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File number: 6/1/5  
Enquiries: LR Abrahams

Institution Development and Coordination Minute: 0004/2019

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

**Subject: Survey to improve data on the number, size, type and condition of classrooms at ordinary public schools in the Western Cape**

1. The demand for admission to Western Cape Education Department (WCED) schools increases annually and schools face huge pressure from all stakeholders for placement.
2. To manage this process effectively, the WCED needs accurate information on the number, size, type and condition of classrooms that are currently available at ordinary public schools in the Western Cape.
3. The WCED therefore requests schools to complete an Excel survey form and email the response on the Excel spreadsheet to the administrative officer, who is helping the circuit manager in each circuit to manage administrative matters in the circuit.
4. The collected information will greatly help to improve our understanding of the capacity of ordinary public schools at present and the challenges that the system faces in terms of learner accommodation.
5. Principals are also asked to scan and upload a copy of the basic floor plan of the school, showing the layout of the school and the current allocation and utilisation of classrooms. An example of such a plan is attached for your reference.
6. The link for uploading the plan is available under the Administration \ General Information \ School Plan menu option on CEMIS. This link will allow schools to upload and submit their floor plans.
7. The survey and the uploading of the floor plans should be completed by 15 August 2019.

8. The WCED are informing district officials of the process and they will be required to verify and validate random samples of the data at schools to ensure that the information is reliable for use by WCED senior management.
9. Please bring the content of this minute to the attention of all staff and members of governing bodies.

**SIGNED:** HA LEWIS

**DEPUTY DIRECTOR-GENERAL: INSTITUTION DEVELOPMENT AND COORDINATION**

**DATE:** 2019-07-31



Western Cape  
Government  
Education

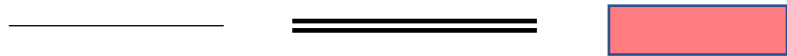
WESTERN CAPE EDUCATION DEPARTMENT

FLOOR PLAN AND LAYOUT OF:

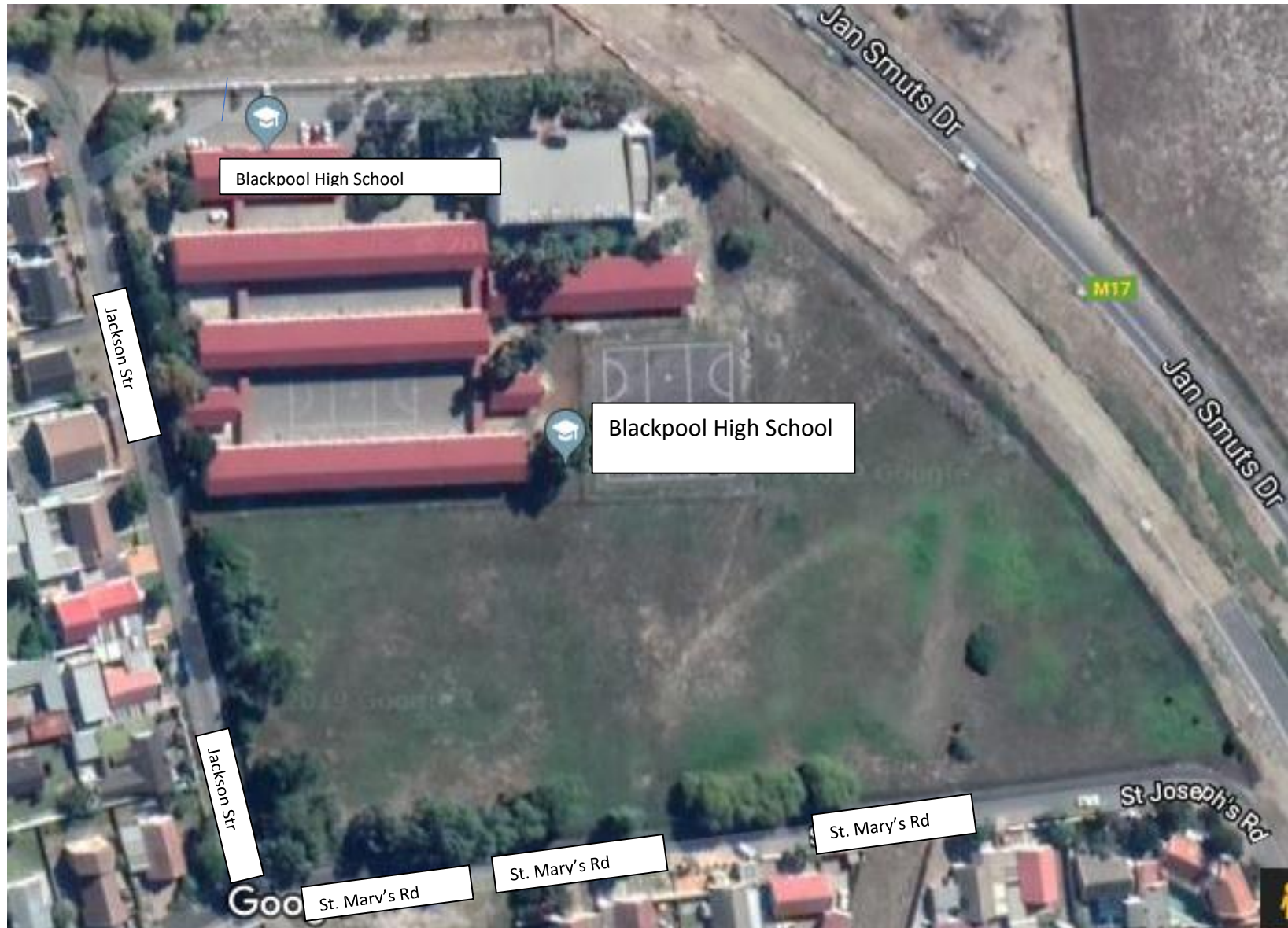
BLACKPOOL HIGH SCHOOL (0105483443)

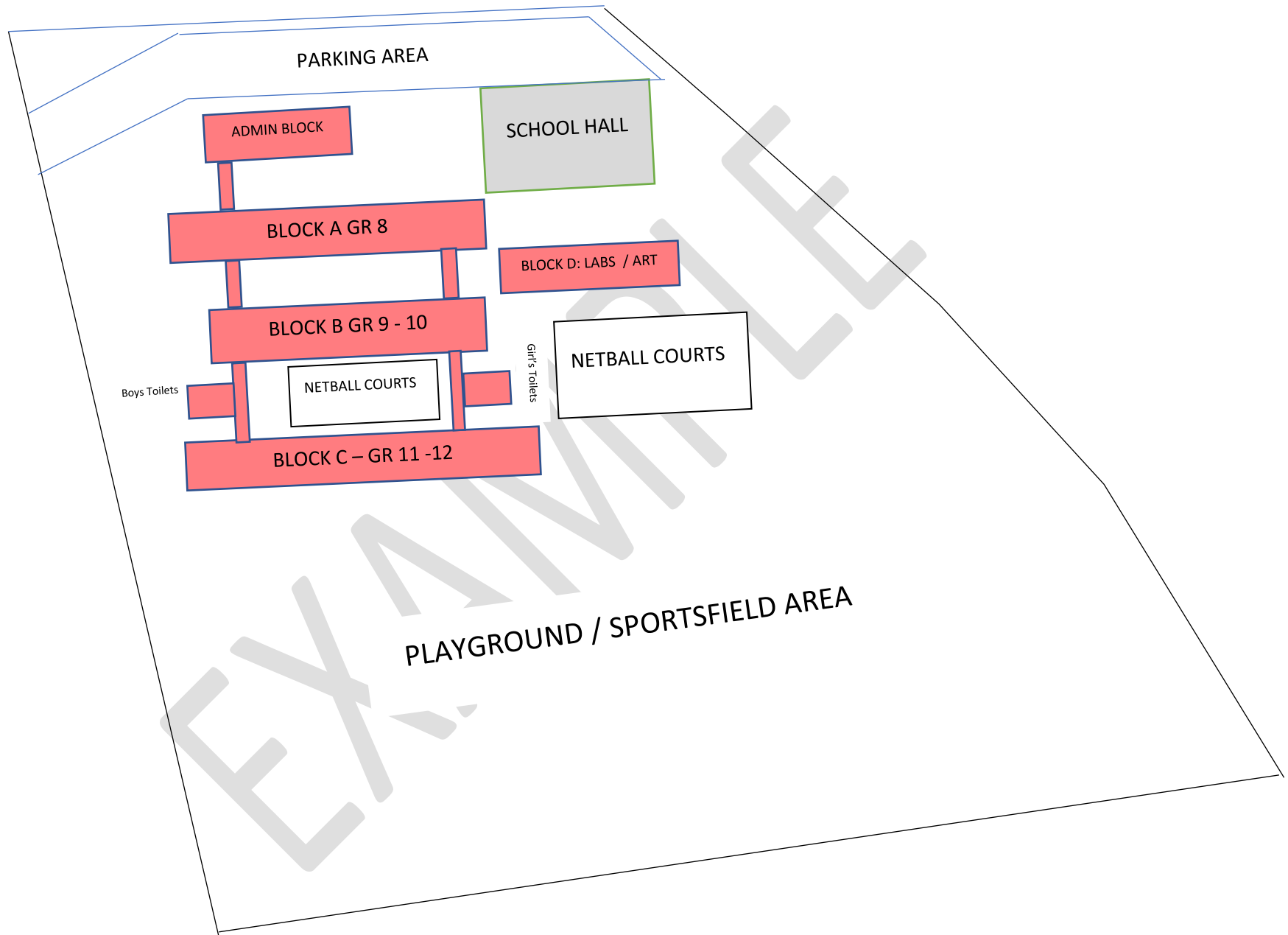
Cnr. Jackson & St Mary's Roads, Lansdowne

## PLEASE NOTE:

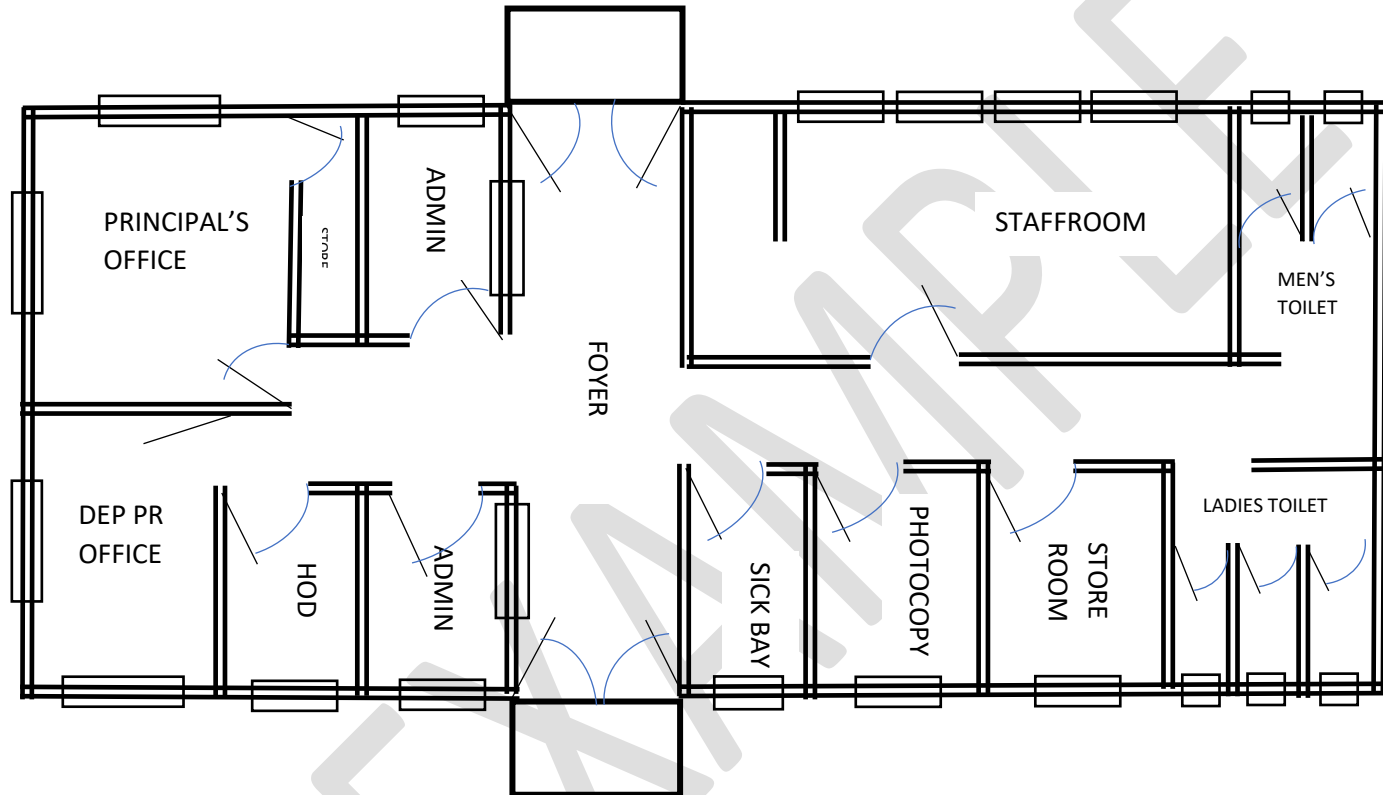
- Schools may submit a PDF / scanned copy of school building plans or a scanned copy of the basic school layout / classroom plan if it is available.
- Kind UPLOAD the document as follows. This should be done by 15 August 2019. The link for uploading the plan is available under the Administration \ General Information \ School Plan menu option on CEMIS. This link will allow schools to upload and submit their floor plans.
- The following is a very basic example of a floor plan that was done by a school and how it was done.
- It was not drafted by an architect or draughtsman, but serve to illustrate the basic elements of the floor plan of a school
- It aims to provide the WCED with clear view of the layout of the school and the classroom types
- It provides a graphic illustration of the classrooms, workshops, toilets admin block etc.
- The aerial picture of the school is taken from Google Maps (Pleas note that these aerial views are outdated)
- It was drawn using Basic Word Shapes. 
- The basic word shapes were drawn on the google map (overlaid) to get the scale and approximate size.

BLACKPOOL HIGH SCHOOL (0105483443) Cnr. Jackson & St Mary's Roads, Jan Smuts

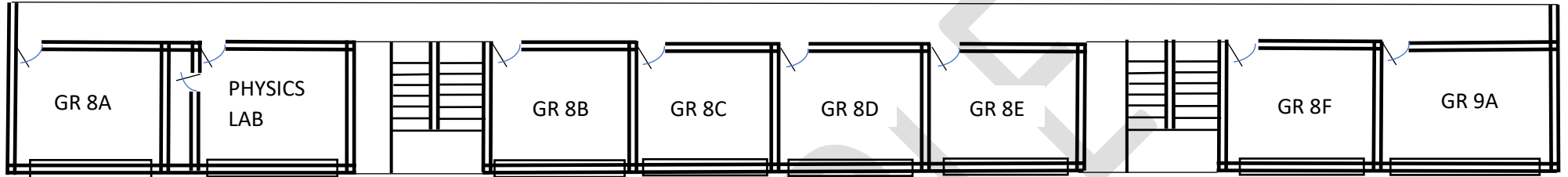




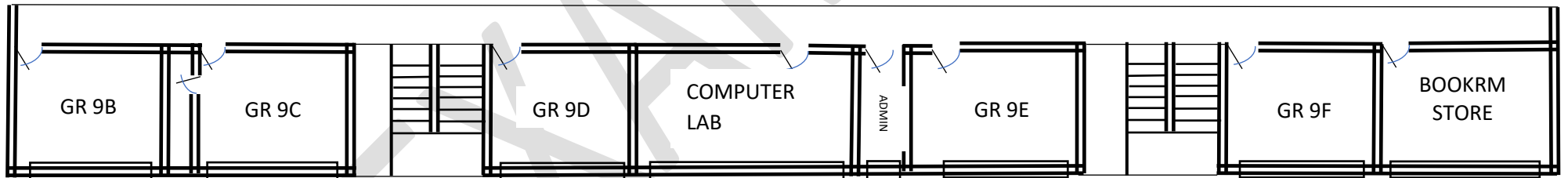
# BLACKPOOL SS: ADMIN BLOCK LAYOUT



**BLACKPOOL SS: BLOCK A  
GROUND FLOOR CLASSROOM LAYOUT**



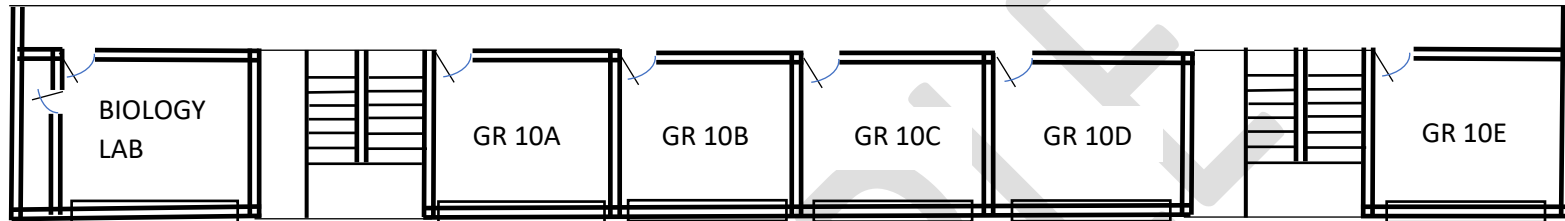
**BLACKPOOL SS: BLOCK A  
FIRST FLOOR CLASSROOM LAYOUT**





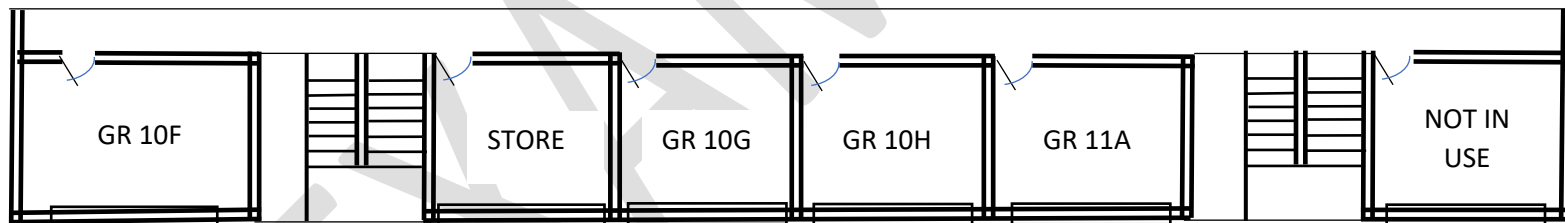
**BLACKPOOL SS: BLOCK B**

**GROUND FLOOR CLASSROOM LAYOUT**

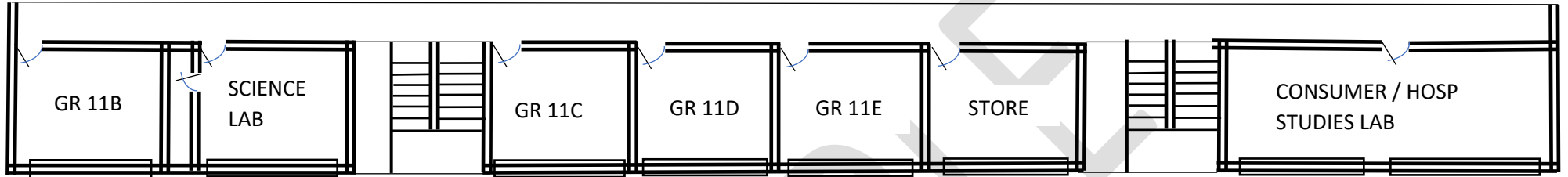


**BLACKPOOL SS: BLOCK A**

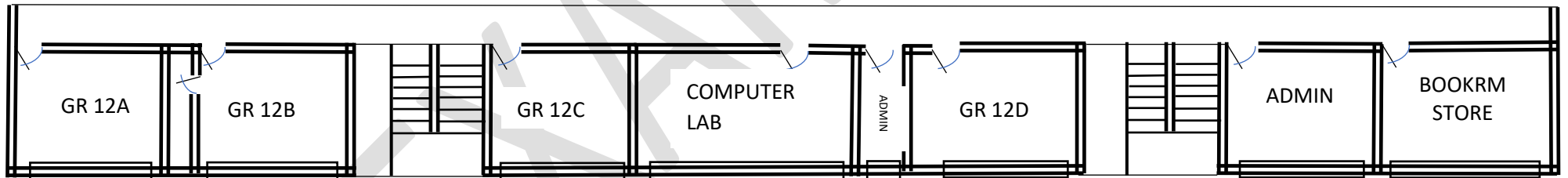
**FIRST FLOOR CLASSROOM LAYOUT**



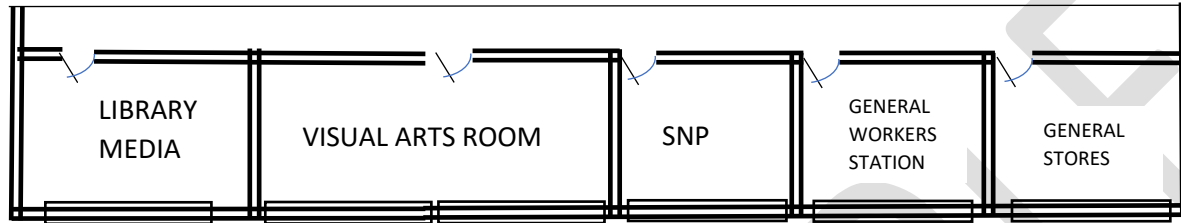
**BLACKPOOL SS: BLOCK C  
GROUND FLOOR CLASSROOM LAYOUT**



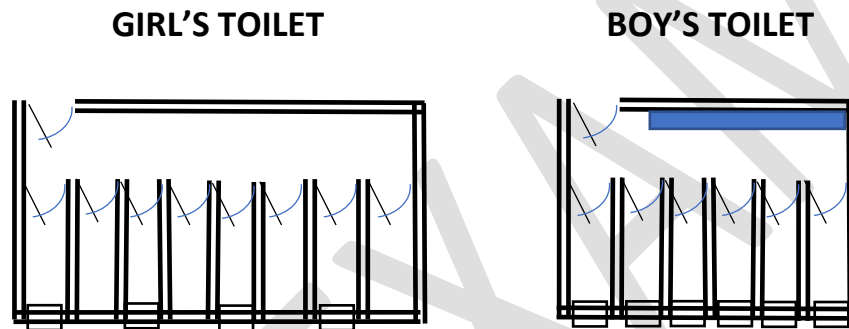
**BLACKPOOL SS: BLOCK C  
FIRST FLOOR CLASSROOM LAYOUT**



**BLACKPOOL SS: BLOCK D  
CLASSROOM LAYOUT**



**BLACKPOOL SS: BLOCK D  
GIRLS AND BOYS TOILET LAYOUT**



**SCHOOL STAMP:**

**DATE:**

**SCHOOL PRINCIPAL SIGNATURE:**