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To: Deputy-Directors-General, Chief Directors, Directors (Head Office and district offices), Deputy Directors, Heads: Management and Governance, Circuit Managers, Principals and Members of governing bodies of public schools

Short summary: *Standard Operating Procedures and directions for the management of subsidies to hostels.*

**Subject: Standard Operating Procedures (SOP) and directions for the management of subsidies to hostels**

1. The attached SOP and directions for the management of subsidies to hostels are applicable to all public schools with hostels in the Western Cape with immediate effect.
2. In terms of regulatory requirements to manage the applications for and allocation of subsidies to public schools with hostels successfully, these two documents were developed to provide directions to governing bodies on how to process applications for hostel subsidies.
3. The purpose of these two documents is:
  - 3.1 **SOP**  
To ensure that the application and approval processes of applications for hostels subsidies are compliant and to monitor and report on the effective utilisation of hostel subsidies at school level.
  - 3.2 **Directions**  
To provide directions to the governing bodies on how to process applications for hostel subsidies.

4. Kindly ensure that the contents of this circular, SOP and directions are brought to the attention of principals, employees at schools responsible for hostel management and all governing body members of schools with hostels.

**SIGNED:** B WALTERS

**HEAD: EDUCATION**

**DATE:** 2024-11-15