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PROVINSIALE ADMINISTRASIE WES-KAAP
onderwysdepartement
PROVINCIAL ADMINISTRATION WESTERN CAPE
Education Department
ULAWULO LWEPHONDO LENTSHONA KC
ISebe leMfundo

CIRCULAR 0076/2000

TO:

CHIEF DIRECTORS, DIRECTORS AND DEPUTY DIRECTORS AT HEAD OFFICE AND AREA AND CIRCUIT MANAGERS

NEW PROCEDURES FOR THE CLOSURE OF SCHOOLS

1. This circular must be read in conjunction with Circulars No. 0081/98 of 3 July 1999 and 0096/99 of 13 September 1999. When it is envisaged to close a school, the application form (WCED – 067) must be completed and submitted to Head Office at least four months before the anticipated date of closure.

N.B: At this stage the public hearing should not have been held.

2. Together with the application (WCED – 067) for the closure of the school, **separate plan (Annexure A)** for the closure of the school must be submitted.
3. The plan must be drawn up in the format given in the attached Annexure A.
4. Upon receipt of the application, which must include the aforementioned plan, it will be submitted to the committee which investigates the closure of small schools.
5. If the committee is satisfied with the plan, the Minister will be approached for approval in principle of the closure of the school and the provisional closure date preferably one at the end of a school year. The Area Manager will then be requested by Head Office to conduct a public hearing in accordance with the guidelines in Circular 0096/99, dated 13 September 1999. During the public hearing the parent and school community must be fully informed about the planned closure. (The latter stipulation is additional to paragraph 3 of the aforementioned Circular 0096/99 dated 13 September 1999.)

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6. The responsibilities and duties of an administrator remain the same as indicated in Circular No. 0081/98, dated 3 July 1998. As soon as the Minister has granted approval in principle for the closure of the school, the Area Manager will be appointed as administrator. The administrator will from that time be involved with the process of closing the school and, as required in the aforementioned circular, submit the necessary certificate after closure.
7. After the public hearing the Circuit Manager must compile a full report on the hearing and submit it to the Area Manager within seven days. The report must be typed as it will be submitted to the Minister as an annexure to a memorandum. (All written inputs and submissions must accompany the report, including the minutes of the meeting of the governing body where the closure of the school was discussed.)
8. Upon receipt of the report by the Area Manager, it must immediately be submitted, together with the certificate which is attached as Annexure B and which must be completed by the Area Manager in consultation with the Circuit Manager and the relevant administrative personnel, to this office.
9. As soon as all aspects have been cleared satisfactorily (including transport arrangements for learners, etc.) the request to close the school will be submitted to the Minister for final approval.
10. Only applications which have been submitted in the manner described above will be considered by Head Office. In those cases where public hearings have already been held, the certificate (Annexure B) must be submitted to this office without delay.
11. The procedure manual for the closure of schools sent out under cover of Circular 0081/98, dated 3 July 1998, will be amended shortly in accordance with the above-mentioned guidelines.
12. Your co-operation in assisting with the process for the closure of a school will be appreciated.
13. Kindly bring the contents of this circular to the attention of the personnel concerned.



HEAD: EDUCATION

DATE: 13/6/00

PLAN FOR THE CLOSING OFPRIMARY SCHOOL

1. The envisaged closing date of the school is
2. The written permission for the closing of the school was obtained from the owner of the school and is hereby attached.
3. **The position of the principal and educator(s) is as follows:** (Full details must be furnished e.g. where the educator(s) will be transferred to and what the reaction of the receiving school may be.)
4. **The position of the Public Service personnel is as follows:** (where applicable)
5. **The position of the learners is as follows:** (Full details must be furnished e.g. which school are they going to attend; how they will reach the school; what the reaction of the receiving school regarding the transfer of the learners may be, etc.
6. **The position with regard to the furniture and provisions is as follows:**
(An indication must be given as to what will happen to the furniture and provisions.)
7. **The position with regard to the school fund is as follows:**

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Preserve
history of
school !!

WESTERN CAPE EDUCATION DEPARTMENT
CERTIFICATE IN RESPECT OF CLOSURE OF SCHOOLS

I, (full name and surname),
 in my capacity as (rank in full), at
 the (full name of office),
 appointed as administrator of the assets and liabilities of
 (full name of school),
 hereby declare that the following aspects have been fulfilled/not fulfilled as
 indicated (Mark applicable block with X.)

		YES	NO
1.	In a case where the school and parent community concerned has indicated during the public hearing that they are not in favour of the closing of the school, were they informed that the school will nevertheless close on the envisaged closing date?		
2.1	Do the parents and learners know that the school will close?		
2.2	Do the learners know which schools they will be attending after closure?		
3.	Do the parents know which schools their children will be attending after closure?		
4.	Do the receiving schools know which learners will be transferred to them?		
5.	Do the CS-educators know where they will be transferred?		
6.	Where an educator indicated that he/she intends leaving the service, has the application been received and processed by the WCED?		
7.	In cases of resignation, have applications been submitted to the WCED?		
8.	Do the receiving schools know of the educators who are to be taken up by them?		
9.	Where learners are to be transported by means of transport schemes, do they know where the pick-up points to their new schools are?		
10.1(a)	Where learners do not qualify for transport schemes but for travelling allowances, have the principals of the receiving schools been informed?		
10.1(b)	Have the parents been informed?		

10.2	Has it been explained that the travelling allowances will be paid only at the end of the quarter if the applications are approved?		
10.3	Have arrangements been made by the parents for their children to attend schools initially at their own cost in view of the fact that allowances will be paid only at the end of each school quarter?		
11.1	Do parents know that they must apply for travelling allowances?		
11.2	Have arrangements been made for the speedy processing of the applications for travelling allowances and their dispatch to Head Office?		
12.1	Where learners are to be accommodated in hostels, do the parents and learners know in which hostel it will be?		
12.2	Is there sufficient accommodation in the hostels for the Learners?		
12.3	Does the governing body of the hostel know which learners are to be accommodated?		
12.4	Do the parents know what hostel fees are being charged by the hostel and that they can apply for a bursary?		
13.1	Have arrangements been made for the removal/transfer of provisions?		
13.2	Have arrangements been made for the removal/transfer of furniture?		
14.	Have arrangements been made for the removal/transfer of the school records to the area office for safekeeping?		
15.	Have arrangements been made for the transfer of the school fund?		

Supplementary comments: (Where necessary, documents of prove or explanations must be attached).....

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SIGNATURE:

DATE: _____