeframe is fixed and available in advance can be accommodated (e.g. participation in provincial / national events, external exams, etc.)

|  |  |  |
| --- | --- | --- |
| **KINDLY LIST THE APPLICABLE GRADES** | **NATURE OF ACTIVITY** **(Provide a brief description of the activities)** | **ACTIVITY DATE(S)**  |
|  |  | (Block out the UNAVAILABLE dates on the calendar below.) |
|  |  |
|  |  |
|  |  |

**Calendar for 2016: BLOCK OUT DATES THAT ARE NOT AVAILABLE**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| July 2017 | Mon 24Public Schools – Start | Tue 25ISACA – 4Term schools start | We 26 | Thu 27 | Fri 28 | Sat 29 |
| August 2017 | Mon 31 July | Tue 1 | Wed 2 | Thu 3 | Fri 4ISACA – 3Term schools close | Sat 5ISACA – 3Term schools closed |
| Mon 7ISACA – 3Term schools closed | Tue 8ISACA – 3Term schools closed | Wed 9Women’s Day | Thu 10ISACA – 3Term schools closed | Fri 11ISACA – 3Term schools closed | Sat 12ISACA – 3Term schools closed |
| Mon 14ISACA – 3Term schools closed | Tue 15ISACA – 3Term schools closed | Wed 16ISACA – 3Term schools closed | Thu 17ISACA – 3Term schools closed | Fri 18ISACA – 3Term schools closed | Sat 19ISACA – 3Term schools closed  |
| Mon 21ISACA – 3Term schools closed | Tue 22ISACA – 3Term schools closed  | Wed 23ISACA – 3Term schools closed | Thu 24ISACA – 3Term schools closed  | Fri 25ISACA – 3Term schools closed  | Sat 26ISACA – 3Term schools closed  |
| Mon 28ISACA – 3Term schools closed | Tue 29ISACA – 3Term schools closed | Wed 30ISACA – 3Term schools closed | Thu 31ISACA – 3Term schools closed | Fri 1 SeptISACA – 3Term schools closed | Sat 2 SeptISACA – 3Term schools closed |
| Sept. 2017 | Mon 4ISACA – 3Term schools closed  | Tue 5ISACA – 3Term schools start | Wed6 | Thu 7 | Fri 8 | Sat 9 |
| Mon 11 | Tue 12 | Wed 13 | Thu 14 | Fri 15 | Sat 16 |
| Mon 18 | Tue 19 | Wed 20 | Thu 21 | Fri 22 | Sat 23 |
| Mon 25Public School Holiday | Tue 26 | Wed 27 | Thu 28 | Fri 29 Public / ISACA 4 Term schools close | Sat 30 Public / ISACA 4 Term schools closed |
| Oct. 2017 | Mon 2 Public / ISACA 4 Term schools closed | Tue 3Public / ISACA 4 Term schools closed | Wed4 Public / ISACA 4 Term schools closed | Thu 5 Public / ISACA 4 Term schools closed | Fri 6 Public / ISACA 4 Term schools closed | Sat 7Public / ISACA 4 Term schools closed |
|  | Mon 9 Public Schools startISACA 4 Term schools closed | Tue 10ISACA 4 Term schools closed | Wed 11ISACA 4 Term schools closed | Thu 12ISACA 4 Term schools closed | Fri 13ISACA 4 Term schools closed | Sat 14ISACA 4 Term schools closed |

* ***IMPORTANT:* SPECIAL REQUESTS SHOULD BE SUBMITTED WITH THE ENTRIES OR SHOULD REACH THE NEA OFFICE BY THE CLOSING DATE FOR ENTRIES.**
* Although the NEA will attempt to accommodate all reasonable requests, NO guarantee can be provided.