

Wes-Kaap Onderwysdepartement
Western Cape Education Department
iSebe leMfundo leNtshona Koloni

Navrac Enquiries iMibuzo	MR I.J. MORKEL	Verwysing Reference Ubhekiso	10/2/2	Telefoon Telephone iMfononfono	460-6911
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<p>TO: ALL CHIEF DIRECTORS, DIRECTORS, HEADS OF SUB-DIRECTORATES, REGIONAL DIRECTORS, AREA MANAGERS, CIRCUIT MANAGERS, SUBJECT ADVISERS, SUBJECT ADVISORY SERVICE AND HEADS OF ALL EDUCATIONAL INSTITUTIONS</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Kantoor van die Office of the i-Ofisi ye</td> <td style="width: 50%;">Head of Education</td> </tr> <tr> <td>Privaatsak Private Bag</td> <td>9008</td> </tr> <tr> <td>Dorp/Stad Town/City iDolophi/iSizeko</td> <td>CAPE TOWN</td> </tr> <tr> <td>Poskode/Postal Code iKhodi lePosi</td> <td>8000</td> </tr> <tr> <td>Datum/Date iMhla</td> <td>19 September 1997</td> </tr> </table>	Kantoor van die Office of the i-Ofisi ye	Head of Education	Privaatsak Private Bag	9008	Dorp/Stad Town/City iDolophi/iSizeko	CAPE TOWN	Poskode/Postal Code iKhodi lePosi	8000	Datum/Date iMhla	19 September 1997
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POLICY AND PROCEDURE FOR NAMING OR RENAMING EDUCATIONAL INSTITUTIONS OR SECTIONS THEREOF

1. At present confusion prevails because the names of educational institutions change or naming occurs without informing the Western Cape Education Department (WCED). In order to prevent the existence of more than one educational institution with the same name in the Province and to ensure that proper record can be kept of the names of all such institutions, the following procedures must be followed:
 - 1.1 Naming or renaming of educational institutions (including sports grounds, pavilions and school halls) is approved by the governing bodies themselves, whereafter it is submitted via the normal channels (Area Office) to the WCED for condonation. The name, as approved by the governing body, may be used after the Head of Education has condoned it.
 - 1.2 It is not the intention to deny the governing body its powers to allocate a name to an educational institution, but the name is submitted to the WCED to ensure that there are no other educational institutions with the same name.

1.3/...

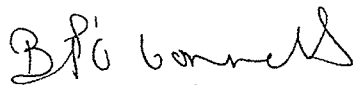
1.3 Preference can be given to names linked to:

- (i) the history or the environment of the institution;
- (ii) suitable and inspiring slogans;
- (iii) striking natural phenomena or the beauty of the environment; and
- (iv) the name of the town or residential area, especially when the institution is the first one in that residential area.

1.4 Naming an institution after a living person is not desirable and should be avoided. Other ways of paying homage should rather be considered. If, in exceptional cases, naming after a living person is contemplated, the person concerned must be approached for the necessary approval before the Head of Education is approached for condonation of the name.

1.5 Naming an institution after a deceased person must also be dealt with circumspectly and such person's immediate next of kin must also be approached before the Head of Education is approached to condone it.

2. Thank you for your co-operation in this regard.



HEAD: EDUCATION