**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**

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