



## ISebe leMfundo leNtshona Koloni

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### UKONAKALISWA KWEZAKHIWO ZESIKOLO

#### 1. INTSHAYELELO

Ukonakaliswa kwezakhiwo kwenzeka qho kumaziko emfundo kweloMzantsi Afrika uphela. Izigidi ngezigidi zeerandi zichithwa minyaka le kulungiso lwezakhiwo ezonakalisiweyo yaye le mali ibinokusetyenziselwa ukunciphisa intaba yomsebenzi wokwakha izakhiwo namancedo ongahambeli ndawo (*infra-structural backlog*) kanye nokulondoloza izakhiwo zemfundo.

#### 2. INJONGO

Injongo yolu xwebhu lungumgaqo

- kukwaziswa iinqununu, ootishala, abafundi, amalungu ebhunga lolawulo kwanoluntu ngokutshatyalaliswa ngokungenankathalo kwe prophathi kaRhulumente;
- kukukhuthaza “ubumnini” bezakhiwo zemfundo kuluntu olungqonge izikolo;
- kukucacisa iinkqubo emazilandelwe xa kuye konakaliswa isakhiwo sesikolo; kanye
- kukwabelana ngezimvo ngeendlela zokunciphisa ukonakaliswa kwezakhiwo kumaziko emfundo.

#### 3. INGCACISO-GAMA

**Ukonakalisa izakhiwo**, ngokunxulumene nentsingiselo yezakhiwo zemfundo zaseNtshona Koloni, kungachazwa kuthiwe *sisenzo sangabom sobuyatha nokutshatyalaliswa ngokungekho mthethweni kwe prophathi kaRhulumente*. Oku kubandakanya ubusela, ukuqhekeza, ukungena ngaphakathi wonakalise ngolunya nangokuyintlondi iprophathi karhulumente okanye iprophathi eqeshwe nguRhulumente.

#### 4. IMIGAQO EMAYILANDELWE KWIIMEKO ZOKONAKALISWA KWEZAKHIWO ZEMFUND

Nawuphi na umonakalo ongekho semthethweni kwiprophathi yesikolo kufuneka usingathwe ngale ndlela ilandelayo:

#### **4.1 Umonakalo owenziwa ngabantu abangaziwayo:**

- 4.1.1** Wuxele ngokukhawuleza umonakalo owenzekileyo kwisebe elikufutshane leeNkonzo zamaPolisa aseMzantsi Afrika uze ufumane inombolo yengxelo yetyala.
- 4.1.2** Ncedisa amapolisa kuphando Iwaho ngokuwanika lonke ulwazi onganalo – wanike kwakhona amagama abarhanelwa.
- 4.1.3** Qhagamshelana ngokukhawuleza neGosa IoLawulo IweZinto eziLahlekileyo kweyona ofisi ye-EMDC ikufuphi uxele umonakalo okanye izinto ezilahlekileyo.
- 4.1.4** Zalisa zonke iifom zamabango eziyimfuneko ezifunyenwe zisuka kwiGosa IoLawulo IweziNto eziLahlekileyo uze uzibuyisele kulo.
- 4.1.5** Zama ukuba ulungiswe ngokukhawuleza umonakalo owenzeke kwisakhiwo okanye kwiprophathi engashenxisekiyo (*immovable property*) usebenzise nokuba yingxowa-mali yesikolo okanye ngokudlula kwiCandelo: LoCwangciso noLondolozo IweZakhiwo zeSebe leMfundu leNtshona Koloni [Jonga kwiSetyhula 0175/2000]
- 4.1.6** Ukuba abenzi bobubi babanjiwe baza bafunyanwa benetyala kwinkundla yomthetho, lilungelo likaRhulumente ukufaka isimangalo sembambano afune intlawulo (*civil claim*) kwabo benzi bobubi ukuze kube nokubuyiswa iindleko ngomonakalo.

#### **4.2 Umonakalo owenziwe ngabantu abaziwayo:**

(Xa, umzekelo, imoto okanye ilori ityoboza ucingo olubiyileyo okanye kubanjwe umntu xa kanye onakalisa iprophathi kaRhulumente, njl njl.).

- 4.2.1** **QAPHELA:** Ukuba ngabafundi abachaphazelekayo – qala wazise umzali (abazali) okanye umgcini (abagcini) babo, OKANYE bathathe ubagoduse, ubase kwikhaya lomzali (labazali) okanye lomgcini (labagcini) wabo, OKANYE, ukuba umzali (abazali) okanye umgcini (abagcini) wabo akafumaneki, bisa unontlalo-ntle okufutshane ukuba abamele. Apho kuya kwaqinisekiswa ukuba ngokwenene ngabafundi abachaphazelekayo, ibhunga lolawulo lesikolo lingacinga ngokuwusingatha lo mcimbi ngokungqinelana neMigaqo yokuziphatha yesikolo eYenzelwe aBafundi (*school's Code of Conduct for Learners*)
- 4.2.2** Bhala iinkcukacha zaloo mntu wenze umonakalo, o.k.t. igama, inombolo yesazisi, idilesi yasekhaya, iinombolo zefoni nenombolo-mbhalo yesithuthi njengezinto eziya kunceda kamva.
- 4.2.3** Apho umntu owenze umonakalo okanye umzali okanye umgcini womfundu azimiseleyo, ngaphandle kokunyanzeliswa, sayina ifom yokuvuma ityala ezaliswe zonke iinkcukacha okanye ingxelo enjengale kwisikhululo

samapolisa oko kwensiwe kukhona ingqina.

- 4.2.4** Apho kunokwenzeka, fumana imvumelwano ebhaliweyo yokuzibophelela kwakhe ukulungisa umonakalo okanye ukuhlawula iindleko zoko.

## 5. UXANDUVA NGOKUSEMTHETHWENI

### 5.1 ISebe lezoThutho nezeMisebenzi yoLuntu

Luxanduva IweCandelo IoMlawuli oyiNtloko lezoLawulo IweProphathi (*Chief Directorate: Property Management*) ukubonelela amasebe athi enze umsebenzi, kubandakanya neSebe leMfundu leNtshona Koloni, ngendawo yokuhlala efanelekileyo. LiCandelo IoMlaw uli oyiNtloko lezoLaw ulo IweProphathi elingumgcini nomlondolozi w eprophathi kaRhulumente, kubandakanywa nomhlaba ezimi kuwo izikolo zeSebe leMfundu leNtshona Koloni.

Uxanduva IweCandelo IoMlawuli oyiNtloko lezeMisebenzi yoLuntu (kwiSebe leMfundu) kukulungisa izakhiwo ezonakeleyo.

### 5.2 ISebe leMfundu leNtshona Koloni

Eli sebe likwizakhiwo zezikolo yaye lisebenzisa malunga ne-1600 lezikolo kanye nama-700 ezakhiwo ezizezinye – uninzi lwazo zezikaRhulumente okanye ziqeshwe nguRhulumente.

NgokweSiqendu 13[3] soMthetho weZikolo waseMzantsi Afrika, wowe-1996 (UMthetho 84 wowe-1996) (emva koku obizwa ngokuba “nguMthetho weZikolo”), nguMphathiswa weMfundu kuphela onokwalela isikolo ekusebenziseni ilungelo laso lokuba kwiprophathi kaRhulumente engashenxisekiyo. Ngako oko ke iSebe leMfundu leNtshona Koloni linoxanduva lokucebisa ngokusetyenziswa nokulawula ukusetyenziswa kwe prophathi eyabelwe ezemfundo.

### 5.3 AmaBhunga oLawulo eZikolo

NgokweSiqendu 20(1)(g) soMthetho weZikolo, **iBhunga IoLawulo kufuneka “lijongane lize lilawule iprophathi yesikolo, o.k.t. izakhiwo namabala asetyenziswa sisikolo, kanye neehostele, ukuba zikho”**.

### 5.4 Inqununu okanye intloko yesikolo

Inqununu okanye intloko yeziko lemfundo ligosa elinoxanduva lokuphendula ngezemali (*accounting officer*) yaye ngumsebenzi noxanduva lwayo ukujonga yonke imali engeniswe nechithwe sisikolo.

NgokweSiqendu 16[3] “ulawulo ngobuchule Iwesikolo sikarhulumente malwenziwe yiNqununu. **Olu lawulo lukwaquka “ukuphathwa kakuhle kwamancedo nezixhobo zezikolo, o.k.t. izakhiwo namabala ezemidlalo”**.

### **5.5 “Ubumnini” boluntu olungqonge isikolo**

Izakhiwo zezikolo, nangona nje zizezikaRhulumente, ziluncedo kuluntu yaye mazisetyenziswe ngabemi baloo ndawo inesikolo. Kubaluleke kakhulu ukuba “ubumnini” besikolo bube sezandleni zoluntu ukuze kube nokuncothulwa neengcambu ukonakaliswa kvezakhiwo.

### **5.6 Uluntu olungqonge isikolo**

Malukhuthazwe uluntu olungqonge isikolo ukuba lube ngamehlo neendlebe zamabhunga olawulo ezikolo ngokuthi lubaxele abantu abarhanelekayo abalonwe bengoontqikana abayabula ngaphakathi kwamasango okanye kufuphi nezakhiwo zesikolo. Amabhunga olawulo ezikolo angacinga ngeendlela zokubavuza abantu abathi, ngenxa yezenzo zabo, bathintele umonakalo kwizakhiwo zesikolo.

### **5.7 iNkonzo zamaPolisa aseMzantsi Afrika**

linqununu mazimeme amalungu eeNkonzo zamaPolisa aseMzantsi Afrika (abizwa ngokuba yi-SAPS) ukuba atyelele izikolo qho ukwenzela ukuba kusoloko kubonakala abo bangamagosa okugcina umthetho nocwangco. Kukwacetyiswa ukuba kwenziwe qho iipatroli zasebusuku.

Abasemagunyeni mabenze konke okusemandleni abo ukuqinisekisa ukuba abantu abanetyala lokonakaliswa izakhiwo bohlwaywa ngokufanelekileyo.

### **5.8 IZiko leeFoni leZikolo eziKhuselekileyo (Safe Schools Call Centre)**

Uluntu ludlala indima ephambili ekulweni ukonakaliswa kvezikolo namanye amaziko emfundu nasekwenzensi izikolo zibe ziindawo ezikhuselekileyo.

Lukwakhuthazwa uluntu ukuba luzixele iziganeko zokonakaliswa kvezikolo **kwiZiko leeFoni leZikolo eziKhuselekileyo** ngokuthi luthumele ngefeksi iinkcukacha apha (021) 674 2342 okanye lufonele kule nombolo yamahala **0800 45 46 47** okanye lusebenzise enye yezi nombolo zefoni zilandelayo:

(021) 671 6614  
(021) 671 6621  
(021) 671 6637

## **6. UKUZIFAKA KWI-INSHORENSI**

ImiMiselo kaNondyebo kaRhulumente (*Treasury Regulations*) iyicacisa gca into yokuba uRhulumente akazifaki kwi-inshorensi izakhiwo zakhe njengoko i-inshorensi yethuba elifutshane (*short-term insurance*) ingeyondlela

enoqoqosho enokukhethwa nguRhulumente.

Nakuba kunjalo, ziyakhuthazwa izikolo ukuba mazizifake kwi-inshorensi ezinye zezixhobo zazo eziyiprophathi eshenxisekayo umz. iikhompyutha, izitovu, oomatshini bokuthunga, noomatshini bokufotokopa, kunye namancedo angashenxisekiyo anjengesakhiwo sezolawulo neholo yesikolo, (o.k.t. loo macandelo esakhiwo asemngciphekweni kakhulu wokonakaliswa).

## 7. IINGCEBISO MALUNGA NOKUNCIPHISA UKONAKALISWA KWEZAKHIWO

### 7.1 Omakwenziwe ngamaBhunga oLawulo eZikolo (SGBs)

Ayakhuthazwa amaBhunga oLawulo eZikolo ukuba enze oku kulandelayo ukulondoloza amancedo nezixhobo zezikolo zawo

- Makaqeqeshe kwaye anike inkaso abasebenzi abacocayo neeforimani ukuze zikwazi ukuba nezakhono nolwazi oluyimfuneko lokugcina izakhiwo zezikolo kakuhle.
- Makalungise umonakalo ongengako ngemali evela kwingxowa-mali yabo yeMali eYabelwa iZikolo (*Norms and Standards*), o.k.t. ukufakela iziphatho zeefestile, iingcango zaphandle, iifestile ezaphukileyo, iziphatho zeengcango, izindlu zangasese ezonakalisiweyo. (Jonga kwiSetyhula 0175/2000 ukufumana ingcebiso).
- Makagcine ucingo olubiyele isikolo lukwimo eyiyo kwaye lulungiswe.
- Makathenge izixhobo zokhuseleko ezisebenza ngempumeleo, umz. i-alam ekhatshwa yinkonzo yamagosa axhobileyo.
- Makafakele iigeyithi zokuthintela ubusela, iintsimbi ezithintela abaqhekezi, ucingo oluyintshengece, njl. njl., kwezo ndawo zisemngciphekweni kakhulu zesakhiwo sesikolo).
- Makasebenzise izibane zokhuseleko ezinoqoqosho.
- Makazixele emaPoliseni (SAPS) iindwadunge ezingaphakathi kwamasango esikolo.
- Makagcine iirekhodi zazo zonke iiprojekthi zokulungiswa kwezinto, nokuba ngaba umonakalo wensiwe ngabonakalisi bezakhiwo okanye bubudala nokuxobuka.

- Makalandelele amakhonco onxibelewano achanekileyo, o.k.t. ngokuchaza izenzo zokonakaliswa kweempahla kwi-SAPS aze emva koko axelele i-ofisi ye-EMDC.
- Mayimelwe qho kwiintlanganiso zebhunga lolawulo lesikolo into yokuba mazingeniswe ezi ngxelo ngale mibandela libhunga lolawulo elo kwikomiti yaMancedo okuLondolozwa kweZakhiwo (*Physical Resources committee*).

## 7.2 URhulumente

URhulumente [ISebe leMfundu leNtshona Koloni neSebe lezoThutho nezeMisebenzi yoLuntu kumaCandelo aBalawuli abaziNtloko: bezoLawulo IweProphathi neMisebenzi yoKwakha (kwiSebe leMfundu)] uza kuqinisekisa ukuba

- Kusayinwa iimvumelwano ngabo basebenzisa iinkonzo phakathi kweSebe leMfundu leNtshona Koloni (ICandelo: LoCwangciso noLondolozo IweZakhiwo) kune namaBhunga oLawulo eZikolo kwisikolo ngasinye.
- ISebe lezoThutho neMisebenzi yoLuntu (emva koku elibizwa ngokuba “leleMisebenzi” yoLuntu) liya kuqulunqa incwadana yemigaqo yokulungiswa nokulondolozwa kwezakhiwo zemfundo. Kuza kubakho noludwe Ivezinto emazitshekishwe (*checklists*) xa kuhlolwa izakhiwo zesikolo.
- ISebe leMfundu leNtshona Koloni liza kubhala iisetihula, amaxesha ngamaxesha, zokucacisa imigaqo emayilandelwe zizikolo ngokumalunga nemibandela ngemibandela enxulumene nezakhiwo.
- ISebe leMfundu leNtshona Koloni neleMisebenzi yoLuntu (aBahloli beZakhiwo) aza kubeka esweni, amaxesha ngamaxesha, iiprogram zokulungiswa nokulondolozwa kwezikolo ukuqinisekisa ukuba umonakalo omncinane ulungiswa ngokukhawuleza. (ABahloli bomSebenzi woKwakha naBacwangcisi beZakhiwo baya kutyelela izikolo ukuya kuhlola imeko yezakhiwo. Kuya kuqwalaselwa kwakhona isicwangciso sesikolo sokulondolozwa kwezakhiwo nemali echithwe kwizakhiwo nakumabala esikolo.
- Izikolo ezakhiwe kwiindawo eziyingozi (kwiindawo ezithathwa liSebe leMfundu leNtshona Koloni ne-SAPS njengeziyingozi kakhulu) ziya kufumana ukuqwalaselwa kuqala kunezinye ngokumalunganofakelwa

ubuxhaka-xhaka bokhuseleko (*security systems*), obuza kuthengwa ngemali evela kwiprojekthi eyi-SAFER SCHOOLS' PROJECT.

- ISebe leMfundu leNtshona Koloni liya kunika zonke izikolo imali ngokwemiMiselo nemiGangatho yoLwabiwo-mali, ekufuneka kusetyenziswe kuyo i-R22.00 ngomfundi ngamnye (nekucingelwa ukuba iya kumana ukwandiswa qho ngonyaka) okanye ibe yi-R1 200.00 eyona mali incinane kwizikolo ezincinane, nemayichithwe minyaka le kulondolozo Iwezakhiwo.
- ISebe leMfundu leNtshona Koloni (ICandelo: LoCwangciso noLondolozo IweZakhiwo) linebhajethi yokulungiswa kwezinto ezingxamisekileyo esetyenziselwa ukuncedisa izikolo xa ukonakaliswa okwensiwe kwisakhiwo sesikolo kuchaphazela impilo nokhuseleko Iwabafundi. Ukwenza umzekelo, izindlu zangasese ezonakaliswe kakhulu zingayichaphazela impilo yabafundi, ukuba akukho zithoyilethi zisebenzayo yaye amazinki ophahla ajingayo nangaqiniswanga neentambo zombane ezingagqunywanga, zingayingozi kakhulu ebantwaneni.

Zivumelekile iinqununu ukuba ziqhagamshelane neCandelo: LezoCwangciso noLondolozo IweZakhiwo ngenjongo yokucela uncedo kwiimeko ezingxamiseke kakhulu ezinjengezi. linkqubo emazilandelwe zikwiSetyhula 175/2000 yowama-25 Agasti 2000.