URhulumente
weNtshona Koloni
EzeMfundo

ICandelo loLawulo lweeMviwo

Isalathiso: 20190930-9775
Inombolo yefayili: 12/12/41/1/P
Imibuzo: CA Berry

INgcaciso eMfutshane yeCandelo loLawulo lweeMviwo: 0011/2019

Iya: KumaSekela Balawuli-Jikelele, kuBalawuli abaziiNtloko, kuBalawuli (kwaNdlunkulu nakwii-ofisi zezithili), kwiiNgcali zeMfundo eziziiNtloko, kwiiNtloko zoKunika iNkxaso kwiKharityhulam, kuBaphathi beeSekethe, kwiiNtloko zoLawulo noKuphathwa kwamaZiko, kumaSekela eeNgcali zeMfundo eziziiNtloko, kuBaququzeleli boVavanyo neeMviwo, kuBacebisi ngeZifundo nakwiiNtloko zawo onke amaziko alungiselela iimviwo zeSatifikethi seMatriki sikaZwelonke, ezeSatifikethi seMatriki kunye nezeMfundo noQeqesho oluQhubelekayo kwiNqanaba 4

Isihloko: Imimiselo nemigangatho engesefu/engegumbi elinqatyisiweyo lesikolo nokuphathwa kwezitshixo zesefu/zegumbi elinqatyisiweyo

1. Umgaqo-nkqubo ongemimiselo nemigangatho yokusetyenziswa kwamagumbi anqatyisiweyo kunye nokuphathwa kwezitshixo zegumbi elinqatyisiweyo wakhutshwa ngo-2016. Lo mgaqo-nkqubo ngoku ufakelwe izilungiso ngo-2019.

2. ISebe leMfundo esiSiseko likazwelonke (*DBE*) kunye neSebe leMfundo leNtshona Koloni (*WCED*) liphicotha yaye libeke esweni amaziko ekubhalelwa kuwo iimviwo karhulumente nazimeleyo qho ukuhlola ukulungela kwawo ukubamba nokuqhuba iimviwo zikazwelonke. Kufunyaniswe ukuba izikolo/amaziko amaninzi akakabi nawo umgaqo-nkqubo ongokusetyenziswa kwesefu/kwegumbi elinqatyisiweyo lesikolo nokuphathwa kwezitshixo zesefu/zegumbi elinqatyisiweyo ngethuba lokuqhutywa kweemviwo zeSatifikethi seMatriki sikaZwelonke (*NSC*)/ezeSatifikethi seMatriki (*SC*)/ezeMfundo noQeqesho lwaBadala (*AET*) zeNqanaba (*L4*).

3. Kwiimviwo ze-*NSC* zango-Oktobha/ngoNovemba 2019, iinqununu/abaphathi bamaziko karhulumente nezikolo ezizimeleyo/amaziko ekubhalelwa kuwo iimviwo makaqinisekise ukuba imimiselo nemigangatho engokuphathwa kwesitshixo segumbi elinqatyisiweyo iyaphunyezwa ukuqinisekisa ukuba iimviwo ze-*NSC*/ze-*SC*/ze-*AET L4* ziqhutywa ngendlela efanelekileyo.

Lower Parliament Street, Cape Town, 8001
Tel.: +27 21 467 2265 Fax: +27 21 461 5628
Safe Schools: 0800 45 46 47
Private Bag X9114, Cape Town, 8000
Employment and salary enquiries: 0861 92 33 22
www.westerncape.gov.za

4. Kuqhotyoshelwe umgaqo-nkqubo i-Policy on the Norms and Standards for the School Safe/Strongroom and the Handling of the Safe/Strongroom Key engokusetyenziswa kwawo zizo zonke izikolo zikarhulumente nezizimeleyo.

5. Kulindeleke ukuba iinqununu nabaphathi bamaziko baphumeze imimiselo nemigangatho engeesefu/namagumbi anqatyisiweyo kunye nokuphathwa kwezitshixo zesefu/zegumbi elinqatyisiweyo ngoko nangoko.

6. Apha kuqhotyoshelwe njengesi **Hlomelo 1** umzekelo werejista yokurekhoda ukungena nokuphuma kwisefu/kwigumbi elinqatyisiweyo.

7. Iphowusta, ebhalwe iingongoma ezibalulekileyo zomgaqo-nkqubo, yenzelwa ukuba ixhonywe elucangweni lwesefu/lwegumbi elinqatyisiweyo. Apha kuqhotyoshelwe njengesi **Hlomelo 2** iphowusta enesishwankathelo somgaqo-nkqubo ongegumbi elinqatyisiweyo.

8. Iinqununu/abaphathi bamaziko mabawufunde lo mgaqo-nkqubo bazise ngokuqulathwe nguwo bonke abasebenzi ukuze bawuthathele ingqalelo.

ISAYINWE: NGU-PAD BEETS
USEKELA MLAWULI-JIKELELE WOLAWULO LWEKHARITYHULAM NOVAVANYO
UMHLA: 2019-10-15

ICANDELO ELIYINTLOKO LOVAVANYO NEEMVIWO

UMGAQO-NKQUBO WEMIMISELO NEMIGANGATHO EMALUNGA NESEFU/NEGUMBI ELINQATYISIWEYO LESIKOLO NOKUPHATHWA KWESITSHIXO SESEFU/SEGUMBI ELINQATYISIWEYO

Upapashwe ngoSeptemba 2016
Ufakelwe izilungiso ngoAgasti 2019

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Okuqulathiweyo **Ikhasi**

1. Intshayelelo 3

2. Ukugcinwa ngokunqatyisiweyo kwamaphepha emibuzo kazwelonke zizikolo zikarhulumente nazizikolo ezizimeleyo 3

3. Ukungena kwisefu/kwigumbi elinqatyisiweyo lesikolo 3–4

4. Isistim etshixa ngokuphindwe kabini 4

5. Indlela yokuphathwa kwezitshixo zesefu/zegumbi elinqatyisiweyo 5

6. Imigaqo emayilandelwe xa kulahleke izitshixo zesefu/zegumbi elinqatyisiweyo esikolo 6

7. Izihlomelo (Amaxwebhu azimeleyo – angafakwanga kulo mgaqo-nkqubo)

7.1 IsiHlomelo 1: Yirejista yabasebenzi/yabagadi babaviwa, yabakhi-mkhanyo abangenayo kwisefu/kwigumbi elinqatyisiweyo basayine xa bengena naxa bephuma kwisefu/kwigumbi elinqatyisiweyo

7.2 IsiHlomelo 2: Sisishwankathelo somgaqo-nkqubo wesefu/wegumbi elinqatyisiweyo omawuxhonywe kucango lwesefu yesikolo/kucango lwegumbi elinqatyisiweyo

1. Intshayelelo

Ukhuseleko lwamaphepha emibuzo eemviwo zikazwelonke ngomnye wemibandela ebaluleke gqitha ekuphunyezweni koviwo oluthembakeleyo nolufanelekileyo. Ngaphandle kwemimiselo eyahlukeneyo ekhoyo ngoku ukuqinisekisa ukuba amaphepha emibuzo eemviwo zeSatifikethi seMatriki sikaZwelonke (*NSC*)/zeSatifikethi seMatriki (*SC*) nezeMfundo yaBadala noQeqesho (*AET L4*) akaphazamiseki, lunokuphuculwa ukhuseleko ngawo onke amaxesha. ISebe i*WCED*, nakuba kunjalo, liqwalasele ukuba iinqununu/abaphathi bamaziko basebenzisa imimiselo yokhuseleko eyahlukeneyo ngokuphathelele ekugcineni ngokunqatyisiweyo amaphepha emibuzo, yaye ke ngoko kubaluleka gqitha ukuba kwenziwe imimiselo nemigangatho emayithotyelwe ngethuba lokugcinwa ngokunqatyisiweyo nokuziswa kwamaphepha emibuzo e-*NSC*. Olu xwebhu luya kuzinceda iinqununu/abaphathi bamaziko ekumiseleni iinkqubo zokhuseleko eziya kuhambelana mbo nomgangatho kazwelonke.

2. Ukugcinwa ngokunqatyisiweyo kwamaphepha emibuzo kazwelonke zizikolo zikarhulumente nazizikolo ezizimeleyo

2.1 Amaphepha emibuzo kazwelonke esikolo/eziko lokubhalela uviwo makagcinwe kwisefu/kwigumbi elinqatyisiweyo.

2.2 Iinqununu/abaphathi bamaziko mabaqinisekise ukuba ngethuba leemviwo zisusiwe kwisefu/kwigumbi elinqatyisiweyo labo zonke iincwadi zezifundo (*textbooks*), izinto zokubhala (*stationery*), kunye/okanye ezinye izinto zokufunda (*other material*) ezinokubangela ingxaki nokungathembakali kweemviwo zeSatifikethi seMatriki sikaZwelonke (*NSC*)/*SC* kunye neze-*AET L4*.

2.3 Kuphela zizinto zokubhala (*material)* ezinxulumene neemviwo ze-*NSC*/*SC* neze-*AET* (*L4*) ezivumelekileyo kwisefu/kwigumbi elinqatyisiweyo ngethuba lokuqhubeka koviwo.

2.4 Ukungena nokuphuma kwindawo enamaphepha emibuzo makusetyenziswe isistim etshixa ngokuphindwe kabini (*double locking system*).

2.5 Ukuba ayikho isistim yezokhuseleko esebenzayo, kucetyiswa iinqununu/abaphathi bamaziko bafake isistim ye-alam enonxibelelwano nenkampani yezokhuseleko egadayo iiyure eziyi-24.

2.6 Ngalo lonke ithuba lokubhalwa koviwo, isikolo/iziko lokubhalela uviwo maliqinisekise ukuba ukungena kumasango kuyalawulwa.

3. Ukungena kwisefu yesikolo/kwigumbi elinqatyisiweyo

3.1 Akukho mntu uyedwa uya kuvunyelwa ukuba makangene kwisefu yesikolo/kwigumbi elinqatyisiweyo lo gama amaphepha emibuzo egcinwe ngokunqatyisiweyo kwisefu/kwigumbi elinqatyisiweyo. Ngalo lonke ithuba lokubhalwa koviwo lwe-*NSC*/*SC*

nolwe-*AET L4*, umabhalane wesikolo okanye abanye abasebenzi abavumelekanga ukuba mabangene kwisefu/kwigumbi elinqatyisiweyo ngalo naliphi na ixesha.

3.2 Kuphela yinqununu/umphathi wesekethe **kunye** nomgadi wabaviwa oyintloko abavumelekileyo ukuba mabangene kwisefu/kwigumbi elinqatyisiweyo beliqela xa besusa amaphepha emibuzo kwisefu/kwigumbi elinqatyisiweyo ngomhla woviwo oluthile.

3.3 Ngosuku loviwo, kwiyure phambi kokuqala koviwo, inqununu/umphathi weziko, umgadi wabaviwa oyintloko notitshala wesifundo oneqhuzu (*senior subject teacher*) bavumelekile ukuba bawasuse amaphepha emibuzo kwisefu/kwigumbi elinqatyisiweyo.

3.4 Ukungena kwisefu/kwigumbi elinqatyisiweyo makubekwe esweni kulawulwe ngawo onke amaxesha.

3.5 Makubekho irejista yesefu/yegumbi elinqatyisiweyo. Bonke abasebenzi/abagadi babaviwa abangena kwisefu/kwigumbi elinqatyisiweyo mabasebenzise irejista bakusayinele ukungena nokuphuma yaye bazichaze izizathu zokungena/zokufikelela kwisefu/kwigumbi elinqatyisiweyo.

3.6 Nje ukuba umsebenzi ocetywayo wenziwe/ugqitywe, amagosa makayitshixe isefu/makalitshixe igumbi elinqatyisiweyo ngoko nangoko.

4. Isistim etshixa ngokuphindwe kabini (*Double locking system*)

4.1 Isistim etshixa ngokuphindwe kabini ifuna iindlela ezimbini zokutshixa ukufikelela kumaphepha emibuzo akwisefu/akwigumbi elinqatyisiweyo. Inqununu iya kugcina isitshixo sesefu/segumbi elinqatyisiweyo esinye aze umgadi wabaviwa oyintloko/umphathi weziko agcine isitshixo sesefu/segumbi elinqatyisiweyo sesibini.

4.2 Kucelwa izikolo ke ngoko ukuba mazisebenzise isistim etshixa ngokuphindwe kabini kwisefu yesikolo/kwigumbi elinqatyisiweyo ukuze lingakwazi igosa elinye ukuba nendlela yokungena lifumane amaphepha emibuzo lilodwa.

4.3 Apho ingakwaziyo ukwenzeka isistim yokutshixa ngokuphindwe kabini, makuqwalaselwe ezinye iindlela zokugcinwa ngokunqatyisiweyo kwezitshixo zesefu/zegumbi elinqatyisiweyo ukuze kungabikho mntu/msebenzi mnye onokungena kwisefu/kwigumbi elinqatyisiweyo ukufikelela kumaphepha emibuzo nakwizinto zokubhala iimviwo. Inqununu/umphathi weziko akuvumelekanga ukuba makangene asuse izinto zokubhala iimviwo kunye namaphepha emibuzo eyedwa.

4.4 Ukuba igumbi elinqatyisiweyo lesikolo alifakelwanga ucango lwegumbi elinqatyisiweyo olutshixwa ngokuphindwe kabini, kunokukhethwa ukuba kwenziwe oku kulandelayo:

(a) Inqununu/umphathi weziko unokufaka igeyithi yokhuseleko kucango lwegumbi elinqatyisiweyo lilonke ize inqununu ibe yiyo egcina isitshixo segumbi elinqatyisiweyo yena umgadi wabaviwa oyintloko/iKomiti yaBaphathi aBakhulu (*Senior Management Team*) (*SMT*) igcine isitshixo segeyithi yezokhuseleko; okanye

(b) Inqununu/umphathi weziko unako, umzekelo, ukubeka ikhabhinethi yestili etshixwayo kwigumbi elinqatyisiweyo ize igcine amaphepha emibuzo kazwelonke kwikhabhinethi yestili. Inqununu/umphathi weziko uya kuthi emva koko igcine isitshixo secango legumbi elinqatyisiweyo aze yena umgadi wabaviwa oyintloko/i-*SMT* asigcine ngokwakhe isitshixo sokungena kwikhabhinethi yestili.

5. Ukuphathwa kwezitshixo zesefu/zegumbi elinqatyisiweyo

5.1 Inqununu/umphathi weziko unoxanduva ngokukhethekileyo lokugcinwa ngokunqatyisiweyo kwezitshixo zesefu/zegumbi elinqatyisiweyo.

5.2 Inqununu/umphathi weziko makatyumbe yaye acele omnye umsebenzi ukuba makaphathe isitshixo nomgaqo-nkqubo kwimeko apho inqununu okanye umphathi weziko angekhoyo asekhefini okanye asemsebenzini ngokusemthethweni ngaphandle kwe-ofisi.

5.3 Zonke iisefu/amagumbi anqatyisiweyo makabe nedyuplikheyithi yesitshixo. ISebe i*WCED* licebisa ukuba idyuplikheyithi yesitshixo mayigcinwe ngumphathi wesekethe nomququzeleli wovavanyo kwi-ofisi yesithili.

5.4 Ukuba i-ofisi yesithili ikumgama ongaphezu kwe-20 km ukusuka esikolweni, idyuplikheyithi yesitshixo mayigcinwe kwesona sikhululo sikufutshane seNkonzo yaMapolisa aseMzantsi Afrika.

5.5 Idyuplikeyithi yesitshixo seloko yesibini yokungena kwindawo enamaphepha emibuzo mayigcinwe ngokunjalo kwi-ofisi yesithili.

5.6 Iinkcukacha zomntu onoxanduva lokugcina iidyuplikheyithi zezitshixo mazithunyelwe qho ngonyaka kwiSebe i*WCED* ekupheleni kukaSeptemba apha:

Mnu Clive Berry
Ifeksi: 021 461 5637 okanye u-086 660 1965
Idilesi ye-imeyili: Clive.Berry@westerncape.gov.za

5.7 Mazingagcinwa okanye zihlaliswe kumaziko abucala iidyuplikheyithi zezitshixo.

5.8 Ukubalwa qho ngonyaka kwezitshixo kuya kuqhutywa liSebe i*WCED* ukuqinisekisa ukuba zonke izitshixo ziyafumaneka kwiimeko zongxamiseko.

5.9 Iinqununu zinoxanduva lokulawulwa kwezitshixo zesefu/zegumbi elinqatyisiweyo yaye mazimisele imiqathango yezokhuseleko ukukhusela izitshixo emva kweeyure zomsebenzi.

6. Imigaqo emayilandelwe xa kulahleke izitshixo zesefu/zegumbi elinqatyisiweyo lesikolo

Le migaqo ilandelayo mayilandelwe ngociciyelo olukhulu kwilishwa elinokwehla lokulahleka kwesitshixo sesefu/segumbi elinqatyisiweyo ngethuba loviwo:

(a) Ngoko nangoko makuxelwe isitshixo esilahlekileyo kumlawuli wesithili nakwaNdlunkulu yaye oko makuqwalaselwe nguMnu Clive Berry kwifoni 021 467 2265.

(b) Makuxelwe oku ngaxeshanye kwiNkonzo yaMapolisa aseMzantsi Afrika yaye makufunyanwe inombolo ye-*Crime Administration System* (*CAS*).

(c) Makuthathwe idyuplikheyithi yesitshixo ngoko nangoko ukuze kuvulwe isefu/igumbi elinqatyisiweyo.

(d) Makwenziwe amalungiselelo nomboneleli-nkonzo othile malunga nesefu/negumbi elinqatyisiweyo okanye umenzi/umkhandi wamaqhaga nezitshixo (*locksmith*) ukutshintsha iloko.

(e) Isikolo masinikwe izitshixo zesefu ezitsha ezibini kulandelwe umgaqo wezokhuseleko wentsusa.

ISAYINWE: NGU-PAD BEETS
USEKELA MLAWULI-JIKELELE WOLAWULO LWEKHARITYHULAM NOVAVANYO
UMHLA: 2019-10-15

ANNEXURE 1

School's name: ___________________________

Centre number: ___________________________

Register for removal of question papers

DATE	SESSION	TIME	CODE	PRINCIPAL INITIAL & SURNAME	SIGNATURE	CHIEF INVIGILATOR INITIAL & SURNAME	SIGNATURE	SUBJECT HEAD INITIAL & SURNAME	SIGNATURE	MONITOR INITIAL & SURNAME	COMMENTS
Wednesday 2019/10/16	1	09:00–12:00	CATN.1								
Thursday 2019/10/17	2	09:00–12:00	INFT.1								
Wednesday 2019/10/23	3	09:00–11:00	ENGFA.1								
		09:00–11:00	ENGHL.1								
		09:00–11:30	ENGSA.1								
	4	14:00–16:00	HNDFA.1								
		14:00–16:00	HNDHL.1								
		14:00–16:00	HNDSA.1								
		14:00–16:00	GUJFA.1								
		14:00–16:00	GUJHL.1								
		14:00–16:00	GUJSA.1								
		14:00–16:00	TMLFA.1								
		14:00–16:00	TMLHL.1								
		14:00–16:00	TMLSA.1								
		14:00–16:00	TLGFA.1								
		14:00–16:00	TLGHL.1								
		14:00–16:00	TLGSA.1								
		14:00–16:00	URDFA.1								
		14:00–16:00	URDHL.1								
		14:00–16:00	URDSA.1								
		14:00–16:00	ARBSA.1								

		14:00–16:00	FRHSA.1								
		14:00–16:00	HBRSA.1								
		14:00–16:00	ITLSA.1								
		14:00–16:00	MANSA.1								
		14:00–16:00	MGRSA.1								
		14:00–16:00	SRBSA.1								
		14:00–16:00	SPNSA.1								
		14:00–16:00	LTNSA.1								
		14:00–16:00	PRGFA.1								
		14:00–16:00	PRGHL.1								
		14:00–16:00	PRGSA.1								
		14:00–16:00	GRMHL.1								
		14:00–16:00	GRMSA.1								
Thursday 2019/10/24	5	09:00–11:00	NDBFA.1								
		09:00–11:00	NDBHL.1								
		09:00–11:30	NDBSA.1								
		09:00–11:00	XHOFA.1								
		09:00–11:00	XHOHL.1								
		09:00–11:30	XHOSA.1								
		09:00–11:00	ZULFA.1								
		09:00–11:00	ZULHL.1								
		09:00–11:30	ZULSA.1								
		09:00–11:00	SWAFA.1								
		09:00–11:00	SWAHL.1								
		09:00–11:30	SWASA.1								
		09:00–11:00	SASHL.1								
	6	14:00–17:00	ELTP.1								
		14:00–17:00	ELTE.1								
		14:00–17:00	ELTD.1								
		09:00–12:00	MLIT.1								

Friday 2019/10/25	7	09:00–12:00	MATH.1								
		09:00–12:00	TMAT.1								
	8	14:00–16:00	HNDFA.2								
		14:00–16:30	HNDHL.2								
		14:00–16:00	HNDSA.2								
		14:00–16:00	GUJFA.2								
		14:00–16:30	GUJHL.2								
		14:00–16:00	GUJSA.2								
		14:00–16:00	TMLFA.2								
		14:00–16:30	TMLHL.2								
		14:00–16:00	TMLSA.2								
		14:00–16:00	TLGFA.2								
		14:00–16:30	TLGHL.2								
		14:00–16:00	TLGSA.2								
		14:00–16:00	URDFA.2								
		14:00–16:30	URDHL.2								
		14:00–16:00	URDSA.2								
		14:00–16:00	ARBSA.2								
		14:00–16:00	FRHSA.2								
		14:00–16:00	HBRSA.2								
		14:00–16:00	ITLSA.2								
		14:00–16:00	MANSA.2								
		14:00–16:00	MGRSA.2								
		14:00–16:00	SRBSA.2								
		14:00–16:00	SPNSA.2								
		14:00–15:30	LTNSA.2								
		14:00–16:00	PRGFA.2								
		14:00–16:30	PRGHL.2								
		14:00–16:00	PRGSA.2								
		14:00–16:30	GRMHL.2								
		14:00–16:00	GRMSA.2								

Monday 2019/10/28	9	09:00–12:00	MLIT.2								
		09:00–12:00	MATH.2								
		09:00–12:00	TMAT.2								
	10	14:00–16:00	RLGS.1								
Tuesday 2019/10/29	11	09:00–12:00	HIST.1								
	12	14:00–16:00	SEPFA.1								
		14:00–16:00	SEPHL.1								
		14:00–16:30	SEPSA.1								
		14:00–16:00	SESFA.1								
		14:00–16:00	SESHL.1								
		14:00–16:30	SESSA.1								
		14:00–16:00	SETFA.1								
		14:00–16:00	SETHL.1								
		14:00–16:30	SETSA.1								
		14:00–16:00	TSVFA.1								
		14:00–16:00	TSVHL.1								
		14:00–16:30	TSVSA.1								
		14:00–16:00	XITFA.1								
		14:00–16:00	XITHL.1								
		14:00–16:30	XITSA.1								
Wednesday 2019/10/30	13	09:00–12:00	ACCN.1								
	14	14:00–16:30	GRMHL.3								
		14:00–16:30	GUJFA.3								
		14:00–16:30	GUJHL.3								
		14:00–16:30	HNDFA.3								
		14:00–16:30	HNDHL.3								
		14:00–16:30	PRGFA.3								
		14:00–16:30	PRGHL.3								

		14:00–16:30	TMLFA.3								
		14:00–16:30	TMLHL.3								
		14:00–16:30	TLGFA.3								
		14:00–16:30	TLGHL.3								
		14:00–16:30	URDFA.3								
		14:00–16:30	URDHL.3								
Thursday 2019/10/31	15	09:00–11:00	AFRFA.1								
		09:00–11:00	AFRHL.1								
		09:00–11:30	AFRSA.1								
	16	14:00–16:00	ECON.1								
Friday 2019/11/01	17	09:00–12:00	PHSC.1								
		09:00–12:00	TSCN.1								
Monday 2019/11/04	18	09:00–12:00	PHSC.2								
		09:00–12:00	TSCN.2								
Tuesday 2019/11/05	19	09:00–12:00	GEOG.1								
	20	14:00–15:30	GEOG.2								
Wednesday 2019/11/06	21	09:00–11:00	ENGFA.2								
		09:00–11:30	ENGHL.2								
		09:00–11:00	ENGSA.2								
	22	14:00–17:00	MCTA.1								
		14:00–17:00	MCTF.1								
		14:00–17:00	MCTW.1								
Thursday 2019/11/07	23										

		09:00–12:00	BSTD.1								
Friday 2019/11/08	24	09:00–11:30	LFSC.1								
	25	14:00–16:00	RLGS.2								
Monday 2019/11/09	26	09:00–11:30	LFSC.2								
	27	14:00–17:00	GRDS.1								
Tuesday 2019/11/12	28	09:00–11:00	SEPFA.2								
		09:00–11:30	SEPHL.2								
		09:00–11:00	SEPSA.2								
		09:00–11:00	SESFA.2								
		09:00–11:30	SESHL.2								
		09:00–11:00	SESSA.2								
		09:00–11:00	SETFA.2								
		09:00–11:30	SETHL.2								
		09:00–11:00	SETSA.2								
		09:00–11:00	TSVFA.2								
		09:00–11:30	TSVHL.2								
		09:00–11:00	TSVSA.2								
		09:00–11:00	XITFA.2								
		09:00–11:30	XITHL.2								
		09:00–11:00	XITSA.2								
		09:00–11:30	SASHL.2								
	29	14:00–17:00	CNST.1								
		14:00–17:00	HOSP.1								
Wednesday 2019/11/13	30	09:00–11:00	AFRFA.2								
		09:00–11:30	AFRHL.2								
		09:00–11:00	AFRSA.2								

	31	14:00–17:00	MRTE.1									
Thursday 2019/11/14	32	09:00–11:00	ECON.2									
	33	14:00–16:00	NDBFA.2									
		14:00–16:30	NDBHL.2									
		14:00–16:00	NDBSA.2									
		14:00–16:00	XHOFA.2									
		14:00–16:30	XHOHL.2									
		14:00–16:00	XHOSA.2									
		14:00–16:00	ZULFA.2									
		14:00–16:30	ZULHL.2									
		14:00–16:00	ZULSA.2									
		14:00–16:00	SWAFA.2									
		14:00–16:30	SWAHL.2									
		14:00–16:00	SWASA.2									
Friday 2019/11/15	34	09:00–11:30	AGRS.1									
		09:00–12:00	NTSC.1									
	35	14:00–17:00	CATN.2									
Monday 2019/11/18	36	09:00–11:30	AGRS.2									
		09:00–12:00	NTSC.2									
	37	14:00–17:00	GRDS.2									
	38	09:00–11:30	NDBFA.3									
		09:00–11:30	NDBHL.3									
		09:00–11:30	XHOFA.3									
		09:00–11:30	XHOHL.3									
		09:00–11:30	ZULFA.3									

Tuesday 2019/11/19		09:00–11:30	ZULHL.3								
		09:00–11:30	SWAFA.3								
		09:00–11:30	SWAHL.3								
		09:00–11:30	SASHL.3								
	39	14:00–16:30	SEPFA.3								
		14:00–16:30	SEPHL.3								
		14:00–16:30	SESFA.3								
		14:00–16:30	SESHL.3								
		14:00–16:30	SETFA.3								
		14:00–16:30	SETHL.3								
		14:00–16:30	TSVFA.3								
		14:00–16:30	TSVHL.3								
		14:00–16:30	XITFA.3								
		14:00–16:30	XITHL.3								
Wednesday 2019/11/20	40	09:00–12:00	TRSM.1								
	41	14:00–17:00	CVTC.1								
		14:00–17:00	CVTW.1								
		14:00–17:00	CVTV.1								
Thursday 2019/11/21	42	09:00–12:00	DRMA.1								
	43	14:00–17:00	VLSA.1								
Friday 2019/11/22	44	09:00–11:30	AFRFA.3								
		09:00–11:30	AFRHL.3								
	45	14:00–17:00	INFT.2								
Monday 2019/11/25	46	09:00–12:00	AGRM.1								

	47	14:00–17:00	HIST.2								
Tuesday 2019/11/26	48	09:00–11:30	ENGFA.3								
		09:00–11:30	ENGHL.3								
	49	14:00–17:00	DNCE.1								
Wednesday 2019/11/27	50	09:00–12:00	MUSC.1								
		09:00–12:00	SPES.1								
	51	14:00–17:00	EQNS.1								
		14:00–15:30	MUSC.2								
Thursday 2019/11/28	52	09:00–12:00	AGRT.1								
	53	14:00–17:00	DSGN.1								

ISISHWANKATHELO SOMGAQO-NKQUBO WEMIMISELO NEMIGANGATHO EMALUNGA NESEFU/NEGUMBI ELINQATYISWEYO LESIKOLO NOKUPHATHWA KWESITSHIXO SESEFU/SEGUMBI ELINQATYISIWEYO NGETHUBA LOKUBHALWA KOVIWO LUKAZWELONKE

UKUGCINWA KWAMAPHEPHA EMBUZO KAZWELONKE ZIZIKOLO ZIKARHULUMENTE NAZIZIKOLO EZIZIMELEYO

Isefu/igumbi elinqatyisiweyo malingaxinaniswa yaye malicwale libe namaphepha emibuzo, iincwadi zeempendulo, izinto zokubhala zoviwo, nezikripthi zeempendulo kuphela emazigcinwe kwisefu/kwigumbi elinqatyisiweyo ngethuba lokubhalwa koviwo

UKUNGENA KWISEFU /KWIGUMBI ELINQATYISIWEYO LESIKOLO

- Akukho mntu uyedwa uvumelekileyo ukungena kwisefu yesikolo/kwigumbi elinqatyisiweyo ngethuba amaphepha emibuzo esagcinwe kwisefu/kwigumbi elinqatyisiweyo.
- Ngethuba leemviwo, umabhalana okanye abanye abasebenzi akuvumelekanga ukuba mabangene kwisefu /kwigumbi elinqatyisiweyo lesikolo ngalo naliphi na ixesha.
- Kuphela yinqununu okanye umphathi weziko nomgadi wabaviwa oyintloko onokungena kwisefu/kwigumbi elinqatyisiweyo njengeqela xa besusa amaphepha emibuzo kwisefu/kwigumbi elinqatyisiweyo ngosuku loviwo oluchaphazelekayo.
- Bonke abasebenzi besikolo abagunyazisiweyo kwanabagadi babaviwa abangena kwisefu/kwigumbi elinqatyisiweyo mabasebenzise irejista yokungena nokuphuma.

ISISTIM ETSHIXA NGOKUPHINDWE KABINI

- Isefu/igumbi elinqatyisiweyo lesikolo malibe nesistim etshixa ngokuphindwe kabini.
- Xa ingekhoyo iloko okanye indlela yokukwazi ukutshixa ngokuphindwe kabini kwisefu/kwicango legumbi elinqatyisiweyo, kunokwenziwa ezi ndlela zilandelayo zokutshixa ngokuphindwe kabini:
  - Igeyithi yokhuseleko etshixwayo inokufakwa kwisefu/kwicango legumbi elinqatyisiweyo
  - Ikhabhinethi yestili etshixwayo inokubekwa ngaphakathi kwigumbi elinqatyisiweyo.

UKUPHATHWA KWEZITSHIXO

- Inqununu okanye umphathi weziko unoxanduva ngokukhethekileyo lokugcinwa ngokunqatyisiweyo kwezitshixo zesefu/zegumbi elinqatyisiweyo.
- Inqununu okanye umphathi weziko makamisele igosa lesibini njengelincedisayo kwimeko yalo naluphi na ungxamiseko, okanye xa inqununu okanye umphathi weziko angekhoyo esekhefini okanye esenza umsebenzi karhulumente ongaphandle kwe-ofisi.
- Iinkcukacha zomntu oneedyuplikethi zezitshixo mazithunyelwe kwiSebe i*WCED* ekupheleni kukaSeptemba.
- Inqununu iya kugcina isitshixo sesefu/segumbi elinqatyisiweyo, aze yena umgadi wabaviwa oyintloko okanye ilungu leSMT ligcine isitshixo sokuvula iloko yesibini, ekunika indlela yokungena kwiingxowa ii-*Smartlock canvas bags* (igeyithi yokhuseleko okanye ikhabhinethi yestili).

IMIGAQO EYA KULANDELWA XA KULAHLEKE IZITSHIXO ZESEFU/ZEGUMBI ELINQATYISIWEYO LESIKOLO

Le migaqo ilandelayo mayilandelwe ngociciyelo olukhulu xa silahlekile isitshixo sesefu/segumbi elinqatyisiweyo ngethuba leemviwo:

- Masixelwe isitshixo esilahlekileyo ngoko nangoko kumlawuli wesithili nakwaNdlunkulu kuMnu Clive Berry kwifoni 021 467 2265.
- Masixelwe ngaxeshanye kwiNkonzo yaMapolisa aseMzantsi Afrika yaye kufunyanwe inombolo i-*CAS*.
- Makuthathwe idyuplikeyithi yesitshixo ngoko nangoko kwindawo apho zigcinwe khona iidyuplikheyithi zezitshixo ukuze kuvulwe isefu/igumbi elinqatyisiweyo.
- Makwenziwe amalungiselelo nomboneleli-nkonzo okanye umenzi nomkhandi wamaqhaga nezitshixo (*locksmith*) wengingqi ukutshintsha iloko.

Mayiqatshelwe le migaqo ingentla.

INqununu:

Isignitsha:

Umhla: