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12/12/17

Enquiries: L Boniface

Circular: 0047/2017

Expiry date: None

To: Deputy Directors-General, Chief Directors, Directors, Deputy Directors, Circuit Managers, Heads: Management and Governance, Heads: Curriculum Coordination and Advice, Principals and Governing Body Chairpersons of ordinary public schools

Short summary: *This circular informs all schools that the Head of Department decrees that school buildings and grounds be made available in the event of an emergency or crisis situation.*

**Subject: Use of school buildings and grounds during an emergency or crisis situation**

1. This circular should be read in conjunction with Circular 0033/2016.
2. According to Chapter 3, section 20(1)(g) of the South African Schools Act, 1996 (Act 84 of 1996), *the governing body of a public school must administer and control the school's property, buildings and grounds occupied by the school, including school hostels, but the exercise of this power must not in any manner interfere with or otherwise hamper the implementation of a decision made by the Member of the Executive Council or Head of Department in terms of any law or policy.*
3. In the event of an emergency or crisis situation, the principal will be contacted to facilitate the preparation and use of the school buildings and grounds. In this regard principals should ensure that their contact details are correct in the *General Information* on CEMIS at <https://cemis.pgwc.gov.za>.
4. As you are aware, the Western Cape is experiencing a WATER CRISIS and despite reduced water usage in the province, dam levels are fast decreasing. In the event of water distribution being necessitated schools may be used as distribution points. The planning for this process includes the 2017 4<sup>th</sup> term holiday period.
5. Kindly bring the contents of this circular to the attention of all staff and governing body members.

**SIGNED:** BK SCHREUDER

**HEAD: EDUCATION**

**DATE:** 2017-11-30