Isalathiso: 20191004-9969
Inombolo yefayili: 12/20/P
Imibuzo: LR Abrahams

ISetyhula: 0040/2019
Umhla wokuphelelwa: Awukho

Iya: KumaSekela Balawuli-Jikelele, kuBalawuli abaziiNtloko, kuBalawuli (kwaNdlunkulu nakwii-ofisi zezithili), kwiiNtloko zoLawulo noKuphathwa kwaMaziko, kuBaphathi beeSekethe, nakwiiNqununu zezikolo zikarhulumente eziqhelekileyo

Isishwankathelo esifutshane: *Le setyhula yazisa izikolo ngeemfuno ezimiselweyo zokuqinisekisa ukugcinwa ngokuchanekileyo nokunikwa kwengxelo echanekileyo engokugcinwa nookufunyanwa kweencwadi zezifundo ukulungiselela unyaka-mali ka-2019/20*

ISihloko: Le setyhula yazisa izikolo ngeemfuno ezimiselweyo zokuqinisekisa ukugcinwa ngokuchanekileyo nokunikwa kwengxelo echanekileyo engokugcinwa nokubuyiswa kweencwadi zezifundo ukulungiselela unyaka-mali ka-2019/20

1. Isixa esikhulu sesabelo-mali semimiselo nemigangatho sisetyenziswa qho ngonyaka ukunika abafundi iincwadi zezifundo kuwo onke amabakala.

2. Kunyanzelekile ukuba iinqununu, ootitshala, abafundi nabazali bazinonophele ezi ncwadi zezifundo yaye bazibuyise ezi ncwadi ukwenzela ukuba ziphindwe zisetyenziswe kwithuba leminyaka emi-3- ukuya kwemi-4- yethuba lokusetyenziswa kwazo.

3. ISebe leMfundo leNtshona Koloni kufuneka lingenise ingxelo yaqho ngonyaka ngokugcinwa kweencwadi zezifundo nokubuyiselwa kwazo kwiSebe leMfundo esiSiseko yaye lizigcine ezi rekhodi ukwenzela iinjongo zokuphicothwa kweencwadi.

4. Ngaphezu koko, uMphicothi-zincwadi Jikelele ufumanise ukuba ukugcinwa kweerekhodi nokunika ingxelo ngokunikwa kwabafundi iincwadi nokubuyiselwa kwazo esikolweni ngo-2018/19 bekukumgangatho ophantsi kakhulu yaye bekungachanekanga.

5. Ukulawulwa kweZibonelelo eziXhasa uKufunda noKufundisa (LTSM) esikolweni nokubekwa esweni kweenkqubo ze*LTSM* zizithili kufunyaniswe kungekho mgangathweni, lo gama ukuphunyezwa nokuthotyelwa kwesikhokelo se*LTSM* seSebe iWCED naku kufunyaniswe kukumgangatho ophantsi ngokugqithisileyo.

6. Kucelwa izikolo ziqinisekise ukuba le nkqubo ilandelayo iyasebenza ukulungiselela u-2019 no-2020:

6.1 Utitshala ngamnye makabe nelisti echaza iincwadi ezikhutshelwe umfundi ngamnye.

6.2 Utitshala makabachaze abafundi abazibuyisileyo iincwadi zezifundo kwakwezo listi zabo zifanayo.

6.3 Isikolo masibenako ukunika ubungqina bokuba umzali ukusayinele ukuvuma ukuzifumana iincwadi zezifundo.

6.4 Abafundi beBakala 10 ukuya ku-12 banako ukukusayinela kwiilisti zeklasi ukufunyanwa kweencwadi zezifundo ngabo.

6.5 Isikolo ngokwenyani masinike ubungqina bokuba umfundi ngamnye uyayifumana incwadi yesifundo.

6.6 Apho iincwadi zezifundo zigcinwa esikolweni yaye kubolekiswane ngazo, isikolo masiqinisekise ukuba kukho ubungqina bokuba kukho iincwadi zezifundo ezaneleyo ukwenzela umfundi ngamnye nokuba makungabikho mfundi ungenayo incwadi yesifundo xa kuyimfuneko.

6.7 Apho abazali bazithengileyo iincwadi zezifundo, ilisti egcinwe sisikolo mayichaze nokuba ngaba umfundi ubenayo incwadi yesifundo efunwayo yaye nomzali makasayine njengobungqina bokuba umfundi unayo incwadi yesifundo.

7. Iilisti zeencwadi zezifundo ezikhutshiweyo nezibuyisiweyo mazisayinwe, zibhalwe umhla yaye zifakwe isitampu sesikolo ngutitshala weklasi nayintloko yesifundo echaphazelekayo yaye mazigcinwe kwisefu yesikolo kangangeminyaka emithathu eyona imbalwa.

8. Utitshala weklasi makagcine ikopi yelisti kwifayili yeklasi yakhe.

9. Izikolo ezinesistim yekhompyutha yokukhupha, ukubuyiswa nokurekhodwa kweencwadi zezifundo (*electronic issuing and retrieval record systems*) maziprinte ikopi yazo yesisitim yeerekhodi zokukhupha nokubuyiswa kweencwadi zize zisayine,zibhale umhla yaye zizigcine iikopi ngokwemihlathi 7 no-8.

10. Ngethuba lokutyelelwa kwesikolo ngasinye kwisithili, amaGosa ezeMali neeRekhodi zeSikolo (School Finance and Records Officers) kufuneka atshekishe iirekhodi zencwadi zezifundo ezimele ukuba kwifayili katitshala weklasiyaye mazingqinelane nezo zigcinwe kwi-ofisi yenqununu.

11. **Kubaluleke gqitha ukuqinisekisa ukuba iirekhodi ezifakwa kwi*CEMIS* zichanekile yaye zinako ukungqiniswa yilisti yeklasi eya kusetyenziswa njengobungqina kwimeko yophicotho-zincwadi.**

12. Isikolo masizalise yaye sisayine ingxelo esisiseko kwiCEMIS ukubonisa ukuba zingaphi na iincwadi zezifundo ezikhutshelwe abafundi yaye zingaphi na ezo zibuyisiweyo ngebakala ngalinye.

13. Ingxelo mayizaliswe phakathi kowe-18 Novemba nowe-13 Disemba 2019.

14. Ukungena kwiskrini i-*capture screen* kwiCEMIS yiya kwi:
    - ***"Administration"*** *tab;* uze
    - ukhethe u-***"Textbook Retrievals"*** kwi-*drop down menu* uze uzalise ingxelo.

15. Kucelwa wazise okukule setyhula bonke abachaphazelekayo ukuze bakuthathele ingqalelo.

ISAYINWE: NGU- BK SCHREUDER
INTLOKO YESEBE LEMFUNDO
UMHLA: 2019-10-17