Isalathiso: 20190301-2312
Inombolo yefayili: 12/2/8/17/1/2
Imibuzo: K Lackay

INgcaciso eMfutshane yeCandelo loKuxhasa amaZiko ngeziBonelelo: 0002/2019

Iya: KuBalawuli abaziiNtloko beZithili, kuBalawuli beZithili, kumaSekela Balawuli beeNkonzo zeZiko (kwii-ofisi zezithili), kuBaphathi beeSekethe, kwiiNqununu nakooSihlalo bamabhunga olawulo ezikolo zikarhulumente eziqhelekileyo

Isihloko: Ungqinisiso noqinisekiso lwaqho ngonyaka lwabafundi abadweliswe kwi-*Central Education Management Information System* (*CEMIS*) abasebenzisa iZkim zoThutho lwaBafundi (*Learner Transport Schemes*) (*LTSs*)

1. Amagama neendawo ekulayishwa kuzo abafundi kwizikolo zikarhulumente eziqhelekileyo abagunyazisiweyo ukuba basebenzise iSkim soThutho lwaBafundi (*LTS*) esixhaswa ngemali liSebe leMfundo leNtshona Koloni (*WCED*) bafakwa kwiziko ledatha le*LTS* kwi*CEMIS* qho.

2. Ngalo naliphi ixesha abafundi baye bamkelwa baza bagunyaziswa ukuba basebenzise ii-*LTS*, amagama eendawo ekulayishwa kuzo abafundi afakwa kwiziko ledatha kwi*CEMIS* ngamagosa ajongene noko kwaNdlunkulu. Nakuba kunjalo, xa abafundi besuka kwesinye isikolo ukuya kwesinye okanye besimka esikolweni ekuqaleni okanye ekupheleni konyaka wesikolo, iziko ledatha le*LTS* kwi*CEMIS* malilungelelaniswe ukubonisa amagama abafundi abagunyazisiweyo abashiyekileyo. Olu lungelelaniso lubaluleke gqitha luqinisekisa ukuba amagama achanekileyo nenani labafundi kwindlela nganye abhaliwe kwiziko ledatha le*LTS* kwi*CEMIS*.

3. Ngezi zizathu ezikhankanywe ngentla, i*WCED* iqalisa inkqubo yaqho ngonyaka kwikota yokuqala yonyaka wesikolo ukungqinisisa nokuqinisekisa amagama ashiyekileyo abafundi agunyazisiweyo ukusebenzisa ii*LTS* kwindlela ethile ye*LTS* esikolweni.

4. Zonke izikolo zikarhulumente eziqhelekileyo ezinee*LTS* ezixhaswa ngemali yi*WCED* emva koko ukwenjenje ziyacelwa bathelekise amagama abazali abasebenzisa ngoku ii*LTS* ezixhaswa ngemali yi*WCED* ezikolweni, bajonge amagama abafundi abafakwa ekhompyutheni kwiziko ledatha le*LTS* kwi*CEMIS*.

5. Kungafumaneka okulandelayo okungekho semgaqweni: abafundi abamkileyo esikolweni, kodwa amagama abo asabhaliwe kwiziko ledatha le*LTS* kwi*CEMIS*, okanye amagama angabhalwanga kwiziko ledatha le*LTS* kwi*CEMIS*, kodwa ngoku basasebenzisa i*LTS*.

6. Ukuze kungenwe yaye kujongwe ingcaciso yabafundi kwindlela nganye kwi*CEMIS*, le nkqubo ilandelayo mayilandelwe:
    - Ukungena kwi*CEMIS*.
    - Kwikhasi lemenyu, Yalatha i-*cursor* kwisihloko esithi "*Administration*". Ukhetho lwe-"*Learner Transport*" luya kuvela kwi-*drop down list*.
    - Yalatha i-*cursor* kukhetho i-"*Learner Transport*" yaye ukhetho ii-"*Capture Screens*" ziya kuvela kwi-*drop down list*.
    - Klikha kwii-"*Capture Screens*".
    - Kwiskrini esilandelayo, klikha ku-"*Proceed*" ungakhethi bakala.
    - Kwiskrini esilandelayo, klikha ku-"*Summary Section*" ukhethe inombolo yendlela echaphazelekayo.
    - Uluhlu luya kuthi ngoku luboniswe kukho kulo abafundi abagunyazisiweyo kwindlela leyo ikhethiweyo.

    Kunokuqhagamshelwana noMnu Griffet Fransman naye ku-021 467 2247 okanye Griffet.Fransman @westerncape.gov.za ukuba ufuna uncedo xa ungena kwi*CEMIS*.

7. Kucelwa uzalise olu xwebhu luqhotyoshelweyo, isiHlomelo A, ngokubhala:
    - Igama, ifani, ibakala, inombolo yesazisi ye*CEMIS,* inombolo yendlela ye*LTS* neendawo zokulayishwa kwabafundi abangasayisebenzisiyo i*LTS*
    - Igama, ifani, ibakala, inombolo yesazisi ye*CEMIS*, inombolo yendlela yeLTS neendawo zokulayishwa kwabafundi abayisebenzisayo i*LTS*, kodwa abanamagama abo angaveliyo kwiziko ledatha le*LTS* kwi*CEMIS*

8. Kucelwa uzalise ifom uyisayine, uyiskene uze uyingenise apha WCEDLTS@westerncape.gov.za **ungadlulanga owe-14 Matshi 2019**.

9. Ukuphendula oku:
    - linkcukacha zabafundi abangasayisebenzisiyo i*LTS* ziya kususwa kwiziko ledatha le*LTS* kwi*CEMIS*.
    - linkcukacha zabafundi abalufaneleyo uthutho zinokufakwa kwi*CEMIS* yi*WCED* ukuya kufikelela kwelona nani lininzi labafundi abavunyiweyo kwindlela yothutho lwabafundi.

10. Luya kuthakazelelwa uncedo lwakho ngalo mba.

ISAYINWE: NGU-S ABRAHAMS
USEKELA MLAWULI-JIKELELE OBAMBELEYO WOCWANGCISO LWEZEMFUNDO
UMHLA: 2019-03-07

CONFIRMATION OF LEARNERS ON LEARNER TRANSPORT SCHEME ROUTES

To be completed by all principals of schools with Western Cape Education Department (WCED) funded Learner Transport Scheme (LTS) routes and submitted to wcedlts@westerncape.gov.za on or before 14 March 2019. A form must be completed for each route at your school.

Name of school: ……

Route number: ……..

Please tick relevant box:

☐ I, the principal of the above-mentioned school, hereby confirm that the details of the learners currently reflected on the LTS database on CEMIS for the abovementioned route are correct and that they are currently being transported on the relevant route.

☐ I, the principal of the above-mentioned school, hereby confirm that the details of the learners currently reflected on the LTS database on CEMIS for the abovementioned route is not representative of the learners currently being transported on the route.

In the event that the second option above is selected, principals must complete the detail of the learners in the tables below. Should the number of learners exceed the space allocated in the below tables, please attach the learners details as an addendum to this form.

Please indicate the details of the learners who are listed on the LTS database on CEMIS, but no longer make use of WCED funded learner transport:

	Surname	Name	grade	CEMIS number	Pick-up point
1					
2					
3					
4					
5					

Please indicate the details of the learners who are not reflected on the LTS database on CEMIS, but make use of WCED funded learner transport at your school. Only learners who qualify to be transported in terms of the LTS Policy, fall within the current authorised maximum learner number of the route and are picked-up at current authorised pick-up points may be listed below.

	Surname	Name	grade	CEMIS number	Pick-up point
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

TO BE COMPLETED BY PRINCIPAL

I hereby confirm that the information provided above is correct. Should the indicated amendments be effected, the LTS database on CEMIS will reflect the actual learners making use of the transport services on this route.

Comments: ……

……

Principal's signature: ……

Date: ……

School Stamp

This annexure is available in Afrikaans and Xhosa on request.