



Reference: 20170804-3577
8/7/2/1/2/2
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Circular: 0038/2017
Expiry date: None

To: Deputy Directors-General, Chief Directors, Directors, Deputy Directors at district offices, Heads: Management and Governance, Circuit Managers, Principals and Chairpersons of governing bodies at non-section 21 ordinary public schools

Short summary: *This circular introduces the School Emergency Maintenance Management Information System, a new application on CEMIS, which replaces the previous procedure for reporting emergency repairs.*

Subject: Introduction of the School Emergency Maintenance Management Information System (SEMMIS)

1. The Western Cape Education Department (WCED) has developed the School Emergency Maintenance Management Information System (SEMMIS) which is an online system on the Central Education Management Information System (CEMIS).
2. SEMMIS will replace the current WCED 004 form that is used to report emergency maintenance cases to Head Office.
3. As from 01 October 2017, schools are required to capture emergency maintenance repairs using the SEMMIS application on CEMIS.
4. Instructions will be provided on the CEMIS platform on how schools are to capture and sign off on emergency maintenance requests.
5. Schools will be required to use their norms and standards (N&S) funds for any emergency maintenance repairs under R10 000. It is therefore very important that schools carefully manage their N&S funds to ensure that sufficient funds are available for such emergency repairs.
6. The following person may be contacted should assistance be required during the capturing of information:

Nicholas Sutcliffe (tel. no.: 021 467 2568) or email address
Nicholas.Sutcliffe@westerncape.gov.za

7. Kindly bring the content of this circular to the attention of all relevant officials.

SIGNED: BK SCHREUDER
HEAD: EDUCATION
DATE: 2017-09-28