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CIRCULAR No. 45 OF 2023

TO:

CHIEF DIRECTOR: DISTRICT COORDINATION & MANAGEMENT
DISTRICT DIRECTORS
CIRCUIT COORDINATORS
CIRCUIT MANAGERS
PRINCIPALS OF SCHOOLS
SCHOOL GOVERNING BODIES

SUBJECT: END OF THE 2023 SCHOOL YEAR ACTIVITIES THAT NEED ATTENTION

As schools come to a close for the fourth term of the 2023 academic year, it is imperative that Principals and Members of the school governing bodies take the following into account and ensure full compliance:

1. RELEASE OF REPORT CARDS

- 1.1. Under no circumstances must a school withhold report cards, transfers, stationery and textbooks from learners, on the basis that parents were unable to honour certain obligations which the schools have set. The law that report cards may not be withheld is informed by Section 29 (12) of the National Protocol on Assessments for Grade R to 12, which prohibits public and private schools from withholding report cards for any reason.
- 1.2. Schools must find alternative measures to communicate with parents and guardians regarding the issue of school fees not being paid in full. It is also the responsibility of the parents or guardians to make arrangements with the schools regarding payment as learners are entitled to see their report cards which shows the work that they have put in at school throughout the year.

2. ASSESSMENT, PROMOTION AND CONDONATION OF LEARNERS

The National Policy Pertaining to the Programme and Promotion Requirements of the National Curriculum Statement for Grades R to 12 states amongst other issues that progression from one grade to the other within the appropriate age cohort should be the accepted norm, and that a learner may not be retained in one phase for longer than **four years**(excluding grade R).

It further states that a learner who is not ready to perform at the expected level and who has been retained in the first phase for four years or more and who is likely to be retained again in the second phase for four years or more, should receive the necessary support in order to progress to the next grade.

Adherence to this policy prescript is therefore paramount.

3. DELIVERY OF SCHOLASTIC STATIONERY

3.1. Stationery and other teaching resources have been delivered to schools. Principals should make the necessary verification of the delivered LTSM and report any shortages to the Department through their Circuit Managers with immediate effect. These stationery packs should be issued to all learners at no cost.

3.2. To this end, all No Fee School's Principals are therefore advised to utilise the departmentally allocated stationery. There must be no instance where undue pressure, financially or otherwise is put on parents and learners to buy extra stationery material.

4. EXPULSION OF LEARNERS

This circular also serves to remind School Principals and School Governing Bodies (SGBs) that **Section 9 of the South African Schools Act number 84 of 1986 as amended** states that it is only the Head of Department that can decide whether or not to expel a learner:

4.1. A learner at a public school may be expelled only:

- by the Head of the Department; and
- if found guilty of serious misconduct after disciplinary proceedings contemplated in section 8 were conducted. Principals are therefore urged to adhere to the prescripts of the Act and not do anything that will violate the laws that govern education during this time.

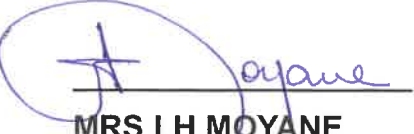
5. PROTECTION OF SCHOOL ASSETS AND VALUABLES DURING THE FESTIVE SEASON

As the festive season is approaching, schools are always a target and are vulnerable to criminal activities therefore you are reminded that **Section 20 subsection (1) (g) reads that "a governing body of a public school must administer and control the school property, and buildings and grounds occupied by the school, including school hostels".**

In line with the National School Safety Framework (NSSF), the Department implements an Integrated School Safety Plan in which various stakeholders contribute to school safety and amongst others the following activities are encouraged to:

- 5.1. Ensure that school safety committee meetings are held to discuss school safety policy implementation before closing and keep minutes of decisions made.
- 5.2. Create a reporting system and manage reported incidents appropriately.
- 5.3. Implement the school audit safety checklist as a strategy to ascertain the safety and security risk levels at the school.
- 5.4. Hiring security personnel and installing of latest equipment to enhance safety and security initiatives may add value.
- 5.5. Ensure that the school is linked to the nearest Police Station for surveillance and responding promptly by the Police.
- 5.6. Utilisation of the Cop adopted by the school.
- 5.7. Removal of all valuable assets such as computers, laptops, and printers and keep them in strong rooms and other safe and secured facilities.
- 5.8. Sharing of remaining **NSNP** food among the vulnerable and needy children such that no food remains within the school premises. On distribution, the parent, guardian or caregiver should sign for the collected food stuff on behalf of the learners or vulnerable children. Those who collect the food should sign and such a record be kept at the school.
- 5.9. Continuous maintenance of school infrastructure to deter possible crime risks in schools is encouraged.

Your co-operation is always highly appreciated.


MRS LH MOYANE
HEAD: EDUCATION
DATE: 13/12/2023