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Western Cape Education Department  
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TO:

ALL CHIEF DIRECTORS AND DIRECTORS,  
AREA AND CIRCUIT MANAGERS

CIRCULAR 0083/1998

**GUIDELINES FOR THE OFFICIAL OPENING OF EDUCATION BUILDINGS, REPRESENTATION AT OFFICIAL FUNCTIONS AND INVITATIONS TO THE MEMBER OF THE PROVINCIAL CABINET RESPONSIBLE FOR EDUCATION**

1. The above-mentioned guidelines are attached and are now applicable.
2. As soon as a governing body has been instituted for a new school, area managers are requested to inform the principal and the governing body of the official opening of the school and to give them guidance on the basis of the above-mentioned guidelines.
3. If the Member of the Provincial Cabinet responsible for Education or an official from Head Office is invited as guest speaker, the draft speech and programme must be submitted to Head Office at least six weeks before the intended function.
4. Your co-operation will be greatly appreciated.

*B. C. ...*

HEAD: EDUCATION

**WESTERN CAPE EDUCATION DEPARTMENT**

**MANUAL: OPENING OF SCHOOLS AND REPRESENTATION AT OFFICIAL FUNCTIONS**

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## **WESTERN CAPE EDUCATION DEPARTMENT**

### **MANUAL: OPENING OF EDUCATION DEPARTMENT BUILDINGS AND REPRESENTATION AT OFFICIAL FUNCTIONS**

#### **1. INTRODUCTION**

- 1.1** The Western Cape Education Department (WCED) views the official opening of a new school, and/or hostel as a specially appropriate occasion to bring the operations of the institution concerned as well as those of this Department, to the attention of the public.
- 1.2** The opening function is the occasion where the building(s) of an institution is/are received in public from the building contractors on behalf of the WCED and handed to the school. The person who attends the official opening as the representative of the WCED acts with the authority of the WCED. The community and especially the learners in whose interest the institution has been erected, must contribute prominently to the function.

#### **2. RESPONSIBILITY FOR ARRANGEMENTS**

The arrangements for the opening of public schools and or hostels are made by the principal and the governing body in consultation with the local area and circuit manager.

#### **3. CLASSIFICATION OF OFFICIAL FUNCTIONS**

##### **3.1 CATEGORY A**

- 3.1.1** The official opening of new buildings, extensions to existing buildings or sport facilities for secondary education.
- 3.1.2** The official opening of primary schools for 800 or more learners.
- 3.1.3** The official opening of schools for learners with special educational needs and other major educational institutions not mentioned above.

**3.2 CATEGORY B**

- 3.2.1** The official opening of new buildings, extensions to existing buildings or sport facilities at primary schools for less than 800 learners.
- 3.2.2** Jubilees or anniversaries such as the existence of a school for twenty-one or fifty years.
- 3.2.3** Sport or cultural gatherings and other school functions that occur annually.
- 3.2.4** Invitation to the Member of the Provincial Cabinet responsible for Education (MPC) or the Head of Education to visit schools.

**4. WHEN NEW BUILDINGS MUST BE OPENED**

New buildings or extensions must be officially opened not later than 18 months after its inauguration. The opening of a new school or hostel should be postponed until the governing body of the institution concerned has been elected.

**5. FUNCTION ARRANGEMENTS**

**5.1 Arrangements**

Arrangements for an official function must be initiated at least four months before the intended ceremony. In the case of a government institution the governing body, acts as the host. In case of a category A occasion it is desirable that an MPC or a representative of the WCED act as guest speaker.

## 5.2 The duties of the host

After the programme for the function has been approved, it is the duty of the host to:

- 5.2.1 provide the guest speaker and other persons participating in the programme with a copy of the programme and ensure that they clearly understand what is expected of them;
- 5.2.2 invite the guest and parents in good time to attend the function;
- 5.2.3 arrange refreshments for the guests and learners; and
- 5.2.4 arrange for the erection of a suitable shelter for the guest speaker against weather conditions.

NOTA BENE: The principal normally acts as the organiser of the function and performs the aforementioned tasks on behalf of the governing body.

## 5.3 Guest speaker

- 5.3.1 The guest speaker is selected by the governing body according to the protocol list in Annexure A. Where the guest speaker has not been appointed strictly in accordance with the protocol list, the area manager must tactfully negotiate with the governing body and principal in order to comply with the protocol list.
- 5.3.2 It should be noted that according to protocol it is unacceptable that the MPC be invited to attend an official function while the Head of Education is the guest speaker. The highest-ranking person present at an official function must be the guest speaker.

## 5.4 Programme and speech

- 5.4.1 When an official function is planned, the principal in consultation with the governing body must prepare a draft programme and speech for the guest speaker. The circuit manager, will discuss the proposed programme and speech with the principal and make amendments, where necessary. The final drafts must be submitted to the area manager for approval, or in the case where the MPC or an official at Head Office is the guest speaker, the draft must be submitted

to Head Office. (See Annexure B for guidelines for speeches). A member of the governing body, as representative of the parent community, must be involved in the programme for the official function, e.g. by being responsible for the welcoming, introduction or expression of thanks.

- 5.4.2 When preparing a programme, not too many speakers must be included, in order to prevent the attention from being distracted from the opening address. Representatives of any teachers' organisation and political parties must not be involved in the programme for the official function.
- 5.4.3 Since educational institutions cater for the education/training of learners, they must participate in the programme, e.g. by means of a physical education performance or a choral recital.
- 5.4.4 In view of the timely arrangements for the function, among other things preparing the speech, the training of learners participating in the programme, the sending out of invitations to guests of honour and notices to parents, it is imperative that the proposed programme and speech reach the area manager not later than 3 months before the function for his confirmation. Where the MPC or an official at Head Office is the guest speaker, the drafts must immediately be edited by the area manager and submitted to Head Office.

#### 5.5 Official guests

Official guests are invited as indicated in the protocol list in Annexure C. When persons are invited as guests to the official function, seniority must be taken into account so that for example, when the Head of Education is the guest speaker, the MPC must not be invited as a guest, or when the area manager is the guest speaker at the function, the Head of Education must not be invited as a guest.

#### 5.6 Expenditure associated with the function

The host is responsible for all expenditures. With the approval of the governing body, school fees may be used for this purpose.

#### 5.7 Unveiling of name-plate

It is customary that the spouse of the guest speaker or the guest speaker unveil the name-plate.

**6. PUBLICATION OF FUNCTION IN PRESS AND DEPARTMENTAL MAGAZINES**

In order to ensure that the function is announced as widely as possible, the representatives of local newspapers must be invited to the function.

**7. VISITS TO SCHOOLS BY THE MPC AND HEAD OF EDUCATION**

**7.1** An invitation to the MPC and/or the Head of Education to visit schools for purposes not contained in these guidelines must be extended in the proper manner, in other words via circuit and area managers.

**7.2** In respect of such visits the protocol list under Annexure A will apply.

**PROTOCOL LIST OF GUEST SPEAKERS**

Guest speakers in order of priority

**(a) Category A - Functions**

- Member of the Provincial Cabinet responsible for Education (MPC)
- Members of the Provincial Cabinet
- Head of Department
- Chief Director concerned
- Area Manager
- Circuit Manager

In exceptional cases application may be made for permission to invite another dignitary as guest speaker.

**(b) Category B - Functions**

- MPC responsible for Education
- Members of the Provincial Cabinet
- Head of Department
- Chief Director concerned
- Area Manager
- Circuit Manager

In exceptional cases application may be made for permission to invite another dignitary as guest speaker.



## 2. **Speeches during prize-givings, olympiads, etc.**

The speech must consist of approximately 3 typed pages. The learners constitute the target audience.

The following guidelines may be useful:

### 2.1 **Introduction: thanks for invitation, a few introductory remarks**

### 2.2 **Message:**

The message should be built around a central theme that is relevant to the learners and conclude with a challenge for the future.

(i) **Prize-giving:** Applicable themes that can be used are talents, ideals, leadership, diligence, motivation, etc.

(ii) **Olympiads (mathematics, music, athletics, etc.):** Besides the themes mentioned under prize-givings, the following subjects can be discussed:

- background (historical), defining an olympiad, the establishment of this specific olympiad, past achievers
- essence and use of a subject
- position of the subject in the modern world
- the responsibility to develop specific talents

### 2.3 **Closing sentence: A last thought to round off the speech.**

## 3. **Farewell of person who retires**

The speech must consist of approximately 3 typed pages. The following guidelines can be useful:

- **Thank the organising committee for the invitation to be the guest speaker.**
- **Give a biographical outline: life, employment, career, achievements and important contributions of the person, mentioning examples (also amusing incidents where possible).**
- **Sketch the person's character: special characteristics or virtues, mentioning examples where possible.**
- **Express appreciation and thanks for his work on behalf of the authorities, the people he worked with and those who benefited from it.**
- **Well wishes for the future.**

**GUIDELINES FOR THE PREPARATION OF SPEECHES**

**A. GENERAL**

1. Speeches must be typed in double spacing.
2. Speeches must be short, to the point and stimulating (3 to 5 pages depending on the occasion).
3. To give a local slant to the content, the speech can link up with the history and circumstances of the environment.
4. The speech must be based on a particular theme. Themes must be relevant and the needs of the audience must be taken into account.
5. Themes that are futuristic usually meet with approval. The theme should conclude with a stimulating thought, an inspiring appeal or a positive vision for the future.
6. Long, complicated sentences must be avoided. Short and longer sentences must be alternated.
7. Afrikaans and English must be used with discretion. If needed an interpreter can be appointed. The school will carry any expenditure in this regard.

**B. DIFFERENT TYPES OF SPEECHES**

1. **Speeches at the official opening of new buildings, extensions or an anniversary**

The speech can be divided into the following sections:

- 1.1 Introduction (¼ typed page)
  - Thank organising committee for invitation
  - Thank organisers, instructors and participants (e.g. choirs, drum majorettes, etc.) for their contributions.
- 1.2 Background information (½ - ¾ typed page)

The following background information can be given:

**(i) At the opening of new facilities**

- Present the background and history that led to the creation of the facility.
- Mention and thank the builders.
- Mention what the facility cost.
- Request everybody to consider the facility as the property of the community and to keep it clean and tidy.
- In the case of a new school hall, mention the purpose of a school hall and the efficient use thereof. It can also appear in more detail in the main theme.

**(ii) At an anniversary (21 years, quarter-century celebration, etc.)**

- The history of the school.
- Special events and achievements, naming previous personnel and learners.

**1.3 Education message (2 - 3 typed pages)**

The message must preferably be built around one central theme, e.g. talents, education renewal, parent involvement, progress in education, vocational education, character-building, education for life, etc. The theme can be elaborated into various subdivisions. The message should be built up to a stimulating or inspiring conclusion.

**1.4 Message to learners (½ - ¾ typed page)**

If there are learners in the audience and the education message is not on their level, an applicable message must be included for them. A short applicable story can be used.

**1.5 Closing sentence**

A last sentence or two must apply for the purpose of the function, e.g. "Fifty successful years for the ..... school has been completed. May the next fifty years for the school and the community be very prosperous in all respects." "It affords me much pleasure to declare this ..... officially open."

**PROTOCOL LIST OF OFFICIAL GUEST**

**PERSONS WHO SHOULD BE INVITED TO OFFICIAL FUNCTIONS**

**(a) Category A - Functions**

- MPC responsible for Education
- Members of the Provincial Cabinet
- Mayor
- Head of Education
- Area manager
- Circuit manager
- Regional representatives of other departments
- Local magistrate
- Commanding officer of the local S.A. Police Service
- Building contractor who erected the building.

Any prominent person who may have a particular interest in the institution, such as a minister of religion, a former principal, principals of neighbouring schools, parents of learners and senior officials of the Department (apart from those who must be invited).

**(b) Category B - Functions**

- MPC responsible for Education
- Members of the Provincial Cabinet
- Mayor
- Local magistrate
- Area manager
- Circuit manager
- Local regional representative of other departments
- Commanding officer of the local S.A. Police Service.

Any prominent person who may have a particular interest in the school, such as a minister of religion, a former principal, principals of neighbouring schools, parents of learners and senior officials of the Department (apart from those who must be invited).