URhulumente weNtshona Koloni
EzeMfundo

ICandelo loLawulo loLwabiwo noSetyenziso lweMali

Isalathiso: 20170907-4662
4/5/1
Imibuzo: Jonga kuMhlathi 10

ISetyhula: 0033/2017
Umhla wokuphelelwa: 31 Matshi 2019

Iya: KumaSekela Balawuli-Jikelele, kuBalawuli abaziiNtloko, kuBalawuli, kuBaphathi beeSekethe, kwiiNtloko zoQuquzelelo neNgcebiso ngeze-*IMG*, kumaSekela Balawuli kwii-ofisi zezithili, nakwiiNqununu kunye nakooSihlalo bamaBhunga oLawulo ezikolo zikarhulumente eziqhelekileyo eziphantsi kwesiqendu 21

Isishwankathelo esifutshane: *Iinkcukacha ezingolwabiwo-mali lwezikolo eziphantsi kwesiqendu 21 lonyaka-mali ka-2018/19 kunye nesikhokelo sokuthengwa kweempahla neenkonzo.*

Isihloko: Izikolo eziphantsi kwesiqendu 21: Imimiselo nemigangatho yengxowa-mali yezikolo kumaBakala 1-12 – ulwabiwo-mali lonyaka-mali ka-2018/19

1. Ulwabiwo-mali

Iinkcukacha zolwabiwo-mali ngokwemimiselo nemigangatho (*norms and standards* (*N&S*)) zesikolo esiphantsi kwesiqendu 21 zale minyaka mithathu izayo yethuba eliqala nge-01 Apreli 2018 ukuya kwi-31 Matshi 2021, ziyafumaneka kwi-*CEMIS* kwaye zinokufunyanwa ngale ndlela ilandelayo:

- Logisha kwi*CEMIS*.
- Khetha u-"*Public Ordinary*".
- Khetha isikolo.
- Klikha ku-"*Proceed*"uze ukhethe u-"*Administration*" kwi-*menu bar* uze uklikhe ku-"*Norms and Standards Allocation*" ukhethe u-"N&S 2018/19". Liprinte iphepha elo.

Kucelwa uthathele ingqalelo oku kulandelayo:

1.1 Ulwabiwo-mali lubalwe ngokungqinelana nemigqaliselo ekwimihlathi 108 – 114 ye-*National Norms and Standards for School Funding (NNSSF)* ekwiGazethi kaRhulumente No. 29179, ye-31 Agasti 2006.

1.2 Ngokomhlathi 114 we-*NNSSF*, ii-*National Targets Table* elapha ngezantsi, epapashwe kwi-*Government Notice No*. 12, kwiGazethi kaRhulumente *No.* 40818 ye-28 Apreli 2017, ibonisa isixa esithagethiweyo sango-2018 ngomfundi ngamnye. Isixa esiqingqiweyo sezikolo ezingabizi zifizi siya kuba yi-R1 316.

Itheyibhili kazwelonke yeethagethi zolwabiwo-mali zezikolo kumaBakala 1 -12 (2018-2020)

	2018	2019*	2020*
NQ1 **Ezingabizi zifizi**	1 316	1 394	1 471
NQ2 **Ezingabizi zifizi**	1 316	1 394	1 471
NQ3 **Ezingabizi zifizi**	1 316	1 394	1 471
NQ4 **Ezingabizi zifizi**	1 316	1 394	1 471
NQ5 **Ezingabizi zifizi**	1 316	1 394	1 471
NQ4 **Ezibiza iifizi**	660	699	737
NQ5 **Ezibiza iifizi**	228	241	254
I-*No-fee threshold*	1 316	1 394	1 471

* Amanani ka-2019 no-2020 (kutshintshwe nereyithi yeqondo lokuhla nokunyuka kwamandla emali eqikelelweyo) ngalawo aqikelelweyo eethagethi zikazwelonke njengoko bekucacisiwe.

1.3 Ulwabiwo-mali lwethutyana lubalwe ngokusebenzisa amanani obhaliso abafundi e*SNAP* yosuku lwe-10 yango-2017.

1.4 ISebe leMfundo leNtshona Koloni (ISebe iWCED) liya kuwajongisisa onke amanani obhaliso abafundi ezikolo neSaveyi yoSuku lwe-10 ngo-2018. Iileta **zolwabiwo lokugqibela** ziya kupapashwa kwi-*CEMIS* ungadlulanga owe-16 Matshi 2018.

2. Isicwangciso seentlawulo

2.1 Izikolo ezibiza iifizi zesikolo

Izikolo ziya kufumana isabelo sazo se-*N&S* sonyaka-mali ka-2018/19 ngeentlawulo ezimbini, ekuzezi, i-60% ngo-Apreli – Meyi 2018 ne-40% ngo-Oktobha ukuya kuNovemba 2018. Kufuneka izikolo eziphantsi kwesiqendu 21 ziyisebenzise intlawulo yokuqala yazo (60%), ekuthengeni iincwadi nezincedisi zokufunda nokufundisa (*LTSM)* zazo zika-2019 ukwenzela ukuba zibe sele zifumaneka ngaphambi kokuphela kukaSeptemba 2018; yaye zihlawule nezinye iindleko zazo njengoko zicacisiwe kumhlathi 3.1 apha ngezantsi. Intlawulo yesibini (40%), mayisetyenziselwe ukuhlawula iindleko ezifanelekileyo ezinxulumene nesikolo ukuya kutsho ekupheleni konyaka-mali karhulumente o.k.t. nge-31 Matshi 2019. Apho iSebe iWCED lithenga nayiphi na iLTSM egameni lezikolo, iindleko ezilolu hlobo ziya kuxhuzulwa kwintlawulo yesibini eyenziwa ngoomatshini (*second transfer payment).*

2.2 Izikolo ezingabizi zifizi (*No-fee schools*)

Yi-20% yaso sonke isabelo-mali se-*N&S* ehlawulwa ngo-Apreli–Meyi 2018 (Jonga kumhlathi 2.1 apha ngasentla) emayigcinelwe **iindleko zemihla ngemihla**

ezinganxulumananga nabasebenzi (***non-personnel expenditure***) . Izikolo ziya kwaziswa ngesi sixa-mali ngeleta yesabelo-mali ngokwe-*N&S*. Makusoloko kukhunjulwa ukuba esi sixa-mali masisigcine isikolo de kube ngu-Apreli 2019, apho kuya kufunyanwa intlawulo yonyaka-mali olandelayo.

3. Ukusetyenziswa kwesabelo-mali

3.1 Isabelo-mali ngokwe-N&S senzelwa eyona njongo iphambili nengeyokuqala, ukuthenga i*LTSM*, ukuthenga kuloo ndawo inesikolo (*local purchases*), ukuhlawula iinkonzo zikamasipala, ukubonelela ngezona zinto zibalulekileyo kulondolozo lwemihla ngemihla lwezakhiwo zesikolo, amabala nezixhobo zomsebenzi (ulondolozo olwenziwa sisikolo), kunye nokuhlawula ezinye iindleko ezikhoyo zemihla ngemihla. Ingeniso yesikolo esiyenze ngokwaso, njengoko kuchaziwe kumhlathi 6 apha ngasezantsi, mayisetyenziselwe kuqala ukongeza apho kushota khona kwezi zinto zilapha ngentla phambi kokuba isetyenziselwe ukuhlawula izithuba zengqesho zamabhunga olawulo.

<u>Kucetyiswa</u> ngokuba ngo-2018/19, izikolo zimele ukusahlula-hlula isabelo sazo esifumanekayo ngokwamahlelo ngamahlelo enkcitho (*various expenditure categories*) ngolu hlobo lulandelayo:

- I-30% isetyenziselwa ii-odolo ze*LTSM* zika-2019 ekufuneka i-10% yayo isetyenziselwe ukuthenga izinto zokufunda zaselayibrari (ngamnye umfundi makabe nencwadi yesifundo emiselweyo ngenkalo yesifundo nganye okanye ngesifundo ngasinye). Istokhwe seencwadi nezibonelelo zaselayibrari mazandiswe qho ngonyaka de inani elipheleleyo lee-ayithem (*items*) libonise owona mgangatho usezantsi wamazwe ngamazwe umiselweyo (*minimum international standard*) wee-ayithem ezili-10 ngomfundi ngamnye. Jonga kumhlathi 3.1.1 apha ngezantsi, izinto ezinokufakwa phantsi kwe*LTSM*.)
- I-20% isetyenziselwa ukuthenga izinto kuloo ndawo inesikolo (*local purchases*).
- I-25% isetyenziselwa iinkonzo zikamasipala. **(Nakuba kunjalo izikolo zifanele ukwenza ibhajethi yepesenti enkulu kunoku ukuba iindlela zenkcitho zazo (*expenditure trends*) zenza ukuba oku kube yimfuneko;**
- I-25% isetyenziselwe ulondolozo lwesikolo;

3.1.1 <u>Izibonelelo ezincedisa ukufunda nokufundisa (*LTSM*)</u>

(a) ISebe leMfundo esiSiseko (*DBE*) lizicacisa iincwadi nezincedisi zokufunda nokufundisa (LTSM) njengazo naziphi na izinto ezixhasa zize zenze kube lula ukufunda nokufundisa kanye ngqo eklasini okanye ekhaya (umsebenzi wesikolo wasekhaya). Zibandakanya oku kulandelayo:
   - Iincwadi zezifundo (*textbooks*), iincwadi zokufunda (*readers*), iincwadi zokukhangela izinto-yinto (*reference books*), iincwadi ezimiselweyo (*prescribed books*), ii-atlasi (*atlases)* nezichazi-magama *(dictionaries);*
   - Iincwadi zokwenza imisebenzi (*workbooks*);
   - Iiphowusta, iimephu neetshathi zodonga;
   - Imidlalo efundisa okuthile ii-*Educational board games;*
   - Izinto zokufunda zaselayibrari (ezingamabali angeyonyaniso (*fiction*) nezingamabali asusela kwizinto zokwenene (*non-fiction*), iincwadi

zokukhangela izinto-yinto, iividiyo esezirekhodiwe, ii-*DVD*, ii-odiyokhasethi *(audio cassettes)*, ii-*CD*, ii-*CD-ROM*, ii-*multi-media* njl. njl.);
- I-*software* yekhompyutha nokulayisenswa kwayo *(Computer software and licensing);*
- Izibonelelo ezisetyenziswa ngootitshala, ngabafundi, eziklasini naselayibrari.

(b) Ziyacelwa izikolo zisebenzise isabelo sazo esipheleleyo se*LTSM* ukuthenga i*LTSM* eya kwandisa ngamandla ize ixhase ukuphunyezwa kwe-*Curriculum and Assessment Policy Statement (CAPS)* eziklasini zazo. Ngako oko ke ziyakhuthazwa izikolo ukuba zisebenzise isabelo sazo se*LTSM* ekuthengeni iincwadi zezifundo (*textbooks*) zokongezelela, iincwadi ezimiselwe ukufundwa (*prescribed works*), ii-atlasi (*atlases*) izichazi-magama *(dictionaries);* iincwadi zokwenza imisebenzi (*workbooks*); iiphowusta, iimephu neetshathi zodonga, iimidlalo efundisa okuthile (*educational board games)*, izinto zokufunda zaselayibrari (ezingamabali angeyonyaniso (*fiction*) nezingamabali asusela kwizinto zokwenene (*non-fiction*), iincwadi zokukhangela izinto-yinto, iividiyo esezirekhodiwe, ii-*DVD,* ii-odiyokhasethi *(audio cassettes),* ii-*CD*, ii-*CD-ROM* ne-*software* yekhompyutha nezixhobo ze-*Consumer Studies and Hospitality Studies and science laboratory.*

(c) Phantsi kwale miqathango ilandelayo, izikolo zingabela i*LTSM* imali encinane ukuba:
- ngamnye umfundi osesikolweni unencwadi yezifundo kwisifundo ngasinye kwaye unako ukufikelela kwezinye izibonelelo ze*LTSM;*
- isikolo besisoloko sisithi qho ngonyaka sabe i-10% yesabelo seLTSM ekuthengweni kweencwadi nezibonelelo zaselayibrari zokwandisa istokhwe saselayibrari yaye inani lilonke lee-ayithem zaselayibrari kwistokhwe saselayibrari ngoku zii-ayithem ezili-10 ekulelona nani lisezantsi limiselweyo ngokomgangatho wamazwe ngamazwe (*minimum international standard of 10 items)* ngomfundi ngamnye; yaye
- ibhunga lolawulo lithathe isigqibo ngokusesikweni malunga noku kutenxa kokumiselweyo. (Esi sigqibo sebhunga lolawulo ngokumalunga nebhajethi, nekufuneka ingeniswe kwintlanganiso yabazali, masicaciswe yaye makunikwe isixa-mali esichithwe kwizibonelelo ze*LTSM* ngomfundi ngamnye. Esi sigqibo masandlalwe kwintlanganiso yabazali, nokuba ngaba umphathi wesekethe uyasixhasa okanye akasixhasi).

(d) <u>Indlela yokufunyanwa kwe-*LTSM):*</u>
- Izikolo eziphantsi kwesiqendu 21 mazifumane iikowuteshini zokhuphiswano ngamaxabiso xa zifaka ii-odolo zazo kubathengisi be-*LTSM,* apho kunokwenzeka oku,; izikolo zinoku-odola ngekhompyutha. ISebe iWCED lizazisa izikolo qho ngonyaka (ngesetyhula) ngamaxesha amisiweyo oku-odola iincwadi zezifundo zokongezelela ze*CAPS* kwi-*CEMIS.*
- Xa zi-odola i-*LTSM* yokongezelela, izikolo mazikhethe zonke iincwadi zezifundo ze-*CAPS* kwiikhathalogu zikazwelonke ezivunyiweyo (*approved national catalogues*) — zijonge nakwiikhathalogu zikazwelonke ezivunyiweyo ezifumaneka kweli ziko lewebhu leSebe iWCED apha **http://wcedonline.pgwc.gov/branch/LTSM/index.html**;

- Uncwadi olumiselweyo (*prescribed literature*) olufundwa kwiBakala 10 kunyaka ka-2019 malukhethwe kwiKhathalogu yeeNcwadi zoNcwadi yeSebe i*DBE* i-*DBE National Further Education and Training (FET) Literature Catalogue*.
- Ukuba zifuna ukuncediswa ekukhetheni iincwadi nezibonelelo zaselayibrari, kufuneka izikolo ziqhagamshelane noMnu Timothy Cloete, uMququzeleli we-*EDULIS* weeNkonzo zeeLayibrari zeZikolo (*School Library Services),* kule nombolo yefoni 021 957 9626. Kunokuqhagamshelwana nomcebisi ngezelayibrari yesikolo wesithili (*district school library adviser*) kunye/okanye nomququzeleli weziko elinguvimba wolwazi (*resource centre coordinator*) ngokumalunga nokuphuculwa kweelayibrari zezikolo.

3.1.2 Iinkonzo zikamasipala

(a) Injongo yesabelo esinikwa izikolo ngokwe-N&S, phakathi kwezinye izinto, kukuhlawula ii-akhawunti zeenkonzo zikamasipala, ezibandakanya umbane, amanzi, ugutyulo lomphutha (*sewage removal*), ukuthuthwa kwenkunkuma (iintlawulo zokufumaneka nezosetyenziso), kodwa asibandakanyi ukuhlawulwa kwerhafu yepropathi. Njengoko kwakunjalo kwixesha elidlulileyo, uRhulumente uya kuyihlawula irhafu yepropathi ebhaliswe ngegama likaRhulumente wePhondo leNtshona Koloni (*PGWC)* okanye leRiphablikhi yoMzantsi Afrika (RSA) kwezinye iimeko.

(b) Phakathi kwezinye zezinto emazenziwe zizikolo, kukuphumeza amanyathelo okonga imali aboniswe kwiSihlomelo A.

(c) U-*Eskom* noninzi loomasipala bavakalise ukuba bangazenza iimitha zombane ohlawulelwa ungekasetyenziswa (*pre-paid electricity meters*) ezikolweni. Oku kuya kwenza izikolo zibe nolawulo olubhetele losetyenziso lombane wazo. Izikolo maziqhagamshelane nokuba ngu-*Eskom* okanye ngumasipala waloo ndawo sikuyo isikolo, njengoko kusebenza oku, ukuba zifuna ukufakelwa iimitha zombane ohlawulelwa ungekasetyenziswa.

(d) **Apho kuye kwaqatshelwa ukuba izikolo azizihlawuli ii-akhawunti zazo zeenkonzo zikamasipala, iSebe i*WCED* linelungelo lokuyibamba lingayikhuphi imali eyabelwe ezo zikolo ngokwesabelo seN&S ukwenzela ukuhlawula ezo zixa-mali zee-akhawunti zeenkonzo zikamasipala zingahlawulwanga egameni lezikolo ezichaphazelekayo**.

3.1.3 Ulondolozo lwemihla ngemihla

(a) Ulondolozo lwemihla ngemihla luthetha ukulungiswa kwamabala, ukucocwa, ukuhlaziywa, nokulungiswa kunye/okanye ukukhutshwa kwezinto ezonakeleyo kufakwe ezinye kwizakhiwo zesikolo. **Malwenziwe qho ulondolozo lwemihla ngemihla, ukwenzela ukuthintela ukugxagxiseka kwezakhiwo zesikolo de zifune ulungiso olungxamisekileyo lomonakalo omkhulu nobiza imali enkulu ngenxa yokungahoywa.**

(b) **Apho singanelanga isabelo-mali se-*N&S* solondolozo lwemihla ngemihla, izikolo zilindeleke ukuba ziyongeze zona ngokwazo imali yesabelo kwiingeniso yazo, apho oku kuyimfuneko.** Izikolo mazizenzele ngokwazo ibhajethi yolondolozo lwemihla ngemihla ngokungqinelana nemeko yezakhiwo namabala azo. Izikolo mazibekele bucala isixa-mali esabelwe sona sokusetyenziswa kulondolozo lwemihla ngemihla lwezixhobo zomsebenzi ezisetyenziswa ekuphuculeni amabala esikolo, umz. ukulungiswa kwemowa, ukuthenga ipeyinti yezitulo ezisemabaleni esikolo, ukuthenga ikalika (*lime)* nesichumiso *(fertiliser)*.

(c) Isabelo-mali se-*N&S* masingaze sisetyenziselwe ulondolozo lwezixhobo lwemihla ngemihla kwiihostele zokuhlala. Olu hlobo lolondolozo maluxhaswe ngemali yeefizi zabafundi yokuhlala ehostele nangeebhasari.

4. **Isabelo-mali se*N&S* <u>ASINAKO</u> ukusetyenziselwa oku kulandelayo:**

- **Ukuhlawula abasebenzi abaqeshwe libhunga lolawulo**
- **Izakhiwo ezitsha**
- **Inkcitho kwiihostele**
- **Iimali-mboleko ezinikwa abantu okanye amanye amaziko**
- **Izithuthi**

5. **Ulungiso lomonakalo omkhulu ongxamisekileyo**

Ngokomhlathi 97 we*NNSSF*, iSebe i*WCED* liyalwamkela uxanduva lolungiso olungxamisekileyo lwezakhiwo ezonakeleyo, ngokuxhomekeka ekubeni ikho imali ebhajethelwe ukwenza olo lungiso lwezakhiwo. Ezi ntlobo zolungiso lomonakalo zilandelayo ziya kuqwalaselwa ngokungqinelana neenkqubo ezikwiSetyhula 175/2000:

IHLELO A
Umonakalo omkhulu odalwe ziintlekele zendalo, iingxaki zesakhiwo (*structural problems*) nemililo. ISebe iWCED liya kuyithathela kulo le misebenzi yolungiso lwezakhiwo olungxamisekileyo kuphela xa iindleko zingaphezu kwe-R10 000 **yaye xa ibhajethi yesabelo-mali solondolo ishokoxekile** nangokuxhomekeka ekubeni ikho imali eyaneleyo**.** ISebe iWCED liya kuthi kwakhona, ngokwengqiqo yalo, lijonge ukuba alinakufaka mali yokuhlawulela umonakalo kwi-akhawunti yebhanki yesikolo ukwenzela ukuthenga izinto zokwakha kwiimeko **apho ungemkhulu kangako umonakalo**.

6. **Ingeniso eyenziwa sisikolo ngokwaso**

Ngokwesiqendu 36 (1) soMthetho weZikolo zaseMzantsi Afrika, (uMthetho 84 ka-1996), amabhunga olawulo makathathe onke amanyathelo afanelekileyo okongezelela kwisabelo esikhutshwa nguRhulumente ukwenzela ukuphucula umgangatho wemfundo efundiswa sisikolo **kubo bonke abafundi esikolweni**. Nangona izikolo ezingabizi zifizi kunyanzelekile ukuba zingabizi zifizi (kubandakanywa neefizi zobhaliso), ziyakhuthazwa ezi zikolo ukuba ziqokelele

iminikelo ekhutshwa ngokuzithandela (*voluntary contributions*) yaye zenze izinto zokunyusa ingxowa (*fund-raising actvities*).

7. **Ukunika ingxelo**

7.1 Ibhajethi evunyiweyo yesikolo mayingeniswe kwi-ofisi yesithili echaphazelekayo ungadlulanga owe-01 Disemba kunyaka ngamnye.

7.2 Zonke izikolo mazingenise le fom *WCED 043* (ingxelo engeniswa kabini ngonyaka) kwisithili semfundo esichaphazelekayo zingekapheli iintsuku eziyi-30 ukususela ekupheleni kwekota (inkcitho eya kutsho kwi-30 Juni nakwi-31 Disemba). Ngaphezulu, isiqendu 43 (5) se*SASA* sifuna ukuba izikolo zingenise ikopi yeseti yeengxelo-mali zazo eziphicothiweyo zonyaka-mali ongaphambili (ukwenzela ukuba ziqwalaselwe ngumlawuli wesithili esichaphazelekayo), ungekadluli owe-30 Juni kunyaka ngamnye.

7.3 Iimali ziya kuhlawulwa kwizikolo ukuba ngaba i-ofisi yesithili iyangqinisisa ukuba isikolo sinemali eyanelayo ngokusekelwe kwimisebenzi yezemali yeekota ezingaphambili. **Ngaphezu koko, ukuba isikolo asingqinisiswanga njengesikolo esinemali eyaneleyo phambi okanye ekupheleni konyaka-mali, isikolo sinokuphulukana nesabelo-mali seN&S saso.**

8. **Eminye imiqathango**

8.1 Ibhunga lolawulo malibe nolawulo olululo kwingeniso nakwinkcitho, njengoko kucacisiwe kule ncwadana *Manual: Basic Financial System for Schools* eyakhutshwa yiNtloko yeSebe leMfundo ngokwesiqendu 38 (1) *seSASA*. Ukuba amalungu ebhunga lolawulo akanabo ubungcali obuyimfuneko bokwenza lo msebenzi ngendlela eyiyo, makatyumbe (*co-opt)* umntu oya kuba nako ukuwancedisa.

8.2 Yonke imali yesikolo, efunyenwe kwisabelo-mali sikaRhulumente naleyo ivela kwisikolo ngokwaso, mayisetyenziselwe iinjongo ezinxulumene ngqo nezemfundo, njengoko kucacisiwe kwisiqendu 37(6) *seSASA*, kubandakanywa nokuthengwa kwe*LTSM*. Ngokomgaqo-nkqubo weSebe i*WCED*, makungaze kwenziwe iikopi zeencwadi zezifundo ezimiselweyo (*textbooks*) kunye neencwadi zokufunda (*readers*) njengoko oku ikukunyasha uMthetho weLungelo eliValela uKwenziwa kweeKopi, 1978 (uMthetho 98 ka-1978) (*Copyright Act, 1978 (Act 98 of 1978*)).

8.3 ISebe iWCED linelungelo lokuhlola iirekhodi ezinxulumene nemali yesikolo kunye nokuthatha amanyathelo ngakuye nawuphi na umsebenzi/utitshala wesikolo okanye ilungu lebhunga lolawulo, ukuba lithe lachaphazeleka kwizenzo zokusetyenziswa gwenxa kwemali yesikolo. Ngako oko ke izikolo mazigcine bonke ubungqina bengeniso nenkcitho ukulungiselela le njongo.

9. **Ileta yolwabiwo-mali lwango-2017/18**

Zonke iifom WCED 043 ezingekangeniswa zezikolo eziphantsi kwesiqendu 21 mazingeniswe **phambi okanye ngoLwesithathu we-31 Januwari 2018, kwi-ofisi yesithili** ukuthintela ukuphulukana neemali ezingekahlawulwa.

10. **Nazi iinombolo zoqhagamshelwano zokubuza imibuzo**

ISihloko	**Igama**	**Inombolo yefoni**
Iifom *WCED 043* zeengxelo ezingeniswa kabini ngonyaka neengxelo-mali zonyaka eziphicothiweyo	USekela-Mlawuli we-Ofisi yeSithili weeNkonzo zezoLawulo lweZiko	Yeye-ofisi yesithili semfundo esichaphazelekayo
Imibuzo engoku-odolwa kweencwadi zezifundo (*CAPS)* kwikhompyutha	Ms P Phillips Mr B le Keur	021 467 2326 021 467 2094
Iintlawulo ezifakwa kwii-akhawunti zebhanki zezikolo (Izabelo-mali ngokwe-*N&S*)	Nks M Paulsen	021 467 2271
Ulungiso lomonakalo olungxamisekileyo	Mnus N Sutcliffe	021 467 2568
I-*e-Learning* UMququzeleli we-*EDULIS* weeiNkonzo zeeLayibrari zeZikolo	Mnu C Walker Mnu T Cloete	021 467 2351 021 957 9626
Imibuzo ngokubanzi: IMimiselo neMigangatho (kungabandakanywanga iintlawulo ezenziwa ngoomatshini)	Mnu L Sangqu Nks A Bakubaku Mnu L van Wyk Inombolo yeFeksi:	021 467 2608 021 467 2041 021 467 2658 086 731 8900

ISAYINWE: NGU-BK SCHREUDER
INTLOKO: YESEBE LEMFUNDO
UMHLA: 2017-09-15

ANNEXURE A

SAVINGS ON MUNICIPAL SERVICES

ELECTRICITY

(i) Outside lights must be switched off during the day.
(ii) Only when natural light is inadequate should classroom lights be switched on during the day.
(iii) Only the security lights and lights of corner classrooms must be switched on at night.
(iv) During weekends and school holidays, the above-mentioned lights (see (iii)) must be switched on at night and switched off in the morning.
(v) The installation of pre-paid electricity meters must be considered as schools will be able to exercise better control over their use of and spending on electricity. Eskom and most other municipalities have indicated that it will be possible for them to install these meters.

WATER

(i) Municipal water restrictions as issued from time to time by local authorities, supersede any other requirements and must, besides any other guidelines, be strictly adhered to.
(ii) Water sprinklers must be used sparingly and turned off when lawns and flower beds are wet enough. There are service providers that install water restriction meters. Such an option should be considered by schools.
(iii) The water supply to urinals and taps outside the buildings must be closed at the stopcocks when not required, e.g. after school hours and especially during weekends.
(iv) Personnel must ensure that all taps are closed properly before they leave the premises.
(v) Supply pipes and water meters must be checked regularly for leakages and defects. The following procedure must be followed:

- When the school closes for the day, ensure that all taps are closed and take the meter reading.
- Take another reading in the morning before any taps are opened.
- Compare the readings and, if they differ, take the following steps:
  - When the school closes the next day, close the stopcocks and take a meter reading.
  - Take a reading the next morning before the stopcocks are opened.
  - If there is still a difference between the readings, it indicates that the water meter is defective or that there is a pipe leakage.
  - Make arrangements immediately to have the defective water meter and/or pipe repaired.

REFUSE REMOVAL

Monitor the number of refuse bins used. Local authorities normally levy a tariff per bin. It is therefore important to use as few refuse bins as possible. Consideration could also be given to appointing a private contractor to remove the school's refuse.