

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

Navrae  
Enquiries  
iMibuzo

**MR I.J. MORKEL**

Verwysing  
Reference  
Ubhekiso

**13/2/8/28**

Telefoon  
Telephone  
iFoni

**403-6911**

TO:

ALL CHIEF DIRECTORS, DIRECTORS,  
HEADS OF SUB-DIRECTORATES AND  
DIVISIONS AT HEAD OFFICE, AREA  
AND CIRCUIT MANAGERS, SUBJECT  
ADVISORY SERVICES AND HEADS OF  
EDUCATIONAL INSTITUTIONS

Kantoor van die  
Office of the  
i-Ofisi ye

Head of Education

Privaatsak  
Private Bag  
Ingxowa eyoDwa

9114

Dorp/Stad  
Town/City  
iDolophi/iSixeko

CAPE TOWN

Poskode/Postal Code  
iKhowudi yePosi

8000

Faks  
Fax

**419-5967**

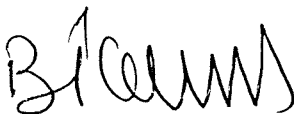
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**13 November 1998**

CIRCULAR 0145/98

**VISITS TO SCHOOLS BY PERSONS FROM THE PRIVATE SECTOR**

1. The Western Cape Education Department (WCED) continually receives requests from individuals and representatives of business institutions to visit schools during school hours for interviews with educators, to address learners or to give demonstrations.
2. Such requests from individuals from the private sector must be addressed to principals or governing bodies of schools who in turn must decide if the applicants may visit their schools.
3. The WCED is, however, concerned that visits to schools during school hours by the aforementioned persons for the purposes mentioned in paragraph 1 could be disruptive and could disturb the normal activities of the school. Such visits should therefore be restricted to the minimum or conducted after school hours.
4. Requests by institutions and individuals from outside to visit schools for the purpose of subjecting learners to physical, psychometric and scholastic examinations or to obtain confidential information about the learners or their families, must be submitted via the principal or governing body to the Head of Education for consideration. The recommendation of the principal or governing body must accompany the application. The applicant will be informed, via the principal, of the Head of Education's decision. (See Circular 0087/1998)
5. This circular supersedes Circular No. 0018/98 of 13 February 1998.
6. Your co-operation will be appreciated.



HEAD : EDUCATION