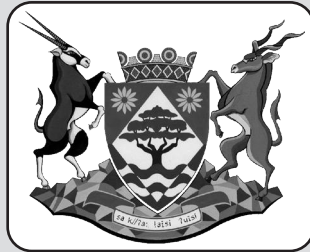


# NORTHERN CAPE PROVINCE

PROFENSIYA KAPA-BOKONE



NOORD-KAAP PROVINSIE

IPHONDO LOMNTLA KOLONI

Provincial Gazette  
Kasete ya Profensi

iGazethi YePhondo  
Provinsiale Koerant

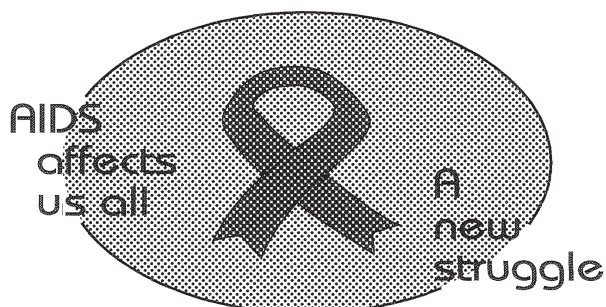
Vol: 28

KIMBERLEY  
15 February 2021  
15 Februarie 2021

No: 2395

PART 1 OF 2

**We all have the power to prevent AIDS**



**AIDS  
HELPLINE**

**0800 012 322**

DEPARTMENT OF HEALTH

**Prevention is the cure**

*N.B. The Government Printing Works will not be held responsible for the quality of "Hard Copies" or "Electronic Files" submitted for publication purposes*

ISSN 1682-4547



9 771682 454009



0 2 3 9 5

**IMPORTANT NOTICE:**

**THE GOVERNMENT PRINTING WORKS WILL NOT BE HELD RESPONSIBLE FOR ANY ERRORS THAT MIGHT OCCUR DUE TO THE SUBMISSION OF INCOMPLETE / INCORRECT / ILLEGIBLE COPY.**

**No FUTURE QUERIES WILL BE HANDLED IN CONNECTION WITH THE ABOVE.**

**Contents**

<i>No.</i>		<i>Gazette No.</i>	<i>Page No.</i>
	<b>OFFICIAL NOTICES • OFFICIËLE KENNISGEWINGS</b>		
1	South African Schools Act (84/1996) as amended: Regulations for the elections of and determination for the Constitution of a School Governing Body .....	2395	3
1	Suid-Afrikaanse Skolewet (84/1996) soos gewysig: Regulasies vir die verkiesing en bepaling van die Grondwet van 'n Skoolbeheerliggaam.....	2395	63

**OFFICIAL NOTICES • OFFICIËLE KENNISGEWINGS****OFFICIAL NOTICES 1 OF 2021**

SOUTH AFRICAN SCHOOLS ACT, 84 OF 1996 as amended

**REGULATIONS FOR THE ELECTIONS OF AND DETERMINATION FOR THE CONSTITUTION OF A SCHOOL GOVERNING BODY**

I, the undersigned **Mr. Zolile Monakali** Member of the Executive Council (MEC) for Education in the Northern Cape Province, acting in terms of Section 28 of the South African Schools Act, 1996 (read with Section 31 of the Northern Cape School Education Act, 1996), and Section 18(1) of the South African Schools Act 1996, hereby publish in the Schedule hereto, the Northern Cape Regulations for the Election of School Governing, and the minimum requirements to which the Constitution of the School Governing Body of Public Schools must comply.

**Mr. Zolile Monakali (MPL)****MEC: EDUCATION**

**Contents**

<b>1. Definitions .....</b>	<b>4-5</b>
<b>2. Application .....</b>	<b>6</b>
<b>3. Composition of School Governing Bodies .....</b>	<b>6</b>
<b>4. Composition of Governing Bodies of Ordinary Public Schools.....</b>	<b>6</b>
<b>5. Composition of Governing Bodies of Public Schools for Learners with Special Education Needs..</b>	<b>6</b>
<b>6. Criteria for representation in public schools .....</b>	<b>7</b>
<b>7. Profile of a Governing Body .....</b>	<b>7</b>
<b>8. Co-opted Membership .....</b>	<b>7-8</b>
<b>9. Term of office of members and office-bearers of governing bodies .....</b>	<b>8</b>
<b>10. Eligibility.....</b>	<b>8-9</b>
<b>11. Electoral Officers .....</b>	<b>9-12</b>
<b>12. Prohibited Conduct.....</b>	<b>12</b>
<b>13. Monitoring of Elections. ....</b>	<b>12</b>
<b>14. The registration of voters.....</b>	<b>12-13</b>
<b>15. Nomination and Election Modes.....</b>	<b>13-14</b>
<b>16. Order of Elections. ....</b>	<b>14</b>
<b>17. Nomination and Election of Educator Members.....</b>	<b>14-15</b>
<b>18. Nomination and Election of Members of Staff .....</b>	<b>15-16</b>
<b>19. Nomination and Election of Learner Members. ....</b>	<b>16</b>
<b>20. Nomination and elections of parent Members .....</b>	<b>16-17</b>
<b>21. Quorum.....</b>	<b>17</b>
<b>22. Nomination and Election Mode .....</b>	<b>17-18</b>
<b>23. Casting of Votes.....</b>	<b>18-19</b>
<b>24. Counting of Votes .....</b>	<b>19-20</b>
<b>25. Full Day Election Mode .....</b>	<b>20-21</b>
<b>26. E-Elections Mode .....</b>	<b>21-22</b>

27. Dispute Resolution .....	23
28. Procedure after the elections .....	23
29. Election of Office-Bearers .....	24
30. Registration of Governing Body Members and Hand-over Procedure. ....	24-25
31. Constitution of School Governing Body .....	25
32. Vacancies on the School Governing Body .....	25
33. By-Elections due to vacancies on the governing body .....	26
34. Functioning of the new governing body .....	27
35. Removal or suspension of Governing Body Members from Office .....	27
36. Electoral code of conduct .....	27
37. General provisions .....	27
38. Review of Regulations .....	27
39. Repeal of Regulations .....	27
40. Short Title .....	27

## SCHEDULE

To provide for a uniform system for the organisation and elections of school governing bodies; to amend and repeal certain SGB Election regulations relating to public schools and to provide for matters connected therewith.

### 1. Definitions

Any word or expression to which a meaning has been attached in the Act shall have the same meaning in these regulations, unless the context indicates otherwise.

**“CNS system”** means the candidate nominations system, a secure electronic system, to be used for the electronic submission of the information and documents contemplated in these Regulations;

**“days”** means calendar days including Saturdays, Sundays and public holidays;

**“district electoral officer”** means an appointed district official at a district office responsible to oversee and manage the election process in the district;

**“e-election”** means a school governing body election in which electronic means are used in one or more stages;

**“e-voting”** means an e-election that involves the use of electronic means in at least the casting of the vote;

**“e-voting station”** means the voting station for an e-election established at a place as determined by the School Electoral Officer;

**“e-voting system”** the hardware, software and processes which use electronic means to make a choice between options in an election;

**“educator”** means any person, excluding a person who is appointed to exclusively perform extra-curricular duties, who teaches, educates or trains other persons or who provides professional educational services, including professional therapy and education psychological services, at a public school;

**“electronic ballot box”** means the electronic means by which the votes are stored pending being counted;

**“Head of Department”** means the head of the education department in the province;

**“member”** means a member of the governing body;

**“Member of the Executive Council”** means the Member of the Executive Council who is responsible for education in the province;

**“non-educator member of staff”** means a person appointed according to the Public Service Act or the South African Schools Act who is not an educator at a school;

**“parent”** means –

- i. the biological or adoptive parent or legal guardian of a learner;
- ii. the person legally entitled to custody of a learner; or
- iii. the person who undertakes to fulfil the obligations of a person referred to in paragraphs (a) and (b) towards the learner’s education at school;

**“personal protection equipment”/PPEs** means equipment used in terms of COVID-19 protection;

**“principal”** means an educator appointed or acting in a post established as the head of a school;

**“provincial elections co-ordinator”** means an appointed provincial official at a provincial office responsible to oversee and manage the election process in the province;

**“public school”** may be —

- i. an ordinary public school; or
- ii. a public school for learners with special education needs; or
- iii. a public school that provides education with a specialised focus on talent, including sport, performing arts or creative arts;

**“remote e-voting”** means e-voting where the casting of the vote is done by a device not controlled by an election official;

**“representative council of learners”** means a representative council of learners established in terms of section 11 of the Act;

**“school”** means an ordinary public school or a public school for learners with special education needs which enrolls learners  
in one or more grades from grade R to grade 12;

**“school electoral officer”** means the Principal of another school. In exceptional cases the District Director may appoint an education official who is trained in order to manage the election process of the school;

**“the Act”** means the South African Schools Act, 1996 (Act 84 of 1996), as amended.

## **2. Application**

These regulations shall apply to all public schools in the Northern Cape Province and shall come into operation upon publication in the Provincial Gazette.

## **3. Composition of School Governing Bodies**

The number of parent, educator and learner members of a governing body shall vary according to the type and grading of the school, as appears more fully in **Annexure “A” (i) and (ii)**.

## **4. Composition of Governing Bodies of Ordinary Public Schools**

**4.1** A governing body of an ordinary public school shall consist of:

- a) elected members;
- b) the Principal, in his or her official capacity;
- c) co-opted members.

**4.2** Elected members of the governing body shall comprise a member or members of each of the following categories:

- a) parents of the learners admitted to the school;
- b) educators employed at the school;
- c) non-educator members of staff employed at the school; and
- d) learners in the eighth grade or higher admitted at the school.

## **5. Composition of Governing Bodies of Public Schools for Learners with Special Education Needs**

The School Governing Body (SGB) of a public school for learners with special education needs shall be constituted as prescribed in section 24 (1)(a) – (j) of the Act.

**5.1** The number of members per category for:

- a. parents of learners at the school, if reasonably practicable;
- b. educators;
- c. members of staff at the school who are not educators;
- d. and learners attending grade eight and higher, if reasonably practicable; will be as per **Annexure “A” (ii)**: Composition of Governing Bodies of Public Schools for Learners with Special Education Needs. The procedure described in regulations 17 – 22 shall apply to the elections of these categories.

**5.2** Members of each category referred to in Section 24(1) (e) – (i) of the Act must furnish the Head of Department with appointment letters from their organization for the duration of the Governing Body term of office within 14 days after the school's election.

**5.3** Any member of the governing body elected or appointed from the categories of persons referred to in the Act, Section 24 (1) (a), (e), (f), (g), (h), and (i) may serve as the Chairperson.



## **6 Criteria for representation in public schools**

- 6.1** Criteria for the achievement of the highest practicable level of representativity of members of the governing body as prescribed in Section 28 (e) of the Act.
- 6.2** Representativity shall refer to the following aspects:
- a) Race;
  - b) Gender;
  - c) Disability.
- 6.3** The School Governing Body shall discuss as part of its meetings and with parents the aspect of representativity in preparing for the triennial School Governing Body Elections and by elections.
- 6.4** Nominations shall reflect the aspect of representativity where practical or possible.
- 6.5** Prior to the election of office-bearers the Principal shall make the members of the governing body aware of their responsibilities.

## **7 Profile of a Governing Body**

The particulars of each member of a SGB must be recorded as per **Annexure "H1"** for ordinary public schools or **Annexure "H2"** for public schools for Learners with Special Education Needs and submitted to the district office. This data must be updated when a by - election occurs and on an annual basis when offices bearers are elected.

## **8 Co-opted Membership**

- 8.1** The governing body of an ordinary public school which provides education to learners with special needs must, where practically possible, co-opt a person or persons with expertise regarding the special education needs of such learners.
- 8.2** A governing body may co-opt a member or members of the school community to assist it in discharging its functions. Such cooption must be discussed, endorsed and communicated in writing to the relevant community member by the governing body. A co –opted member may attend the governing body meeting when his area of expertise are needed. Details of co – opted member(s) must be reflected on the governing body data form, Annexure H.
- 8.3** The governing body of a public school contemplated in section 14 may co-opt the owner of the property occupied by the school or the nominated representative of such owner.
- 8.4** Subject to regulation 8.6, co-opted members do not have voting rights on the Governing body.
- 8.5** If the number of parents at any stage is not more than the combined total of other members with voting rights, governing body must temporarily co-opt parents with voting rights.

- 8.6** If a parent is co – opted with voting rights the co-option ceases when the vacancy has been filled through a by-election which must be held within 90 days after the vacancy has occurred.

**9 Term of office of members and office-bearers of governing bodies.**

- 9.1** The term of office of a member of a governing body other than a learner may not exceed three years.
- 9.2** The term of office of a member of a governing body who is a learner may not exceed one year.
- 9.3** The term of office of an office-bearer of a governing body may not exceed one year.
- 9.4** A member or office-bearer of a governing body may be re-elected or co-opted, as the case may be, after the expiry of his or her term of office.

**10 Eligibility**

- 10.1** A person shall be ineligible to be a member of a governing body if he or she:
- a) is mentally ill and has been so declared by a competent court;
  - b) is an un-rehabilitated insolvent;
  - c) has been convicted of a criminal offence and sentenced to imprisonment in a court of law in South Africa or in a foreign country, without the option of a fine for a period exceeding six months or has not yet served his or her full period of imprisonment;
  - d) has been declared to be unsuitable to work with children as stipulated in terms of the Children's Act, 2005 (Act 38 of 2005) the Criminal Law (Sexual Offences and Related Matters) Amendment Act 32 of 2007; or
  - e) has been found guilty on an act of misconduct in respect of his or her performance of governing body functions in terms of the Provincial Code of Conduct for members of Governing Bodies in public schools.
- 10.2** If a person elected as a member of a governing body ceases to fall within the category for which they were nominated and elected, he or she shall cease to be a member of the governing body.
- 10.3** A parent who is employed by the school may not be elected as a parent member of a governing body at the school.
- 10.4** A Principal of a school shall not be elected as an educator member of a governing body at the school.
- 10.5** No learner may be elected to a governing body of an ordinary public school unless he or she is admitted to the eighth grade or higher and he or she is an elected member of the Representative Council of Learners at the school concerned.
- 10.6** In the case of learners with special education needs learners in the eighth grade or higher may be elected, only if it is reasonably practicable.

- 10.7** A parent shall be entitled to vote only for a parent member of the governing body and shall have one vote in respect of each parent candidate.
- 10.8** An educator employed at a public school shall be entitled to vote only for educator members and shall have one vote in respect of each educator candidate.
- 10.9** A non-educator member of staff shall be entitled to vote only for non-educator members and shall have one vote in respect of each non-educator candidate.
- 10.10** Every member of the Representative Council of Learners shall be entitled to vote only for a learner member, and shall have one vote in respect of each nominated learner candidate on the RCL.
- 10.11** It is the responsibility of the person who alleges to have complied with the definition of a parent to inform the Principal on the change of personal details.

## **11. Electoral Officers**

### **11.1 Provincial Electoral Officer**

**11.1.1** The Head of Department shall appoint an official of the department as the Provincial Electoral Officer.

**11.1.2** The duties of the Provincial Electoral Officer will be to:

- a) monitor the nomination and election process in the Province;
- b) adapt the templates to suit provincial monitoring objectives;
- c) support the District Electoral Officers;
- d) liaise between the Head of Department and the districts;
- e) appoint District Electoral Officers in consultation with the District Directors;
- f) ensure that there is adequate notification of the election date;
- g) ensure compliance with provincial procedures with regard to elections;
- h) develop materials and procedures for the training of District and School Electoral Officers and teams, and ensuring that this training takes place as planned;
- i) adjudicate on all appeals resulting from the nomination and election process;
- j) monitor and evaluate the election process in the Province;
- k) develop a database of SGB's on taking office; and
- l) within 30 days of receipt of the report of the district electoral officers and the election monitors compile a report on the elections to the Head of Department and MEC, and in such report shall take into account the reports of the election monitors;
- m) Investigate and address any matter brought under his/her attention by a member of the public which are not in line with these Regulations.

**11.2 District Electoral Officer**

**11.2.1** The Provincial Electoral Officer shall, in consultation with the District Director, appoint a District Electoral Officer who shall be a senior district official of the district concerned.

**11.2.2 The District Electoral Officer shall:**

- a) appoint a District Electoral Team;
- b) co-ordinate the election processes in the district;
- c) advise the Provincial Electoral Officer on any matter relating to the elections and shall ensure the implementation of these regulations in the district;
- d) compile a management plan to implement these regulations;
- e) designate School Electoral Officers for each school in the district and also ensure that each school has established a school election team;
- f) ensure that each election official working at a school in the district is adequately trained to support the elections;
- g) ensure that all School Electoral Officers receive the Provincial Election Regulations and other documents in good time;
- h) ensure that election advocacy is conducted in the district in terms of a Provincial Plan;
- i) monitor the election process by visiting public schools during elections;
- j) compile election dates for all public schools in the district as per **Annexure "B"**;
- k) ensure that the School Electoral Officers have informed the district office in writing of the dates of the election and of the names and contact numbers of the persons elected to SGBs;
- l) ensure that they receive the Data Form as per **Annexure "H1"** for Ordinary Public Schools or **Annexure "H2"** for Public Schools of Learners With Special Educational Needs from the School Principal; and submit it to the district within 30 days of the school election meeting;
- m) provide the Provincial Electoral Officer with a composite SGB Data form within 30 days of the final election date;
- n) compile a district report on the elections and submit it to the Provincial Electoral Officer within 30 days of the final election date;
- o) capacitate School Electoral Officers to be able to manage the school election process;
- p) prepare recognition letters of newly elected governing body members for the signature of the District Director and distribute to schools.

**11.2.3 The District Election Team shall consist of:**

- a) District Electoral Officer;
- b) A group of people with expertise to oversee the elections.

**11.2.4 The District Election Team shall:**

- a) Assist the District Electoral Officer with all election duties;
- b) Be responsible for an advocacy strategy to ensure that SGB elections are well advertised amongst all stakeholders in the district.

**11.2.5** The Provincial and District Electoral Officers may not be nominated, elected or co-opted as members of any governing body of any school in the Province.

**11.3 School Electoral Officer and Principal**

**11.3.1** The functions of the School Electoral Officer before the election meeting shall be to:

- a) Consult with the Principal and prepare notices giving details of the date, time and venue of the nomination and election mode. The format of the notice must be as per **Annexure "C"**.

**11.3.2** The responsibilities and functions of the Principal before the elections are to:

- a) distribute notices of the elections to the following eligible voters: parents, educators, non-educators and learners not less than 21 days before the election date;
- b) ensure that nomination forms are available during the nomination and election meeting. The format of the nomination form must be as per **Annexure "D"**;
- c) ensure that there is a suitable venue for the election meeting;
- d) monitor and sign off that an accurate voters rolls have been compiled;
- e) ensure that a School Election Team is established, operational and supported by staff members;
- f) ensure that the School Election Team understands the procedures that are applicable, and that all the resources that will be needed for the elections are available.

**11.3.3** A School Electoral Officer shall not be nominated or elected as a member of a governing body of a school for which he or she is the electoral officer.

**11.3.4** During the election meeting the School Electoral Officer shall:

- a) explain the procedure for nominations and elections to the voters;
- b) let the nominees introduce themselves in accordance with these regulations;
- c) draw the attention of the voters to the provisions of the Act and of these regulations;
- d) manage the election process;
- e) intervene and resolve any disputes on the day of election;
- f) submit the school report, election results, voters roll and SGB data to the district electoral officer within 5 days after the elections have been conducted.

**11.3.5** The School Election Team shall consist of:

- a) The Deputy Principal of the school or a person delegated by the Principal;
- b) The admin clerk to assist with administrative duties including the compiling of the voters roll;
- c) Number of educators determined by the Principal.

**11.3.6** The School Election Team shall:

- a) Assist the Principal and School Electoral Officer with all their duties;
- b) Be responsible for an advocacy strategy to ensure that SGB elections are well advertised amongst all stakeholders;
- c) Assist with the attendance register and minutes of the nomination and election meeting.

**12 Prohibited Conduct**

No person may –

Abuse a position of power, privilege or influence, including parental, or employment authority to influence the conduct or outcome of an election.

**13. Monitoring of Elections**

**13.1** The Provincial Electoral Officer/District Electoral Officer shall appoint any number of persons to monitor all processes during all the SGB elections.

**13.2** Such a person/s shall:

- a) have access to any proceeding relevant to the elections as far as reasonably possible;
- b) not interfere with any process relating to the elections;
- c) compile a written report of his observations and submit it to the Provincial Electoral Officer/District Electoral officer within 14 days of the conclusion of the elections.

**14. The registration of voters**

**14.1** A voters' roll for each of the categories must be available containing the names of all eligible parents, educators, members of staff and learners. **Annexure "K"** reflects the Voter's roll for parents.

- a) It is the responsibility of the Principal to ensure that parents; learners, educators and non-educator member of staff update their particulars when there are changes to their details. All updates and changes to the SASAMS database **must** be verified and approved by the Principal on a quarterly basis prior to the database being sent to the District EMIS Unit;
- b) The voters' roll for educators must consist of all educators employed at the school;
- c) The voters' roll for non-educator members of staff must consist of all staff members employed at the school;
- d) The voters roll for learners must consist of all elected RCL members at the school;
- e) The voters roll for parents; learners; educators; non-educator members of staff must be based on the approved updated SASAMS database of the school.

**14.2** The Principal must issue a 7 day notice inviting parents to verify their details on the voters roll. The verification and updating process must be completed 14 days prior to the date of the SGB ELECTIONS nomination and election meeting.

The verification period as well as regulation 14.3 must be clearly stated in the school's notice to parents.

- 14.3** The school shall regard the parents details on the admission register as correct should parents fail to update their details on the school admission register during the period referred to in regulation 14.2.
- 14.4** The details of the final verified and updated voters roll must be recorded on “**Annexure J**” and signed off by the principal as a true record of all registered parents.
- 14.5** All proposers, seconders and nominees must be people who are listed on the voters’ roll. The voters roll for all categories close 48h hours before the voting day to ensure that the electoral officer can focus on the nomination and voting processes and quality assure the voters roll.
- 15 Nomination and elections modes**
- 15.1** The following election modes are available:
- (a) Nomination and Election Mode;
  - (b) Full Day Election Mode ;
  - (c) E-Elections Mode and/or
  - (d) A combination of (b) and (c).
- 15.2** Public schools must apply to the HOD or his/her delegate the mode of election they will undertake, not less than 30 days prior to the date of election.
- 15.3** In granting permission for the election mode, the HOD or his/her delegate will consider whether:
- a) the mode of the election will promote the best interests of the public school community and the public school and will allow for maximum participation of voters in the voting process;
  - b) the mode of election will not discriminate unfairly against any potential voter or group of voters;
  - c) sufficient provision is made for the nomination process; and
  - d) sufficient resources are available for the preferred mode.
- 15.4** The HOD or his/her delegate must respond within seven (7) days of receiving the notification. Failure to respond will be considered as affirmation for the public school to proceed with the chosen election mode.
- 15.5** The public school may appeal to the MEC responsible for Education in the Province, in writing, within seven days from the date of notification of a decision, in terms of par 15.3.
- 15.6** The MEC responsible for Education must, within seven (7) days of receipt of an appeal, as contemplated in par 15.5 inform the public school, in writing, of his or her decision and the reasons for the decision.
- 15.7** The Principal and outgoing SGB must communicate the mode of election to the School Electoral Officer to prepare and sign notices to parents accordingly.

- 15.8** The School Electoral Officer must inform the District Electoral Officer of the mode of the election and submit the management plan of the election 14 days prior to the election;
- 15.9** The management plan referred to in subparagraph 15.8 must at least contain:
- a) The proposed date for the mode of the election;
  - b) The time the election will start, times when voting stations are open and the closing time;
  - c) The time that the votes will be counted and results announced;
  - d) The schedule for school elections team members to monitor the voting stations to ensure that there are enough officials available for the process to continue.
- 15.10** The School Electoral Officer must prepare notices (**Annexure C**) in the prescribed forms, in which the date, time and place of the nomination and election must be stated. The notices must be distributed in accordance with regulations 17, 19 and 20.
- 15.11** The School Electoral Officer must ensure that the notices regarding the nominations and elections are distributed and displayed as indicated in the regulations.
- 16 Order of Elections**
- 16.1** The School Electoral Officer should follow the principle of inclusion, transparency and democracy.
- 16.2** The election of the parent component on the governing body shall be held after the nominations and elections of the educator, member of staff and learner members of the governing body.
- 17 Nomination and Election of Educator Members**
- 17.1** The Principal of a school must provide the School Electoral Officer with a voters roll for educators.
- 17.2** The School Electoral Officer must in consultation with the Principal determine the date, time, and place for the nomination and election meeting for educator members.
- 17.3** The Principal must ensure educators at the school received the notice of the nomination meeting at least 14 days before the day of the meeting. The format of the notice and the ballot paper must be as per **Annexure "C"** and **"E"**, respectively.
- 17.4** The nomination of an educator shall be done by the submission of a nomination form duly completed and signed by an educator employed at the school making the nomination, one educator employed at the school supporting the nomination and the candidate, to the School Electoral Officer at the nomination and election meeting.



**17.5** If the total number of candidates whose nominations have been accepted:

- a) is less than the number of members allowed for the category of the school concerned as set out in Annexure "A"
  - i. The nomination time shall be extended by a period not exceeding 30 minutes, if the nominations are still lower than the required number allowed for the category the meeting shall adjourn and the School Electoral Officer must convene another meeting within a period not exceeding 7 days before the parents' nomination and election meeting. Members nominated prior to the rescheduling of the meeting, will remain nominated for election at the rescheduled election but further nomination may still be lodged and accepted.
  - ii. If after the second nomination meeting held in terms of regulation 17.5 (a) the total number of valid nominations is still lower than the required number of educator members, the School Electoral Officer shall declare the nominated candidates to be duly elected and the provisions of regulation 8 shall apply: provided that by-elections shall be conducted within 60 days after the day of such election.
- a) is equal to the number of the members referred to in regulation 17.5 (a), the School Electoral Officer shall declare all the nominees duly elected to the governing body; or
- b) is greater than the number of the members referred to in regulation 17.5 (a), an election shall be held by secret ballot.

**17.6** Where a school has only two educators on its staff, the School Electoral Officer may draw lots or use some other method that allows for a random selection between the tied nominees. This must be done openly and by agreement of the nominees.

**18 Nomination and Election of a Non-Educator Member of Staff**

**18.1** The procedure described prescribed in regulation 17 shall apply to the nomination and election of non-educator members of staff: provided that the format of the notice of the meeting and the ballot paper must be as per **Annexure "C"** and **"E"**, respectively.

**18.2** In cases where there is no non-educator member of staff at a school, the position will be left unfilled.

**18.3** Where there is one non-educator member of staff he or she shall be regarded as duly elected to the governing body.

**18.4** Where there are two members of staff at a school, the School Electoral Officer will draw a lot or use some other method that allows for a random selection between the tied nominees. In the case of more than two non-educators a democratic election must be held to determine who should be elected to the governing body.

**19 Nomination and Election of Learner Members**

- 19.1** The nomination and election of Representative Council of Learners on to the SGB must be held in accordance with the procedure prescribed by Provincial Notice 110 of 2016 published in Provincial Gazette 2054. Annexures "A3" (notice of the meeting), "B3" (nomination form) and "C2" (ballot paper) is also to be used in support of the process.
- 19.2** The learners must be made aware of Section 32 of the Act, which outlines the status of minors on the governing body.

**20 Nomination and Election for Parent Members**

- 20.1** The School Electoral Officer must in consultation with the principal prepare notices of the combined nomination and election meeting in which the date, time, and place of the mode of election shall be stated. The format of the notice and the ballot paper must be as per **Annexure "C"** and **"E"**, respectively.
- a) The date, time and venue should be considered that will allow for maximum parent participation in the election.
  - b) **Annexure J** "Declaration on the verification and updating of the parent details on the voters roll" must be completed and signed off 14 days before the nomination and election meeting
  - c) Notices of the date time and venue of the nomination and election should be distributed through all means of communication and displayed in prominent places in the school and community at least 14 days prior to the date of the nomination and election. The nomination and election of members must be in line with the mode of election that the school will undertake.
  - d) For this mode the nomination and election are two sessions of one meeting.
  - e) When the nomination session ends the election session starts immediately.
- 20.2** The Principal of the school must ensure that:
- a) a hard copy of the notice is handed to every learner at least 14 days prior to the proposed nomination and election meeting with clear verbal instruction to the learner to hand it to his or her parent; and
  - b) any other communication method that works for the school community, as long as it in no way disadvantages any member of the school community;
  - c) the notification must be in the school's language of instruction and where practical, in the home language of learners;
  - d) nominee profiles are posted at a convenient place for parents to be able to view at least **7 school days** before the Election Day;
  - e) all COVID 19 protocols are adhered to (the maximum number of people in the venue, sanitizing and the washing of hands with soap, wearing of face masks and social distancing) depending on prevailing Regulations and Directives at the time of elections.
- 20.3** The School Electoral Officer must ensure that:
- a) The required quorum of 15% is met before nominations start;
  - b) The starting and closing time for nominations is indicated at the beginning of the meeting;

- c) For each nominee there is a proposer and a seconder; and
- d) The nominee, proposer and seconder appear on the voters roll and are present on the day of the nomination and election meeting.

**20.4** If at the first nomination and election meeting a quorum is not reached, the election must be rescheduled for not less than 7 or more than 14 days from the date of the first meeting in which event the procedure prescribed in regulation 20 shall be repeated.

**20.5** Candidates nominated prior to the rescheduling of the nomination and election meeting will remain nominated for election at the rescheduled meeting but further nomination may still be lodged and accepted.

**20.6** Notice of the second election meeting should clearly state that no quorum is required for this meeting.

## **21. Quorum**

A 15 % quorum is required for SGB Elections results to be confirmed.

## **22. Nomination and Election Mode**

### **Nomination of Parent Members**

**22.1** The School Electoral Officer must ensure that the notices regarding the nominations and elections are distributed and displayed as contemplated in subparagraph 20.1(c) and that it is distributed to parents as prescribed in subparagraph 20.2(a).

**22.2** The School Election Team must verify voters' credentials on the voters roll. A green barcoded identity document or smart card, passport or valid driver's license shall serve as proof of an eligible voter.

**22.3** A quorum of 15 % of the total number of parents on the voters roll is required for the nomination and election mode to proceed.

**22.4** The School Electoral Officer will determine the time and duration of the nomination process: provided the time allocated is not less than 30 minutes and not more than 1 hour.

**22.5** The nomination of a candidate shall take place during the nomination and election meeting in accordance with the following process:

- a) A nomination is made during the time allowed for nomination provided that such nomination shall be supported by another parent and a nomination form is duly completed by the proposer, the seconder and the candidate, and is lodged with the School Electoral Officer in the meeting. The proposer, seconder and candidate must be present in the nomination meeting. The nomination process must be done in written format, no show of hands shall be allowed.
- b) No proxy votes will be allowed.

**22.6** After the nomination time has expired the School Electoral Officer must:

**22.6.1** consider the nominations and reject the nomination of any candidate who:

- a) has not been nominated in accordance with the procedure set out in these regulations;
- b) is not eligible to be nominated and elected in terms of these regulations;
- c) announce the names of the candidates whose nominations have been accepted.

**22.7** If the total number of candidates whose nominations have been accepted:

- a) is less than the number of members allowed for the category of the school concerned as set out in **Annexure "A"**,
  - i. the nomination time shall be extended by a period not exceeding 30 minutes, if the nominations are still lower than the required number allowed for the category the meeting shall adjourn and the school electoral officer must convene another meeting rescheduled for not less than 7 or more than 14 days from the date of the first meeting. Members nominated prior to the rescheduling of the meeting, will remain nominated for election at the rescheduled election but further nomination may still be lodged and accepted.
  - ii If after the second nomination meeting held and the total number of valid nominations is still lower than the required number of parent members, the School Electoral Officer shall declare the nominated candidates to be duly elected and the provisions of subparagraph 8.5 and 8.6 shall apply: provided that the by - elections shall be conducted within 90 days after the day of such election.
- b) is equal to the number of the members referred the School Electoral Officer shall declare all the nominees duly elected to the governing body; or
- c) is greater than the number of the members referred to in paragraph an election shall be held by secret ballot.

## **23 Casting of Votes**

The election shall be held on the date, time and place indicated in the notice (**Annexure C**) of the nomination meeting.

**23.1** The School Electoral Officer shall explain the procedure that will be followed in the meeting and must at least stipulate that every nominated candidate will have the opportunity to state verbally in the meeting:

- a) his or her name;
- b) the names and grades of his or her children in the school;
- c) occupation and experience or skills; and
- d) his or her vision for the governance of the school, for parents to make an informed decision during the election
- e) process.

**23.2** The election shall be by secret ballot. The format of the ballot paper must be as per **Annexure "E"**. Ballot papers issued should not be taken outside the voting station.

- 23.3** Before the ballot papers are distributed, the School Electoral Officer must ensure that every ballot paper has the school stamp on it.
- 23.4** The School Electoral Officer must explain the voting process, the minimum and maximum number of candidates to be voted for as well as how to record the vote.
- 23.5** Before the election meeting the School Electoral Officer shall prepare the ballot paper with the names of all nominees on them in alphabetical order based on surnames.
- 23.6** A voter shall, in secrecy, record his or her vote on the ballot paper and then deposit the ballot paper in a box or other closed container provided for the purpose.
- 23.7** A person needing assistance may, at their own request, be assisted by the School Electoral Officer or member of the electoral team in the presence of a witness identified by the voter.
- 24. Counting of votes**
- 24.1** The School Electoral Officer must open the ballot papers in the presence of monitors, observers and nominees who wish to be present.
- 24.2** The School Electoral Officer must reject any spoiled paper before counting the votes recorded for every candidate if:
- a) the ballot paper on which the official mark or stamp does not appear;
  - b) ballot papers on which more votes are recorded than the number of members to be elected;
  - c) a vote which is completed in such a way that it is, in the opinion of the electoral officer, uncertain for which candidate or candidates a vote was recorded for.
- 24.3** After the rejection of spoilt papers, the School Electoral Officer must:
- a) count the votes in the presence of every candidate who wishes to be present;
  - b) announce to the whole meeting the name of each candidate and the number of votes cast for each; and
  - c) complete the form as per **Annexure "F"** indicating the number of votes each candidate obtained.
- 24.3** The School Electoral Officer must announce the candidates who have been elected, in the descending order of the number of votes obtained.
- 24.4** Where there is a tie in the number of votes obtained by two or more candidates and this affects the result of the election, the School Electoral Officer shall draw lots to ascertain a result or use some other method that allows for a random selection between the tied nominees. This must be done openly by agreement of the nominees and in the presence of monitors, observers and nominees who wish to be present.
- 24.5** The School Electoral Officer shall decide all matters relating to the nominations and election.

- 24.6** The School Electoral Officer shall complete an election declaration form as per **Annexure "G"** after the parents' election meeting and submit it to the district electoral officer.

**25. Full Day Election Mode**

- b) This mode is a manual full day election where manual voting begins at a specified time and continues for an extended period as determined by the school electoral officer.
- c) The counting of votes may proceed only if the number of votes cast by the close of the polls indicates that a 15% quorum of voters has been reached.

**25.1 Nomination of Parent Members**

- a) The School Electoral Officer must ensure that the notices regarding the nominations and elections are distributed and displayed as contemplated in subparagraph 20.1(c) and that it is distributed to parents as prescribed in subparagraph 20.2(a).
- b) A parent must be nominated (**Annexure D**) and seconded only by a parent of a learner of the school concerned who must appear on the voters roll by lodging with the School Electoral Officer, not less than 7 days prior to the commencement of the election day, a nomination form duly completed by the proposer, seconder and nominee;
- c) The nominee must provide the following information to accompany the nomination form for distribution to parents before the Election Day:
  - i. A recent passport size photo
  - ii. Full names
  - iii. The names and grades of child(ren) in the school;
  - iv. Occupation, skills and experience that would benefit the school; and
  - v. The nominee's vision for the school.
- d) The profiles of all nominated candidates must be distributed to all parents 3 days before the Election Day.

**25.2 Election of Parent Members**

- a) The School Electoral Officer must prepare ballot papers containing the names of all nominated candidates in alphabetical order (**Annexure E**). These ballot papers must have the school stamp on them, or some other distinguishing feature which prevents the ballot papers from being tampered with.
- b) Nominated candidates must be allocated numbers corresponding to the number next to their names on the ballot paper.
- c) Each parent verified on the voters' roll must receive a ballot paper to mark in secret a maximum number of parents as indicated in (**Annexure A**).
- d) The marked ballot paper must be folded and placed in a ballot box or any closed container provided for this purpose.
- e) A person in need of assistance may, at his or her own request, be assisted by the School Electoral Officer with a witness identified by the voter.

**25.3 Counting of votes**

- a) For the counting of the votes the procedure as contemplated in regulation 24 will be followed.
- b) Counting can only commence after it has been confirmed that the 15% quorum of votes have been cast.
- c) If the quorum is not met at the first full day election, the election must be rescheduled not less than 7 or more than 14 days from the date of the first meeting in which event the procedure prescribed in paragraph 23 shall be repeated. A quorum will not be required for the second meeting.

**26. E-Elections mode**

E-Elections is a mode of elections in which electronic means are used in one or more stages. This mode of elections can only be selected by schools which have the capacity to deliver such elections virtually due the available resources and having the majority of the parent body having access to the required technology to participate in the elections.

**26.1 E-voting – Operational requirements**

- 1) The nomination of members must take place in accordance with paragraph 25.1.
- 2) An e-voting station must be established at a place as determined by the School Electoral Officer where the e-voting can take place.
- 3) The e-voting and remote e-voting must be held on the date and at the time and place as determined by the School Electoral Officer.
- 4) The Principal must at least 14 days prior to the date of the e-election:
  - a) Inform the voters, in clear and simple language, of the way in which the e-election will take place, and any steps a voter may have to take in order to participate and vote; and
  - b) Provide an official list of the software to be used in the e-election. At the very least it shall indicate the software used, and a brief description.
- 5) Remote e-voting may not start at an earlier time than the opening of the e-voting station at the public school. Remote e-voting shall not continue after the end of the voting period at e-voting station at the public school.
- 6) Before any e-voting takes place, the school electoral officer shall satisfy itself that the e-voting system is working efficiently and correctly and that the necessary security measures referred to in paragraph 26.2 are in place.
- 7) For every e-voting channel, support and guidance arrangements on voting procedures shall be set up for, and be available to, the voter. In the case of remote e-voting, such arrangements shall also be available through a different, widely available communication channel.
- 8) The School Electoral Officer must ensure that:
  - a) the relevant software and services can be used by all voters; and
  - b) users are supplied, whenever required and possible, with additional facilities, such as special interfaces or other equivalent resources, such as personal assistance.
- 9) There must be equality in the manner of presentation of all voting options on the device used for casting an electronic vote.

- 10) A list of the nominees which must stipulate at least:
  - a) a recent passport size photo
  - b) his or her name;
  - c) the grade/s of his or her child/children in the school;
  - d) occupation and experience or skills;
  - e) vision for the school; and
  - f) must be made available and be presented with equality on all the e-voting systems and shall also be made publicly available by other means before the e-voting date.
- 11) The School Electoral Officer must ensure that the e-voting system presents an authentic ballot to the voter. In the case of remote e-voting, the voter shall be informed about the means to verify that a connection to the official server has been established and that the authentic ballot has been presented.

## **26.2 Technical requirements for the e-voting system:**

- 1) In order to ensure democratic elections, the voter interfaces of e-voting systems must be usable and understandable by as many people as possible.
- 2) The e-voting system must verify the eligibility of the voter before the vote can be cast.
- 3) The e-voting system shall authenticate the voter and shall ensure that only the appropriate number of votes per voter are cast and stored in the electronic ballot box.
- 4) The e-voting system shall ensure that the voter's choice is accurately represented in the vote and that the sealed vote enters the electronic ballot box.
- 5) The e-voting system shall maintain the availability and integrity of the votes. It shall also maintain the confidentiality of the votes and keep them sealed until the counting process.
- 6) After the end of the e-voting period, no voter shall be allowed to gain access to the e-voting system.
- 7) The e-voting system shall contain measures to preserve the availability of its services during the e-voting process. It shall resist, in particular, malfunction or breakdowns.
- 8) The School Electoral Officer shall appoint at least one person, on grounds of expertise, who will have access to the central infrastructure of the electronic platform and the election data. Critical technical activities shall be carried out by this person. As far as possible, such activities shall be carried out outside election periods.
- 9) The counting process shall:
  - a) Accurately count the votes and the counting of votes shall be reproducible;
  - b) Maintain the availability and integrity of the electronic ballot box and the output of the counting process as long as required.
  - c) Provide the ability to cross-check and verify the correct operation of the e-voting and the accuracy of the result, to detect voter fraud, multiple votes by the same voter and to prove that all counted votes are authentic and that all votes have been counted.
  - d) Provide the ability to verify that an e-election has complied with the applicable legal provisions, the aim being to verify that the results are an accurate representation of the authentic votes.
- 10) Consideration shall be given, when developing new products, regarding their compatibility with existing ones, including those using technologies designed to help people with disabilities.



**27. Dispute Resolution**

- 27.1** The School Electoral Officer shall decide all matters connected with the nomination of candidates and the poll.
- 27.2** All disputes shall be reported to the School Electoral Officer during the elections.
- 27.3** The School Electoral Officer is authorised to attempt to resolve all disputes and, as far as possible, ensure that the elections are free and fair.
- 27.4** Should the School Electoral Officer, for any reason, be unable to resolve a dispute, he or she must allow the election to be completed and thereafter refer the dispute to the District Electoral Officer within 7 days of the election.
- 27.5** If a complainant is not satisfied with the decision of the School Electoral Officer he or she may refer a dispute to the district electoral officer within 7 days of receiving written notice of the final decision of the School Electoral Officer.
- 27.6** Should a complainant be dissatisfied with the decision of the District Electoral Officer he or she may lodge an appeal with the MEC within 7 days of receiving written notice of the final decision of the decision of the District Electoral Officer.
- 27.7** The decisions referred to in 27.4, 27.5 and 27.6 must be made within 30 days of the receipt of referral.
- 27.8** Any dispute lodged after the processes referred to in regulations 27.7 will be regarded as a complaint and regulation 11.1.2 (m) will take effect.

**28 Procedure after the elections**

- 28.1** After the election of a governing body the School Electoral Officer must place all documents, including ballot papers, used at such election in envelopes and seal the envelopes and hand them over to the Principal within 5 days of the election meeting.
- 28.2** The Principal must keep the envelopes in safe custody for a period of 3 years.
- 28.3** The School Electoral Officer must notify the principal in writing of the names and contact numbers of the persons elected as members, and in such notice direct the principal to inform all parents of the school of the election results within 5 days of the elections.

**29 Election of Office-Bearers**

- 29.1** Prior to the election of office-bearers the Principal shall make the members of the governing body aware of their responsibilities and the need to ensure that office-bearers are as representative of gender and racial diversity of the school as possible. The responsibility of the Principal is to assist the governing body in the performance of its functions and responsibilities as set out in The Act Section 16 A.
- 29.2** The Principal shall convene the first meeting of the governing body within 7days after publication of the results of the elections.
- 29.3** At the first meeting of the governing body such body shall, from amongst its members, elect office bearers who must include at least a Chairperson, a Treasurer and a Secretary: provided that the Chairperson shall be a parent member of the governing body who is not employed at the school concerned.
- 29.4** Where for any reason the office of any office-bearer becomes vacant, the governing body shall, subject to the above provisions, at the first meeting after that vacancy has occurred, elect one of its members to fill that vacancy for the unexpired period of office of his or her predecessor.
- 29.5** The Principal shall preside at the meeting if both the offices of Chairperson and Vice-chairperson are vacant.
- 29.6** It is advisable not to have more than two educator members serving as office bearers of the governing body;
- 29.7** Governing body members are advised not to hold more than one office at the same time on the governing body;
- 29.8** The Principal must, after a meeting at which any office-bearer has been elected in accordance with these regulations, forthwith notify in writing the District Director concerned of the date and names of the persons elected. **Annexure "H"** must be completed and submitted to the district director within 5 days after the meeting.
- 29.9** (1) A governing body may—
- a) establish committees, including an executive committee; and
  - b) appoint persons who are not members of the governing body to such committees on grounds of expertise, but a member of the governing body must chair each committee.
- (2) A governing body of an ordinary public school which provides education to learners with special education needs must establish a committee on special education needs.

**30 Registration of Governing Body Members and Hand-over Procedure**

- 30.1** At the first meeting the school Principal must ensure that the particulars of every member of the new governing body appear on the data form referred to in regulation 7.

- 30.2** The Principal must, within 5 days of the election of office bearers meeting, submit the data form (**Annexure H**) to the District Director.
- 30.3** The Principal must inform the District Director of any changes to the membership of the governing body within 14 days of those changes.
- 30.4** The Principal must plan and facilitate the Hand – over procedure in accordance with **Annexure “I”**.
- 30.5** The Principal should manage the procedure by officially handing over all governing body files to the newly elected governing body;
- 30.6** Conduct an induction session for the newly elected members and;
- 30.7** Answer any questions that the newly elected governing body may have.

**31 Constitution of School Governing Body**

- 31.1** The Constitution of a School Governing Body (SGB) of a public school shall reflect but not be limited to the following:

- 31.1.1** the vision and mission statement of the school;
- 31.1.2** duties of office bearers;
- 31.1.3** establishment of committees with clear functions;
- 31.1.4** meeting procedures and frequency;
- 31.1.5** procedure to manage amendments to the constitution.

**32. A vacancy shall occur whenever a member:**

- a) Resigns in writing;
- b) Becomes deceased;
- c) Becomes disqualified as contemplated in regulation 10;
- d) Absents him or herself from two or more consecutive meetings of the governing body without the authorization of governing body to do so and due process taken into consideration;
- e) Is removed from office in accordance with provisions contained in a code of conduct contemplated in Section 18A of the Act;
- f) No longer falls within the category of members that he or she represented at the time of the election;
- g) If at any point, through an investigation by an electoral officer is found that an irregularity occurred during the election of such a member.

**33. By-Elections due to vacancies in the governing body**

- 33.1** Should a vacancy contemplated in regulation 32 exist, the Principal of the school must in writing and within 14 days, inform the District Director of the existence of such vacancy.
- 33.2** A School Electoral Officer must be appointed for each by-election.
- 33.3** A by-election must be held whenever:
- a) the number of parent members of a governing body falls to a number equal to or less than the total of the other members of the governing body;
  - b) the number of members who, at the constitution of a governing body, were elected, or declared elected, falls to a number equal to or less than the quorum referred to in the constitution of a fully constituted governing body; or
  - c) a member of the category of members of a governing body referred to in section 23 or 24 of the Act is no longer represented on a governing body.
- 33.4** Whenever a vacancy occurs as envisaged in regulation 32 a by- election must be held within 90 days of occurrence of such vacancy.
- 33.5** The procedure described in regulations 17– 21 shall apply to the by - elections.
- 33.6** A member elected in accordance with this paragraph remains in office for the unexpired term of office of his or her predecessor.
- 33.7** Should a vacancy contemplated in regulation 33.4 occur in respect of an elected parent member, a school governing body must temporarily co-opt a parent to serve as a member with full voting rights for a period not exceeding 90 days.
- 33.8** In the event of a vacancy in the categories of membership referred to in regulation 4.2 (b), (c) and (d) eligible members of the category concerned shall, within 90 days, hold an election to fill the vacancy.
- 33.10** The appointment of the co-opted parent referred to in regulation 33.8 shall take place within 21 days.
- 33.11** A governing body member with a child in the exit grade (7 or 12) must inform in writing, the governing body Chairperson and Principal three months in advance before the end of the academic year.
- 33.12** If the Head of Department determines on reasonable grounds that a governing body has ceased to perform functions allocated to it in terms of the Act or has failed to perform one or more functions, he or she must follow procedure as set out in Section 22 and 25 of the Act.

**34. Functioning of the new governing body**

The newly elected governing body must start to function immediately after the successful completion of the election process.

**35. Removal or suspension of Governing Body Members from Office**

A member of the governing body of a public school may be removed from office in terms of section 18A of the South African Schools Act.

**36. Electoral code of conduct**

No registered candidate may use a language or act in a way that may provoke:

- a) interruption/ violence during an election; or
- b) the intimidation of candidates, or voters;
- c) influence parents on the voters roll to attend or not to attend an election meeting; or
- d) to vote or not to vote, or to vote or not to vote in any particular way; or
- e) to refuse a nomination as a nominee, or withdraw from the election; or
- f) abuse a position of power, privilege or influence, including parental, or employment authority to influence the conduct or outcome of an election.

**37. General provisions****37.1 Undue influence:**

- 1) Subject to these regulations, no person may prevent anyone from exercising a right conferred by these regulations.
- 2) No person, knowing that another person is not entitled to be registered as a parent/guardian, may-
  - a) persuade such a person that he/she is entitled to be registered as a parent/guardian; or
  - b) represent to anyone else that that other person is entitled to be registered as a parent/guardian.
- 3) No person, knowing that another person is not entitled to vote, may-
  - a) assist, compel or persuade that other person to vote; or
  - b) represent to anyone else that that other person is entitled to vote.

**38. Review of Regulations**

These Regulations may be reviewed at any given time.

**39. Repeal of Regulations**

The Governing Body Regulations for Public Schools contained in Notice 35 of 2017 and Notice 166 of 2017 and published in the Extraordinary Provincial Gazette 24 April 2017 and 27 November 2017 are hereby repealed.

**40. Short Title**

These Regulations shall be known as the Regulations for the Constitution and Election of Governing Bodies in Public schools in the Northern Cape, and shall come into effect on publication in the Provincial Gazette.

**TEMPLATES**

<b>Annexure</b>	<b>Template notation</b>
A	Composition of governing bodies by type and grading of school
B	SGB Election Schedule
C	Election of governing body members Notice of SGB elections
D	Nomination Form
E	Ballot Paper
F	Counted Ballot Papers and Declaration of Number of Voters
G	Election Declaration Form
H1	SGB Composition Data Form for Ordinary Public Schools
H2	SGB Composition Data Form for Public School for Learners with Special Educational Needs
I	Handover Certificate
J	Declaration on the verification and updating of parent details on the voters roll
K	School governing body elections parents voters roll
L	Reporting Template for School Electoral Officers
M	SGB Election State of Readiness



## Northern Cape Department of Education



### ANNEXURE "A" (I)

1 Type of school	2 Number of learners enrolled	3 Number of parent members	4 Number of educator members	5 Number of learner members	6 Number of staff members	7 Principal	8 Total no of members
<b>1. Primary Ordinary Schools</b>	<80	4	1	0	1	1	7
	80-159	4	1	0	1	1	7
	160-719	5	2	0	1	1	9
	720+	6	3	0	1	1	11
<b>2. Secondary Ordinary Schools</b>	<630	7	2	2	1	1	13
	630+	9	3	3	1	1	17
<b>3. Combined Schools</b>	<500	7	2	2	1	1	13
	500+	9	3	3	1	1	17

### COMPOSITION OF GOVERNING BODIES OF PUBLIC ORDINARY SCHOOL

1. The number of members of a governing body of a public school is set out for each category of membership in the table below.
2. The number of members in each category will vary in terms of regulation 4 (2), according to the type of school and its grading as set out in column 1 and 2 below.
3. In a school which does not have non-teaching staff, the number of parents set out in column 4 below shall be reduced by one and the total number of members set out shall be reduced by two.
4. The governing body of a public combined ordinary school or comprehensive public school will have the same composition as a public secondary ordinary school.



## Northern Cape Department of Education



### ANNEXURE "A" (II)

**Composition of Governing Bodies of Public Schools for Learners with Special Education Needs - Number of members appointed must be included within 14 days after the school's election.**

1. The number of members of a governing body of a public school for learners with special education needs is set out for each category of membership in the table below.
2. The number of members in each category will vary in terms of regulation 5 (1), according to the type of school and its grading as set out in column 1 and 2 below. Schools with more than 30 non educator members may elect 2 representatives.
3. In a school which does not have learner members, the number of parents set out in column 5 below shall be reduced by three.
4. Any member of the governing body elected or appointed from the categories of persons referred to in the Act, Section 24 (1) (a), (e), (f), (g), (h), and (i) may serve as the chairperson.
5. A combined school with a number of learners of 150 and more but without learners able to serve on the SGB will be 2 less.

1 Type of School	2 Number of Learners Enrolled At School	3 Principal	4 Number of Educator Members	5 Number of Parent Members	6 Number of Non Educator Members	7 Number of Learner Members	8 Number of Elected Members
Primary School	1 to 149	1	1	5	1		8
Combined School	150 and more	1	2	5	1		9
Combined School	150 and more	1	2	8	1	2	14
<b>The following categories of persons must be represented on a governing body of a public school for learners with special education needs</b>							
<b>Categories</b>							
(e) representatives of sponsoring bodies, if applicable;							
(f) representatives of organisations of <i>parents of learners</i> with special education needs, if applicable;							
(g) representatives of organisations of disabled persons, if applicable;							
(h) disabled persons, if applicable; and							
(i) experts in appropriate fields of special needs education.							
<b>Total number including appointed members:</b>							





# Northern Cape Department of Education



## ANNEXURE: B

### SGB ELECTIONS SCHEDULED DATES AS CONSULTED AND APPROVED WITH SEO

NAME OF SCHOOL			
NAME OF DISTRICT		CIRCUIT	

### 1<sup>ST</sup> DATE OF ELECTIONS

COMPONENT	DATE	TIME	ELECTION MODE	VENUE
EDUCATORS				
NON- EDUCATOR				
LEARNERS (IF APPLICABLE)				
PARENTS				

### 2<sup>ND</sup> DATE FOR PARENT ELECTIONS

COMPONENT	DATE	TIME	ELECTION MODE	VENUE
PARENTS				

NAME OF SCHOOL ELECTORAL OFFICER	
SIGNATURE	
NAME OF PRINCIPAL	
SIGNATURE	
DATE	

SCHOOL STAMP



# Northern Cape Department of Education



## ANNEXURE C

### ELECTION OF GOVERNING BODY MEMBERS NOTICE OF SGB ELECTIONS

NAME OF SCHOOL: \_\_\_\_\_

Component: (Please tick with an X in the appropriate box)

EDUCATOR: ☐

NON-EDUCATOR: ☐

PARENT: ☐

Notice is hereby given that a meeting for the nomination/election of candidates for the election of members of the governing body of the above-mentioned school, will be held through the following election mode (Please tick with an X in the appropriate box).

NOMINATION AND ELECTION MODE: ☐

FULL DAY ELECTION MODE: ☐

E- ELECTION MODE: ☐

on \_\_\_\_\_ at \_\_\_\_\_ at \_\_\_\_\_  
(date) (time) (place)

Candidates (who must be parents of learners at the school and who are not employed at the school/educators at the school/non-educators at the school/learners at the school) may be nominated during the nomination and election meeting by lodging with the electoral officer a nomination form duly completed by the candidates and his / her proposer and seconder. Both proposer and seconder must be illegible voters at the school.

For the Nomination and Election Meeting mode, Nominations will only be accepted during meeting. The proposer, seconder and candidate **MUST** be present in the nomination meeting.

An election and/or nomination meeting will be held on the date(s) as mentioned above. Proof of identification will be required to participate in the nomination and election processes (green barcode identity document or card, passport or valid driver's licence; valid residence/work permit).

**NB.** It is the responsibility of parents/guardians to ensure that their names are on the school's admission register, which can be viewed at the school.

For the nomination and election mode to proceed a quorum of 15% is required. Schools that have chosen a full day or E-ELECTION mode, a quorum of 15% must be determined before the counting of votes. In the event of no quorum, the next mode of election (nomination and election, full day election or e-voting) must be held within 7 days or 14 days.

.....  
SIGNATURE OF ELECTORAL OFFICER

.....  
DATE



# Northern Cape Department of Education



## ANNEXURE D

### ELECTION OF GOVERNING BODY MEMBERS NOMINATION FORM

COMPONENT (Please tick with an X in the appropriate box)

EDUCATOR: ☐

NON-EDUCATOR: ☐

PARENT: ☐

NAME OF SCHOOL: \_\_\_\_\_

PROPOSER: I, \_\_\_\_\_ (full name and surname)

of \_\_\_\_\_ (Residential address)

being (indicate correct response) a parent or guardian of a learner, ☐ an educator, ☐ non-educator, ☐ of the above-mentioned school, hereby propose:

\_\_\_\_\_ (full name of candidate)

as a member of the governing body of the above-mentioned school.

\_\_\_\_\_  
SIGNATURE OF THE PROPOSER

\_\_\_\_\_  
DATE

SECONDER: I, \_\_\_\_\_ (full name and surname)

of \_\_\_\_\_ (residential address)

Being (indicate correct response) ☐ a parent or guardian of a learner, ☐ an educator ☐ non-educator of the above-mentioned school, hereby propose:

\_\_\_\_\_ (full name of candidate)

as a member of the governing body of the above-mentioned school.

\_\_\_\_\_  
SIGNATURE OF THE SECONDER

\_\_\_\_\_  
DATE

NOMINEE: I \_\_\_\_\_ (full name and surname)

of \_\_\_\_\_ (residential address)

Being a parent or guardian ☐ of a learner, an educator ☐ a non-educator ☐ of the above-mentioned school, hereby accept the nomination and declare that I am not/have not:

- mentally ill and have not been declared as such by a competent court;
- an un-rehabilitated insolvent;
- Has been convicted of an offence and sentenced to imprisonment in a court of law in South Africa or in a foreign country, without the option of a fine for a period exceeding six months or has not yet served his or her full period of imprisonment;

- been declared to be unsuitable to work with children as stipulated in terms of the Children's Act, 2005 (Act 38 of 2005) or the Criminal Law (Sexual Offences and Related Matters) Amendment Act 32 of 2007.
- Does not fall within one of the categories of members who make up a governing body;
- No longer falls within the category of members that he or she represented at the time of his/her election; and
- Been removed from office in accordance with provisions contained in a code of conduct contemplated in Section 18A of the Act.

---

**SIGNATURE OF NOMINEE**

---

**DATE**

The nomination is (indicate correct response) accepted / rejected

**FULL NAMES OF ELECTORAL OFFICER:** \_\_\_\_\_

---

**SIGNATURE OF ELECTORAL OFFICER**

---

**DATE**



# Northern Cape Department of Education



## ANNEXURE E

### BALLOT PAPER (SURNAME(S) IN ALPHABETICAL ORDER)

NAME OF DISTRICT: \_\_\_\_\_

NAME OF SCHOOL: \_\_\_\_\_

COMPONENT (Please tick with an (X) in the appropriate box)

EDUCATOR: ☐ NON-EDUCATOR: ☐ PARENT: ☐

CHOOSE CANDIDATES BY PLACING A CROSS IN THE BOX NEXT TO THE CANDIDATE(S) OF YOUR CHOICE e.g. ☒

No	Names of Candidates	Place your (X) in this column
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

\_\_\_\_\_  
SIGNATURE OF ELECTORAL OFFICER

\_\_\_\_\_  
DATE

SCHOOL STAMP



# Northern Cape Department of Education



## ANNEXURE F

### COUNTED BALLOT PAPERS AND DECLARATION OF NUMBER OF VOTES

NAME OF DISTRICT: \_\_\_\_\_

NAME OF SCHOOL: \_\_\_\_\_

COMPONENT (Please tick with an (X) in the appropriate box)

EDUCATOR: ☐ NON-EDUCATOR: ☐ PARENT: ☐

DATE OF ELECTIONS NOMINATION: .....

No	Names of candidates (Most to least votes)	Total no. of votes
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

TOTAL NUMBER OF ELIGIBLE VOTERS: .....

TOTAL NUMBER OF CASTED VOTES: .....

SPOILED PAPERS: .....

FULL NAMES OF ELECTORAL OFFICER

SIGNATURE OF ELECTORAL OFFICER

DATE

SCHOOL STAMP



# Northern Cape Department of Education



## ANNEXURE G

### ELECTION DECLARATION FORM

NAME OF DISTRICT: \_\_\_\_\_

NAME OF CIRCUIT: \_\_\_\_\_

NAME OF SCHOOL: \_\_\_\_\_

NAME OF ELECTORAL OFFICER: \_\_\_\_\_

DATE OF ELECTIONS FOR:

Parent component: \_\_\_\_\_

Educator component: \_\_\_\_\_

Non-Educator component: \_\_\_\_\_

Learner component: \_\_\_\_\_

### Complete the relevant section

#### SECTION A: Undisputed Elections

As the Electoral Officer for the above-mentioned elections I declare that the election of all components were undisputed.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### SECTION B: Disputed Elections

As the Electoral Officer for the above-mentioned I declare that the following component/s of the election was/were disputed

\_\_\_\_\_

And hereby provide the detail of the said dispute/s.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# Northern Cape Department of Education



## ANNEXURE "H1"

(To be completed by Ordinary Public Schools **only**)

### SCHOOL GOVERNING BODY DATA FORM

(NB: This form must be submitted after the school's election and every time a vacancy is filled through a by election by the School Principal including updating the SASAMS Governance Model)

DISTRICT: \_\_\_\_\_

NAME OF SCHOOL: \_\_\_\_\_ EMIS NO. \_\_\_\_\_ CIRCUIT: \_\_\_\_\_

CIRCUIT MANAGER: \_\_\_\_\_

SCHOOL STAMP



[illegible]

Surname & Initials	ID / Residential Permit Number	Gender		Race				Disability		Contact Number	SGB Portfolio	SGB Committee	Previous SGB experience in years
		F	M	A	C	W	I	YES	NO				

<b>Learners</b>													
1.													
2.													
3.													
Co-opted Members (indicate the special education needs expertise for which the member is co-opted - beneath the name)													
1.													
Special education needs expertise													
2.													
Special education needs expertise													
Co-opted Members of the Community ( indicate the SGB function for which the member was co-opted to assist with - beneath the name)													
1.													
SGB Function:													
2.													
SGB Function:													

Surname & Initials	ID / Residential Permit Number	Gender			Race				Disability		Contact Number	SGB Portfolio	SGB Committee	Previous SGB experience in years
		F	M		A	C	W	I	YES	NO				

Persons appointed onto SGB Committees( Indicate His/her specific expertise related to the Committee – beneath the name )

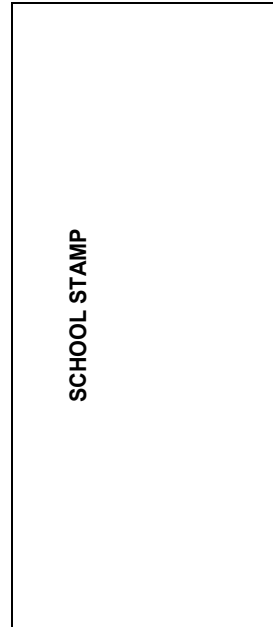
1.														
Expertise:														
2.														
Expertise:														

NUMBER OF LEARNERS ENROLLED AT THE SCHOOL				African		White		Coloured		Indian		Total

NO. OF SGB MEMBERS (including the Principal): \_\_\_\_\_

CIRCUIT: \_\_\_\_\_

CIRCUIT MANAGER: \_\_\_\_\_





# Northern Cape Department of Education



## ANNEXURE "H2"

(To be completed by Public school for learners with special education needs **only**)

### SCHOOL GOVERNING BODY DATA FORM

(NB: This form must be submitted after the school's election and every time a vacancy is filled through a by election by the School Principal including updating the SASAMS Governance Model)

DISTRICT: \_\_\_\_\_

NAME OF SCHOOL: \_\_\_\_\_ EMIS NO. \_\_\_\_\_ CIRCUIT: \_\_\_\_\_

CIRCUIT MANAGER: \_\_\_\_\_

SCHOOL STAMP

TEL: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Surname & Initials	ID / Residential Permit Number	Gender		Race				Disability		Contact Number	SGB Portfolio	SGB Committee	Previous SGB experience in years
		F	M	A	C	W	I	YES	NO				

<b>Principal</b>													
<b>Parents</b>													
1.													
2.													
3.													
4.													
5.													
6.													
7.													
8.													
9.													
<b>Educators</b>													
1.													
2.													
3.													
<b>Non-Educators</b>													
1.													
2.													

Surname & Initials	ID / Residential Permit Number	Gender		Race					Disability	Contact Number	SGB Portfolio	SGB Committee	Previous SGB experience in years
		F	M	A	C	W	I						
									YES	NO			

<b>Learners</b>													
1.													
2.													
3.													
<b>Governing body members Appointed from the categories of persons referred to in the Act, Section 24 (1) (a), (e), (f), (g), (h), and (i) (LSEN schools)</b>													
<b>Co-opted Members (indicate the area of expertise beneath the name)</b>													

➤ NB: Where persons referred to in Section 24 (a), (e), (f), (g) and (i) of the Act have been Appointed, Please attach copies of Official letters from their organisation/sponsoring body appointing them to serve as representatives on the Governing Body.

NUMBER OF LEARNERS ENROLLED AT THE SCHOOL	African	White	Coloured	Indian	Total

NO. OF SGB MEMBERS (including the Principal): \_\_\_\_\_



# Northern Cape Department of Education



## ANNEXURE I

### HANDOVER DOCUMENTS FROM OUTGOING SGB CHAIRPERSON TO NEWLY ELECTED SGB CHAIRPERSON

(These documents are the property of the school and must be kept safely by the School Principal.)

(A copy of this document must be submitted to the District Office 5 days after the Hand- Over process)

SCHOOL : \_\_\_\_\_

DISTRICT : \_\_\_\_\_

I, \_\_\_\_\_ (full names), the newly elected chairperson of the

School Governing Body of \_\_\_\_\_ (school's name) hereby certify that I have received the following documents from the outgoing chairperson:

KEY AREA	ITEM	Mark with a cross (X) where applicable	
		YES	NO
<b>1. LEGISLATION</b>	1.1 The South African School Act (SASA), 1996 (Act 84 of 1996)		
	1.2 Policy for the consideration of governing bodies in adopting a code of conduct for learners (General Notice of 15 May 1998)		
	1.3 Amended National norms and standards for school funding (General Notice no. 646 of 27 August 2012)		
	1.4. Relevant Sections of EEA - PAM e.g. CHAPTER B		
	1.4 Circular 74/ 2009 – conducting disciplinary hearing against learners.		
	1.5 Office Notice 10 of 2007 – Notice determining conduct that constitutes serious misconduct in public schools in the Northern Cape and related matters.		
	1.6 Official Notice 27 of 2005 – code of conduct for members of governing bodies in public schools.		
	1.7 The Constitution of the School Governing Body		
	1.8 The vision and mission statement of the school		

KEY AREA	ITEM	Mark with a cross (X) where applicable	
		YES	NO
	1.9 Action plans for the following year based on the school development plan		
<b>2. POLICIES</b>	2.1 Admission policy		
	2.2 Policy regarding school sport and cultural activities		
	2.3 Policy regarding use of school buildings and facilities by non-school community members		
	2.4 Policy on occupational health and Safety		
	2.5 Religious policy		
	2.6 Language policy		
	2.7 HIV and AIDS policy		
	2.8 Code of conduct for learners		
	2.9 School's policy regarding payment of school fees and the school's sliding scale for determining partial exemption		
<b>3. FINANCIAL RESOURCES</b>	3.1 Finance Com minute book		
	3.2 Copy of assets register of school		
	3.3 Cash book		
	3.4 Receipt book (current) (Serial number :...)		
	3.5 Receipt book/s (completed) (Serial numbers :...)		
	3.6 Cheque book (current) (Serial number:... )		
	3.7 Cheque book/s (used) (Serial numbers :...)		
	3.8 Petty cash (Amount :...)		
	3.9 Bank statements for period 1 January to 30 June of current financial year		
	3.10 Documentary proof of investment(s) (if any)		
	3.11 List of NGOs/partners approved by district and operating in schools		
	3.12 Copy of 10 <sup>th</sup> school day statistics		
	3.13 Copies of contracts of all staff employed by the SGB		
	3.14 Audited Financial Statements for period 1 January to 31 December of previous year		
	3.15 School's financial policy		



KEY AREA	ITEM	Mark with a cross (X) where applicable	
		YES	NO
	3.16 School approved budget for current financial Year		
<b>4. LEARNER PERFORMANCE</b>	4.1 Copies of analysis of results of previous three years (grades 1 to 12)		
	4.2 Strategy to improve learner performance		
	4.3 The school's development plan		
5. Any other document(s)			

**Outgoing Chairperson:**

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Elected Chairperson:**

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Principal**

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

SCHOOL STAMP



# Northern Cape Department of Education



## ANNEXURE K

### SCHOOL GOVERNING BODY ELECTIONS PARENTS VOTERS ROLL

DATE (LAST UPDATED): ..... DATE PRINTED: .....

Learner Surname	Name(s)	ID Number	Present Grade	Surname	Name(s)	ID / Permit Number	Signature for Quorum	Signature for Ballot paper received

#### Declaration:

I; ..... (Name and Surname), in my capacity as school principal hereby declare and confirm that:

- The voters' roll for parents is based on the school admission register as per the updated data on SASAMS;
- I have verified and updated all the data/information on the school's SASAMS database prior to the printing of this official parents voters roll.

Signature of the Principal

Date

SCHOOL STAMP



# Northern Cape Department of Education



ANNEXURE: L

DISTRICT:

## REPORTING TEMPLATE FOR SCHOOL ELECTORAL OFFICERS

NAME OF SCHOOL (WHERE YOU OFFICIATED): .....

NAME OF SCHOOL ELECTORAL OFFICER: .....

TOTAL NUMBER OF REGISTERED LEARNERS: .....

TYPE OF ELECTION MODE: INDICATE WITH AN (X)

NOMINATION AND ELECTION MODE: ☐

FULL DAY ELECTION MODE: ☐

E- ELECTION MODE: ☐

NB: The School Electoral Officer must submit this template within 5 days after the second meeting, if any to: IMGD District Officials

**PART A**

Please complete the table below

COMPONENT	Date of Election	TIME	Number on voters' roll	Quorum needed	ACTUAL ATTENDANCE
Learners (if applicable)					
Member of Staff					
Educators					
Parents (1 <sup>st</sup> meeting)					
Parents (2 <sup>nd</sup> meeting)				None	

COMMENTS		
YES	NO	
Did you as SEO sign the nomination and election mode notices for ALL components?		
Did the school issue reminders for the nomination and elections meeting in the language(s) used by the school community?		
Did the principal compile a voter's roll 14 days prior to the school's elections date?		
Did the principal issue a 7 day notice inviting parents to verify their details on the voters roll.		

Did the school have a resource person (deputy principal)?			
Did the school you officiated over, have a school elections team?			
If yes, how many members?			
Did the principal train the school elections team on their (roles and responsibilities (Election Regulations)?			
Were the members of the school elections team aware of their roles and responsibilities? e.g. door keepers, minutes, verification of voters, etc.			
Did the school elections team prepare ALL the necessary documents for the meeting?			
Did the school elections team arrive, at least, 30 minutes before the meeting?			
Did the principal ensure that the meeting venue is prepared?			
Did the parents' nomination and elections meeting meet requisite quorum for the first meeting?			
Number of parents present			
Number of parents who did not bring any form of identification to the meeting			
Second nomination and election meeting date			

**If the meeting did not quorate, the School Electoral Officer will ONLY complete PART A and PART C and complete a NEW Template for the second parent Election Mode.**

**PART B****STATISTICAL INFORMATION ON THE NOMINATION AND ELECTION AND THE MEMBERS ELECTED**

Did the meeting start on the advertised time?			
If no, provide reasons			
Were the following systems in place at the school:			
<ul style="list-style-type: none"> <li>Was the meeting venue prepared (clean with sitting arrangements)?</li> </ul>			
<ul style="list-style-type: none"> <li>Was the voters roll available at a point where voters were verified when entering the meeting venue?</li> </ul>			
<ul style="list-style-type: none"> <li>Where voters requested to produce proof of identification when entering the meeting venue?</li> </ul>			
<ul style="list-style-type: none"> <li>Layout of the voting station</li> </ul>			
<ul style="list-style-type: none"> <li>An identified person capturing the proceedings (taking minutes)</li> </ul>			
<ul style="list-style-type: none"> <li>Availability of ALL elections documentation (Annexures).</li> </ul>			
<ul style="list-style-type: none"> <li>Stamped ballot papers when issued</li> </ul>			
Did the School Electoral Officer explain the procedure for the nomination and elections to the voters?			
Did the School Electoral Officer allow the nominees to introduce themselves? (Nomination and Election Mode)			
Were persons needing assistance at their request helped during the election process?			

Were the candidates present at the ballot count?			
Is there a correlation between the number of ballot papers handed out and the counted number?			
1) Total number of eligible voters			
2) Number of ballot papers issued			
3) Number of spoiled papers			
4) Number of correct / acceptable ballot papers			
Were spoilt ballot papers disqualified?			
If yes, how many?			
Was there any dispute /s raised / registered?			
If yes, what was the nature of the dispute/s and how did you respond to it? ..... ..... ..... ..... .....			
Did the School Electoral Officer announce the election results to the meeting?			
Did the School Electoral Officer declare the elections free and fair?			

COMPONENT	Process followed		Vacancies per component	Number of nominees	Number of persons elected	Gender		Race					Disability	
	Duly elected	Voted in				M	F	A	C	W	I	Other	Y	N
Learners (if applicable)														
Member of staff														
Educators														
Parents														
<b>TOTAL</b>														

**PART C**

**NB:** Should you require to give more information than the space provided, you are welcome to attach a separate page to this report.

**CHALLENGES**

.....

.....

**GENERAL COMMENTS/RECOMMENDATIONS:**

.....

.....

Signature of Electoral Officer: .....

Date: .....

SCHOOL STAMP





# Northern Cape Department of Education



## ANNEXURE: M

DISTRICT: \_\_\_\_\_

### SCHOOL GOVERNING ELECTIONS

### STATE OF READINESS CHECKLIST

(Kindly submit this checklist 14 days prior to the date of the first nomination and election)

NAME OF SCHOOL: ..... CIRCUIT: .....

NAME OF PRINCIPAL: .....

NAME OF CIRCUIT MANAGER: .....

TOTAL NUMBER OF LEARNERS AT THE SCHOOL: .....

NAME OF SCHOOL ELECTORAL OFFICER: .....

Please send this form to IMGD District Officials

### GLOSSARY

School Electoral Officer – SEO  
School Elections Team – SET  
School Governing Body – SGB

*Members to be elected per component as per Annexure A and the 15% quorum*

COMPONENT	TOTAL ON THE VOTERS' ROLL	15% QUORUM NEEDED	NUMBER TO BE ELECTED	ELECTION MODE	ELECTION DATE
Learners					
Member of Staff					
Educators					
Parents					

QUESTION	Yes	No	COMMENTS	ACTION
1. Does the school have an SGB Elections File?				
2. Does the school have a signed copy of the SGB Election Regulations on file?				
3. Did the principal and deputy principal attend the SEO training?				
If no, provide reasons and how to be on par with the training content				
.....				
.....				
.....				

3. Is the school aware who is its SEO?				
4. Is communication happening between the principal and SEO to ensure that the process happens without glitches?				
5. Has the school principal appointed a Resource Person to act as a Deputy School Electoral Officer				
6. Is the SEO aware of whom the Resource Person to act as a deputy electoral officer will be?				
7. Has the School Electoral Officer signed the nomination and Election notices for ALL components?				
8. Has the nomination and election notices been dispatched?				
<b>If yes, by when and how?</b>				
9. Did the school submit its election dates for ALL components to the district office?				
10. Is the voters roll for parents developed as per Annexure K?				
11. Does the school have a suitable venue for the nomination and election mode for parents?				
a) If not, where will the nomination and election mode for parents be held?				
12. Did the principal establish a School Election Team (SET)				
13. Did the principal train the SET on their individual roles and Responsibilities (election regulations)?				
14. If yes, provide the date.				
15. Did the principal introduce the SET to the SEO and outline the individual responsibilities?				
16. Number of School Election Team members				

17. Provide names of the team members (you may add if more than 10):  1. Deputy SEO: ..... 2. Admin clerk: ..... 3..... 4..... 5..... 6..... 7..... 8..... 9..... 10.....		
18. Does the school have an advocacy and management plan in place?		
19. Is that plan being adhered to?		
<b>If not, provide reasons for the deviation</b>	..... ..... .....	

20. Has the advocacy and management plan been submitted to the District office?				
<b>If not, provide reasons for that:</b>     				     
21. Has provision been made for possible load shedding or any other challenge that might hamper the election process?				
If yes, provide details of the plan.     				     
22. Is there any support that is needed from the District Office to ensure that a credible election for ALL components is held?				     

DOCUMENTS TO BE ATTACHED TO THIS TEMPLATE		PLEASE MARK IN THE CORRECT COLUMN	
		YES	NO
1. Signed notices for ALL the components			
2. SGB Election Dates Template - Annexure B			
3. Proof of communication between the principal and the SEO			
4. Appointment letter for the Resource Person acting as Deputy School Electoral Officer			
5. Evidence of training for the School Elections Team (Invite, programme, attendance register, etc.)			
6. Evidence of meetings between the principal, SEO and SET (Invite, minutes and attendance register)			
7. School Election Advocacy and management Plan			

I ..... the principal of ..... confirms that our school is ready /

NOT ready to hold a credible election.

Name of Principal: .....

Signature: .....

Date: .....

School Stamp

**OFFICIËLE KENNISGEWING 1 VAN 2021**

SUID-AFRIKAANSE SKOLEWET, 84 VAN 1996 soos gewysig

**REGULASIES VIR DIE VERKIESING EN BEPALING VAN DIE GRONDWET VAN 'N SKOOLBEHEERLIGGAAM**

Ek, die ondergetekende, **mnr. Zolile Monakali**, Lid van die Uitvoerende Raad (LUR) vir Onderwys in die Noord-Kaapprovinsie en waarnemend ingevolge Artikel 28 van die Suid-Afrikaanse Skolewet, 1996 (gelees saam met artikel 31 van die Noord-Kaapse Skoolonderwyswet, 1996), en artikel 18(1) van die Suid-Afrikaanse Skolewet, 1996, publiseer hiermee in die meegaande Skedule die Noord-Kaapse Regulasies vir die Verkiesing van Skoolbeheerliggame en die minimumvereistes waaraan die Skoolbeheerliggaam van Openbare Skole moet voldoen.

**Mnr. Zolile Monakali (LPW)****LUR: ONDERWYS**

**Inhoud**

1. Definisies .....	4-5
2. Toepassing.....	6
3. Samestelling van Skoolbeheerliggame .....	6
4. Samestelling van Skoolbeheerliggame van Gewone Openbare Skole .....	6
5. Samestelling van Skoolbeheerliggame van Openbare Skole vir Leerders met Spesiale Onderwysbehoefte. ....	6
6. Kriteria vir verteenwoordiging in openbare skole .....	7
7. Profiel van 'n Beheerliggaam.....	7
8. Gekoöpteerde lidmaatskap .....	7-8
9. Ampsduur van lede en ampsdraers van beheerliggame .....	8
10. Verkiesbaarheid.....	8-9
11. Verkiesingsbeampies .....	9-12
12. Verbode gedrag .....	12
13. Monitor van Verkiesings. ....	12
14. Die registrasie van kiesers .....	12-13
15. Nominasie- en verkiesingsmetodes.....	13-14
16. Volgorde van Verkiesings. ....	14
17. Nominasie en Verkiesing van Opvoederlede.....	14-15
18. Nominasie en Verkiesing van Nie-opvoeder-personeellid .....	15
19. Nominasie en Verkiesing van Leerderlede. ....	16
20. Nominasie en Verkiesing van Ouerlede.....	16-17
21. Kworum .....	17
22. Nominasie- en verkiesingsmetode.....	17-18
23. Uitbring van stemme.....	18-19
24. Tel van stemme .....	19-20
25. Voldag-verkiesingsmetode .....	20-21
26. E-verkiesingsmetode .....	21-23
27. Dispuutoplossing .....	23
28. Prosedure ná die verkiesing .....	23-24



29. Verkiesing van ampsdraers .....	24-25
30. Registrasie van Beheerliggaamlede en Oorhandigingsprosedure. ....	25
31. Samestelling van Skoolbeheerliggaam.....	25
32. Vakatures op die Skoolbeheerliggaam.....	25-26
33. Tussenverkiesings weens vakatures op die beheerliggaam.....	26-27
34. Funksionering van die nuwe beheerliggaam .....	27
35. Verwydering of skorsing van Beheerliggaamlede uit hulle Amp .....	27
36. Verkiesingsgedragskode .....	27
37. Algemene voorsienings .....	27
38. Hersiening van Regulasies .....	28
39. Herroeping van Regulasies.....	28
40. Korttitel .....	28

**SKEDULE**

Om voorsiening te maak vir 'n eenvormige stelsel vir die organisasie en verkiesing van skoolbeheerliggame; om sekere SBL-verkiesingsregulasies met betrekking tot openbare skole te wysig en te herroep en om voorsiening te maak vir aangeleenthede wat daarmee verband hou.

**1. Definisies**

Enige woord of uitdrukking waaraan 'n betekenis geheg is in die Wet sal dieselfde betekenis in hierdie regulasies hê, tensy die konteks anders aandui.

**“afstand-e-stemmer”** beteken e-stemmer waar die stem uitgebring word op 'n toestel wat nie deur 'n verkiesingsbeampte beheer word nie;

**“dae”** beteken kalenderdae insluitende Saterdag, Sondag en openbare vakansiedae;

**“die Wet”** beteken die Suid-Afrikaanse Skolewet, 1996 (Wet 84 van 1996), soos gewysig.

**“distrikverkiesingsbeampte”** beteken 'n aangestelde distriksbeampte by 'n distrikskantoor wat daarvoor verantwoordelik is om toesig te hou oor en die verkiesingsproses in die distrik te bestuur;

**“elektroniese stembus”** beteken die elektroniese manier waarop die stemme gestoor word totdat dit getel word;

**“e-stemlokaal”** beteken die stemlokaal vir 'n e-verkiesing gevestig op 'n plek soos deur die Skoolverkiesingsbeampte bepaal;

**“e-stemmer”** beteken 'n e-verkiesing waar elektroniese middele in ten minste die uitbring van die stemme gebruik word;

**“e-stemstelsel”** die hardeware, sagteware en prosesse wat elektroniese middele gebruik om 'n keuse tussen opsies in 'n verkiesing te maak;

**“e-verkiesing”** beteken 'n verkiesing vir 'n skoolbeheerliggaam waartydens elektroniese middele in een of meer fases gebruik word;

**“Hoof van die Departement”** beteken die hoof van die onderwysdepartement in die provinsie;

**“KNS-stelsel”** beteken die kandidaatsnominasiestelsel, 'n veilige elektroniese stelsel, wat gebruik moet word vir die elektroniese indiening van die inligting en dokumente soos oorweeg in hierdie Regulasies;

**“lid”** beteken 'n lid van die beheerliggaam;

**“Lid van die Uitvoerende Raad”** beteken die Lid van die Uitvoerende Raad verantwoordelik vir onderwys in die provinsie;

**“nie-opvoeder-personeellid”** beteken ’n persoon wat aangestel is volgens die Staatsdienswet of die Suid-Afrikaanse Skolewet wat nie ’n opvoeder by ’n skool is nie;

**“openbare skool”** kan wees –

- i. ’n gewone openbare skool; of
- ii. ’n openbare skool vir leerders met spesiale onderwysbehoefte; of
- iii. ’n openbare skool wat onderwys verskaf met ’n gespesialiseerde fokus op talent, insluitend sport, uitvoerende kunste of skeppende kunste;

**“opvoeder”** beteken enige persoon, met uitsluiting van ’n persoon wat aangestel is om uitsluitlik buitemuurse pligte uit te voer, wat ander persone onderrig, opvoed of oplei of wat professionele opvoedkundige dienste, insluitend professionele terapie en opvoedkundig sielkundige dienste, by ’n openbare skool voorsien;

**“ouer”** beteken –

- i. die biologiese of aanneemouer of wettige voog van ’n leerder;
- ii. die persoon wettiglik geregtig op toesig oor ’n leerder; of
- iii. die persoon wat onderneem om die verpligtinge na te kom van ’n persoon soos na verwys in paragrawe (a) en (b) ten opsigte van die leerder se skoolopvoeding;

**“persoonlike beskermingstoerusting”/PBT** beteken toerusting wat gebruik word om te beskerm teen COVID-19;

**“provinsiale verkiesingskoördineerder”** beteken ’n aangestelde provinsiale beampte by ’n provinsiale kantoor wat daarvoor verantwoordelik is om toesig te hou oor en die verkiesingsproses in die provinsie te bestuur;

**“skoolhoof”** beteken ’n opvoeder wat aangestel is of wat waarneem in ’n pos as die hoof van ’n skool;

**“skool”** beteken ’n gewone openbare skool of ’n openbare skool vir leerders met spesiale onderwysbehoefte wat leerders inskryf in een of meer grade van graad R tot graad 12;

**“skoolverkiesingsbeampte”** beteken die Hoof van ’n ander skool. In uitsonderlike gevalle kan die Distriksdirekteur ’n onderwysamptenaar aanstel wat opgelei is om die verkiesingsproses van die skool te bestuur;

**“verteenwoordigende raad van leerders”** beteken ’n verteenwoordigende raad van leerders saamgestel ooreenkomstig artikel 11 van die Wet;

**2. Toepassing**

Hierdie regulasies sal van toepassing wees op alle openbare skole in die Noord-Kaapprovinsie en sal in werking tree sodra dit in die Provinsiale Koerant gepubliseer is.

**3. Samestelling van Skoolbeheerliggame**

Die aantal ouer-, opvoeder- en leerderlede van 'n beheerliggaam sal wissel na gelang van die tipe en gradering van die skool, soos meer volledig verskyn in **Aanhangsel "A" (i) en (ii)**.

**4. Samestelling van Skoolbeheerliggame van Gewone Openbare Skole****4.1** 'n Beheerliggaam van 'n gewone openbare skool sal bestaan uit:

- a) verkose lede;
- b) die Skoolhoof, in sy of haar amptelike hoedanigheid;
- c) gekoöpteerde lede.

**4.2** Verkose lede van die beheerliggaam moet uit 'n lid of lede van elk van die volgende kategorieë bestaan:

- a) ouers van die leerders wat tot die skool toegelaat is;
- b) opvoeders in diens by die skool;
- c) nie-opvoeder-personeellede in diens by die skool; en
- d) leerders in die agtste graad of hoër wat tot die skool toegelaat is.

**5. Samestelling van Skoolbeheerliggame van Openbare Skole vir Leerders met Spesiale Onderwysbehoefte**

Die Skoolbeheerliggaam (SBL) van 'n openbare skool vir leerders met spesiale onderwysbehoefte word saamgestel soos voorgeskryf in artikel 24 (1)(a) –(j) van die Wet.

**5.1** Die aantal lede per kategorie vir:

- a. ouers van leerders by die skool, indien redelik uitvoerbaar;
- b. opvoeders;
- c. personeellede by die skool wat nie opvoeders is nie;
- d. en leerders in graad agt en hoër, indien redelik uitvoerbaar; sal wees soos per **Aanhangsel "A" (ii)**: Samestelling van Skoolbeheerliggame van Openbare Skole vir Leerders met Spesiale Onderwysbehoefte. Die prosedure beskryf in regulasies 17–22 is van toepassing op die verkiesings van hierdie kategorieë.

**5.2** Lede van elke kategorie soos na verwys in Artikel 24(1)(e)–(i) van die Wet moet die Hoof van die Departement voorsien van aanstellingsbriewe van hulle organisasie vir die duur van die Beheerliggaam se ampstermyn binne 14 dae ná die skool se verkiesing.**5.3** Enige lid van die beheerliggaam verkies of aangestel uit die kategorieë van persone waarna verwys word in die Wet, Artikel 24 (1) (a), (e), (f), (g), (h) en (i) mag as die Voorzitter dien.

**6. Kriteria vir verteenwoordiging in openbare skole**

- 1.1** Kriteria vir die bereiking van die hoogste uitvoerbare vlak van verteenwoordiging van lede van die beheerliggaam soos voorgeskryf in Artikel 28 (e) van die Wet.
- 1.2** Verteenwoordiging sal verwys na die volgende aspekte:
- a) Ras;
  - b) Geslag;
  - c) Gestremdheid.
- 6.3** Die Skoolbeheerliggaam sal as deel van sy vergaderings en met ouers die aspek van verteenwoordiging bespreek ter voorbereiding van die driejaarlikse Skoolbeheerliggaamverkiesings en tussenverkiesings.
- 6.4** Nominasies moet die aspek van verteenwoordiging weergee waar prakties of moontlik.
- 6.5** Voor die verkiesing van ampsdraers moet die Skoolhoof die lede van die beheerliggaam bewus maak van hulle verantwoordelikhede.

**7. Profiel van 'n Beheerliggaam**

Die besonderhede van elke lid van 'n SBL moet aangeteken word soos per **Aanhangsel "H1"** vir gewone openbare skole of **Aanhangsel "H2"** vir openbare skole vir Leerders met Spesiale Onderwysbehoefte en by die distrikskantoor ingedien word. Hierdie data word bygewerk wanneer 'n tussenverkiesing plaasvind en op 'n jaarlikse grondslag wanneer ampsdraers verkies word.

**8. Gekoöpteerde lidmaatskap**

- 8.1** Die beheerliggaam van 'n gewone openbare skool wat onderwys verskaf aan leerders met spesiale behoeftes moet, waar prakties moontlik, 'n persoon of persone met kundigheid ten opsigte van die spesiale onderwysbehoefte van sodanige leerders koöpteer.
- 8.2** 'n Beheerliggaam kan 'n lid of lede van die skoolgemeenskap koöpteer om hom by te staan in die uitvoering van sy funksies. Sulke koöptering moet deur die beheerliggaam bespreek, onderskryf en skriftelik gekommunikeer word aan die betrokke gemeenskapslid. 'n Gekoöpteerde lid mag die beheerliggaam se vergadering bywoon wanneer sy gebied van kundigheid benodig word. Besonderhede van gekoöpteerde lid/lede moet op die beheerliggaam se datavorm, Aanhangsel H, verskyn.
- 8.3** Die beheerliggaam van 'n openbare skool soos oorweeg in artikel 14 mag die eienaar van die eiendom waarop die skool is of die genomineerde verteenwoordiger van sodanige eienaar koöpteer.
- 8.4** Onderhewig aan regulasie 8.6 het gekoöpteerde lede nie stemreg op die Beheerliggaam nie.

- 8.5** As die aantal ouers op enige stadium nie meer is as die gekombineerde totaal van die ander lede met stemreg nie, moet die beheerliggaam tydelik ouers met stemreg koöpteer.
- 8.6** As 'n ouer met stemreg gekoöpteer is, hou die koöptering op wanneer die vakature gevul word deur 'n tussenverkiesing wat gehou moet word binne 90 dae nadat die vakature ontstaan het.
- 9. Ampsduur van lede en ampsdraers van beheerliggame.**
- 9.1** Die ampstermyn van 'n lid van 'n beheerliggaam, buiten leerders, mag nie langer as drie jaar wees nie.
- 9.2** Die ampstermyn van 'n lid van 'n beheerliggaam wat 'n leerder is, mag nie langer as een jaar wees nie.
- 9.3** Die ampstermyn van 'n ampsdraer van 'n beheerliggaam mag nie langer as een jaar wees nie.
- 9.4** 'n Lid of ampsdraer van 'n beheerliggaam kan herverkies of gekoöpteer word, soos die geval mag wees, ná die verstryking van sy of haar ampstermyn.
- 10. Verkiesbaarheid**
- 10.1** 'n Persoon is onbevoeg om 'n lid van 'n beheerliggaam te wees indien hy of sy:
- a) geestesongesteld is en as sodanig deur 'n bevoegde hof verklaar is;
  - b) 'n ongerehabiliteerde insolvente persoon is;
  - c) skuldig bevind is aan 'n kriminele oortreding en tot gevangenisstraf gevonnis is in 'n geregshof in Suid-Afrika of in die buiteland, sonder die opsie van 'n boete vir 'n tydperk van langer as ses maande of nog nie sy of haar volle tydperk van gevangenisstraf uitgedien het nie;
  - d) as ongeskik verklaar is om met kinders te werk, soos uiteengesit ingevolge die Kinderwet, 2005 (Wet 38 van 2005), die Strafwet (Seksuele Misdrywe en Verwante Aangeleenthede) Wysigingswet 32 van 2007; of
  - e) skuldig bevind is aan 'n daad van wangedrag ten opsigte van sy of haar uitvoering van beheerliggaamfunksies ingevolge die Provinsiale Gedragskode vir lede van Beheerliggame in openbare skole.
- 10.2** Indien 'n persoon wat verkies is as 'n lid van 'n beheerliggaam nie meer binne die kategorie val waarvoor hy of sy genomineer en verkies is nie, sal hy of sy ophou om 'n lid van die beheerliggaam te wees.
- 10.3** 'n Ouer wat in diens van die skool is, mag nie verkies word as 'n ouerlid van 'n beheerliggaam by die skool nie.
- 10.4** 'n Skoolhoof van 'n skool sal nie verkies word as 'n opvoederlid van 'n beheerliggaam by die skool nie.
- 10.5** Geen leerder mag verkies word vir 'n beheerliggaam van 'n gewone openbare skool nie, tensy hy of sy na die agtste graad of hoër bevorder word en hy of sy 'n verkose lid van die Verteenwoordigende Raad van Leerders by die betrokke skool is.

- 10.6** In die geval van leerders met spesiale onderwysbehoefte kan leerders in die agtste graad of hoër slegs verkies word indien dit redelikerwys uitvoerbaar is.
- 10.7** 'n Ouer is net daarop geregtig om te stem vir 'n ouerlid van die beheerliggaam en sal een stem ten opsigte van elke ouerkandidaat hê.
- 10.8** 'n Opvoeder in diens van 'n openbare skool sal net daarop geregtig wees om te stem vir opvoederlede en sal een stem ten opsigte van elke opvoederkandidaat hê.
- 10.9** 'n Nie-opvoeder-personeellid sal net daarop geregtig wees om te stem vir nie-opvoeder-lede en sal een stem ten opsigte van elke nie-opvoeder-kandidaat hê.
- 10.10** Elke lid van die Verteenwoordigende Raad van Leerders sal net daarop geregtig wees om te stem vir 'n leerderlid en sal een stem ten opsigte van elke genomineerde leerderkandidaat op die VRL hê.
- 10.11** Dit is die verantwoordelikheid van die persoon wat beweer dat hy of sy voldoen aan die definisie van 'n ouer om die Skoolhoof in te lig oor die verandering van persoonlike besonderhede.

## **11. Verkiesingsbeamptes**

### **11.1 Provinsiale Verkiesingsbeampte**

- 11.1.1** Die Hoof van die Departement sal 'n amptenaar van die departement as die Provinsiale Verkiesingsbeampte aanstel.
- 11.1.2** Die pligte van die provinsiale verkiesingsbeampte sal wees om:
- a) die nominasie- en verkiesingsproses in die Provinsie te monitor;
  - b) die template aan te pas om by provinsiale monitordoelwitte te pas;
  - c) die Distrikverkiesingsbeamptes te ondersteun;
  - d) te skakel tussen die Hoof van die Departement en die distrikte;
  - e) Distrikverkiesingsbeamptes aan te stel in oorleg met die Distriksdirekteure;
  - f) te verseker dat daar voldoende kennisgewing van die verkiesingsdatum is;
  - g) te verseker dat provinsiale prosedures met betrekking tot verkiesings nagekom word;
  - h) materiaal en prosedures te ontwikkel vir die opleiding van Distrik- en Skoolverkiesingsbeamptes en -spanne, en om te verseker dat hierdie opleiding plaasvind soos beplan;
  - i) uitspraak te gee met betrekking tot alle appêlle wat voortspruit uit die nominasie- en verkiesingsproses;
  - j) die nominasie- en verkiesingsproses in die Provinsie te monitor en te evalueer;
  - k) 'n databasis van SBL'e te ontwikkel wanneer hulle hulle amp opneem; en
  - l) binne 30 dae ná ontvangs van die verslag van die distrikverkiesingsbeamptes en die verkiesingsmonitors vir die Hoof van die Departement en die LUR 'n verslag saam te stel oor die verkiesings, en in hierdie verslag sal hulle die verslae van die verkiesingsmonitors in ag neem;

- m) enige saak wat nie met hierdie Regulasies strook nie en wat deur 'n lid van die publiek onder sy/haar aandag gebring word te ondersoek en aan te spreek.

## **11.2 Distrikverkiesingsbeampte**

- 11.2.1** Die Provinsiale Verkiesingsbeampte sal, in oorleg met die Distriksdirekteur, 'n Distrikverkiesingsbeampte aanstel wat 'n senior distriksbeampte van die betrokke distrik sal wees.

### **11.2.2 Die Distrikverkiesingsbeampte sal:**

- a) 'n Distrikverkiesingsspan aanstel;
- b) die verkiesingsprosesse in die distrik koördineer;
- c) die Provinsiale Verkiesingsbeampte adviseer oor enige aangeleentheid wat verband hou met die verkiesing, en sal verseker dat hierdie regulasies in die distrik geïmplementeer word;
- d) 'n bestuursplan saamstel om hierdie regulasies te implementeer;
- e) Skoolverkiesingsbeamptes vir elke skool in die distrik aanwys en ook verseker dat elke skool 'n skoolverkiesingsspan in plek gestel het;
- f) verseker dat elke verkiesingsbeampte wat by 'n skool in die distrik werk voldoende opgelei is om die verkiesings te ondersteun;
- g) verseker dat alle Skoolverkiesingsbeamptes die Provinsiale Verkiesingsregulasies en ander dokumente betyds ontvang;
- h) verseker dat verkiesingsvoorspraak in die distrik gedoen word ingevolge 'n Provinsiale Plan;
- i) die verkiesingsproses monitor deur 'n besoek aan openbare skole tydens verkiesings;
- j) verkiesingsdatums saamstel vir alle openbare skole in die distrik soos in **Aanhangsel "B"**;
- k) verseker dat die Skoolverkiesingsbeamptes die distrikskantoor skriftelik in kennis gestel het van die datums van die verkiesing en van die name en kontaknommers van die persone wat op SBL'e verkies is;
- l) verseker dat hulle die Datavorm van die Skoolhoof ontvang het soos in **Aanhangsel "H1"** vir Gewone Openbare Skole of **Aanhangsel "H2"** vir Openbare Skole van Leerders met Spesiale Onderwysbehoefte; en dit binne 30 dae ná die skoolverkiesingsvergadering by die distrik ingedien het;
- m) die Provinsiale Verkiesingsbeampte voorsien van 'n saamgestelde SBL-datavorm binne 30 dae ná die finale verkiesingsdatum;
- n) 'n distriksverslag saamstel oor die verkiesing en dit binne 30 dae ná die finale verkiesingsdatum by die Provinsiale Verkiesingsbeampte indien;
- o) Skoolverkiesingsbeamptes in staat stel om die skoolverkiesingsproses te bestuur;
- p) erkenningsbriewe van nuutverkose lede van die beheerliggaam voor te berei vir ondertekening deur die Distriksdirekteur en dit na skole te stuur.

### **11.2.3 Die Distrikverkiesingsspan sal bestaan uit:**

- a) Distrikverkiesingsbeampte;
- b) 'n Groep mense met kundigheid om toesig te hou oor die verkiesing.



**11.2.4 Die Distrikverkiegingsspan sal:**

- a) Die Distrikverkiegingsbeampte bystaan met alle verkiesingspligte;
- b) Verantwoordelik wees vir 'n voorspraakstrategie om te verseker dat SBL-verkiesings goed geadverteer word onder alle belanghebbendes in die distrik.

**11.2.5** Die Provinsiale en Distrikverkiegingsbeamptes mag nie benoem, verkies of gekoöpteer word as lede van enige beheerliggaam van enige skool in die Provinsie nie.

**11.3 Skoolverkiegingsbeampte en Skoolhoof**

**11.3.1** Die funksies van die Skoolverkiegingsbeampte voor die verkiesingsvergadering sal wees om:

Met die Skoolhoof te beraadslaag en kennisgewings voor te berei wat besonderhede gee van die datum, tyd en plek van die nominasie- en verkiesingsmetode. Die formaat van die kennisgewing moet wees soos per **Aanhangsel "C"**.

**11.3.2** Die verantwoordelikhede en funksies van die Skoolhoof voor die verkiesing is om:

- a) kennisgewings van die verkiesing aan die volgende stemgeregtigdes te stuur: ouers, opvoeders, nie-opvoeders en leerders nie minder nie as 21 dae voor die verkiesingsdatum;
- b) te verseker dat nominasievorms beskikbaar is gedurende die nominasie- en verkiesingsvergadering. Die formaat van die kennisgewingvorm moet wees soos per **Aanhangsel "D"**;
- c) te verseker dat daar 'n geskikte plek vir die verkiesingsvergadering is;
- d) te monitor en af te teken dat 'n akkurate kieserslys saamgestel is;
- e) te verseker dat 'n Skoolverkiegingsspan in plek gestel en operasioneel is en deur personeellede ondersteun word;
- f) te verseker dat die Skoolverkiegingsspan die prosedures wat van toepassing is, verstaan, en dat al die hulpbronne wat vir die verkiesing nodig sal wees, beskikbaar is.

**11.3.3** 'n Skoolverkiegingsbeampte sal nie genomineer of verkies word as 'n lid van 'n beheerliggaam van 'n skool waarvoor hy of sy die verkiesingsbeampte is nie.

**11.3.4** Tydens die verkiesingsvergadering sal die Skoolverkiegingsbeampte:

- a) die prosedure vir nominasies en verkiesings aan die kiesers verduidelik;
- b) die genomineerdes toelaat om hulleself voor te stel in ooreenstemming met hierdie regulasies;
- c) die aandag van die stemmers vestig op die voorsienings van die Wet en van hierdie regulasies;
- d) die verkiesingsproses bestuur;
- e) tussenbeide tree en enige dispute oplos op die dag van die verkiesing;
- f) die skoolverslag, verkiesingsresultate, kieserslys en SBL-data indien by die distrikverkiegingsbeampte binne 5 dae ná die verkiesing gehou is.

**11.3.5** Die Skoolverkiesingspan sal bestaan uit:

- a) Die Adjunkthoof van die skool of 'n persoon wat deur die Skoolhoof gedelegeer is;
- b) Die adminklerk wat sal help met die administratiewe pligte, wat die samestelling van die kieserslys insluit;
- c) Aantal opvoeders soos bepaal deur die Skoolhoof.

**11.3.6** Die Skoolverkiesingspan sal:

- a) Die Skoolhoof en die Skoolverkiesingsbeampte bystaan met al hulle pligte;
- b) Verantwoordelik wees vir 'n voorspraakstrategie om te verseker dat SBL-verkiesings goed geadverteer word onder alle belanghebbendes;
- c) Hulp verleen met die bywoningsregister en notule van die nominasie- en verkiesingsvergadering.

**12 Verboede gedrag**

Geen persoon mag –

'n Magsposisie, voorreg of invloed, wat ouerlike of beroepsgesag insluit, misbruik om die verloop of resultaat van 'n verkiesing te beïnvloed nie.

**13. Monitor van Verkiesings****13.1** Die Provinsiale Verkiesingsbeampte/Distrikverkiesingsbeampte sal enige aantal persone aanstel om alle prosesse gedurende alle SBL-vergaderings te monitor.**13.2** Sodanige persoon/persone sal:

- a) toegang hê tot enige stap relevant tot die verkiesings sover redelik moontlik;
- b) nie inmeng met enige proses wat met die verkiesing verband hou nie;
- c) 'n skriftelike verslag saamstel oor sy waarnemings en dit indien by die Provinsiale Verkiesingsbeampte/Distrikverkiesingsbeampte binne 14 dae ná afloop van die verkiesing.

**14. Die registrasie van kiesers****14.1** 'n Kieserslys vir elk van die kategorieë moet beskikbaar wees met die name op van alle verkiesbare ouers, opvoeders, personeellede en leerders. **Aanhangsel “K”** weerspieël die Kieserslys vir ouers.

- a) Dit is die Skoolhoof se verantwoordelikheid om seker te maak dat ouers, leerders, opvoeders en nie-opvoeder-personeellede hulle inligting bywerk wanneer daar veranderinge aan hulle besonderhede is. Alle bywerkings en veranderinge aan die SASAMS-databasis **moet** op 'n kwartaallikse basis deur die skoolhoof geverifieer en goedgekeur word voordat die databasis na die Distrik-OBIS-eenheid gestuur word;
- b) Die kieserslys vir opvoeders moet bestaan uit alle opvoeders in diens by die skool;
- c) Die kieserslys vir nie-opvoeder-personeellede moet bestaan uit alle personeellede in diens by die skool;
- d) Die kieserslys vir leerders moet bestaan uit alle verkose VRL-lede by die skool;
- e) Die kieserslys vir ouers; leerders; opvoeders; nie-opvoeder-personeellede moet gebaseer wees op die goedgekeurde, bygewerkte SASAMS-databasis van die skool.

**14.2** Die Skoolhoof moet ouers 7 dae kennis gee en hulle nooi om hulle besonderhede op die kieserslys te verifieer. Die verifikasie- en bywerkingsproses moet voltooi word 14 dae voor die datum van die SBL-VERKIESING se nominasie- en verkiesingsvergadering.

Die verifikasietydperk, asook regulasie 14.3 moet duidelik gestel word in die skool se kennisgewing aan ouers.

**14.3** Die skool sal die ouers se inligting op die toelatingsregister as korrek beskou indien ouers versuim om hulle besonderhede op die skool se toelatingsregister by te werk gedurende die tydperk soos na verwys in regulasie 14.2.

**14.4** Die besonderhede van die finaal geverifieerde en bygewerkte kieserslys moet aangeteken word op “Bylae J” en afgeteken word deur die skoolhoof as ’n ware rekord van alle geregistreerde ouers.

**14.5** Alle voorstellers, sekondante en genomineerdes moet mense wees wat op die kieserslys gelys is. Die kieserslys vir alle kategorieë sluit 48 uur voor die stemdag om te verseker dat die verkiesingsbeampte kan fokus op die nominasie- en verkiesingsprosesse en die gehalte van die kieserslys kan verseker.

## **15 Nominasie- en verkiesingsmetodes**

**15.1** Die volgende verkiesingsmetodes kan gebruik word:

- a) Nominasie- en verkiesingsmetode;
- b) Voldag-verkiesingsmetode;
- c) E-verkiesingsmetode en/of
- d) ’n Kombinasie van (b) en (c).

**15.2** Openbare skole moet by die HvD of sy/haar gedelegeerde aansoek doen vir die metode wat hulle vir die verkiesing gaan volg nie minder nie as 30 dae voor die datum van die verkiesing.

**15.3** In die verleen van toestemming vir die verkiesingsmetode sal die HvD of sy/haar gedelegeerde oorweeg of:

- a) die verkiesingsmetode in die beste belang van die openbare skoolgemeenskap en die openbare skool sal wees en sal toelaat dat ’n maksimum van kiesers aan die stemproses kan deelneem;
- b) die verkiesingsmetode nie onbillik sal diskrimineer teen enige potensiële kieser of groep kiesers nie;
- c) Daar voldoende voorsiening gemaak word vir die nominasieproses; en
- d) daar voldoende hulpbronne beskikbaar is vir die voorkeurmethode.

**15.4** Die HvD of sy/haar gedelegeerde moet binne sewe (7) dae ná ontvangs van die kennisgewing daarop reageer. Versuim om te reageer sal beskou word as dat die openbare skool voortgaan met die gekose verkiesingsmetode.

**15.5** Die openbare skool mag skriftelik ’n beroep doen op die LUR vir Onderwys in die Provinsie binne sewe dae vanaf die datum van kennisgewing van ’n besluit, ingevolge par 15.3.

- 15.6** Die LUR vir Onderwys moet die openbare skool binne sewe (7) dae ná ontvangs van 'n appèl, soos oorweeg in par 15.5, skriftelik van sy of haar besluit en die redes vir die besluit inlig.
- 15.7** Die Skoolhoof en die uittredende SBL moet die verkiesingsmetode aan die Skoolverkiesingsbeampte bekendmaak sodat kennisgewings aan ouersdienooreenkomstig voorberei en geteken kan word.
- 15.8** Die Skoolverkiesingsbeampte moet die Distrikverkiesingsbeampte in kennis stel van die verkiesingsmetode en moet die bestuursplan van die verkiesing 14 dae voor die verkiesing indien;
- 15.9** Die bestuursplan waarna daar verwys word in subparagraaf 15.8 moet ten minste die volgende bevat:
- a) Die voorgestelde datum vir die verkiesingsmetode;
  - b) Die tyd waarop die verkiesing sal begin, tye wanneer stemlokale oop is en die sluitingstyd;
  - c) Die tyd wanneer die stemme getel en die resultate aangekondig sal word;
  - d) Die skedule vir skoolverkiesingspanlede om die stemlokale te monitor en te verseker dat daar genoeg beamptes beskikbaar is sodat die proses kan voortgaan.
- 15.10** Die Skoolverkiesingsbeampte moet kennisgewings voorberei (**Aanhangsel C**) in die voorgeskrewe vorms, waarin die datum, tyd en plek van die nominasie en verkiesing gemeld moet word. Die kennisgewings moet versprei word in ooreenstemming met regulasies 17, 19 en 20.
- 15.11** Die Skoolverkiesingsbeampte moet seker maak dat die kennisgewings oor die nominasies en verkiesings versprei en vertoon word soos aangedui in die regulasies.
- 16 Volgorde van verkiesings**
- 16.1** Die Skoolverkiesingsbeampte moet die beginsel van insluiting, deursigtigheid en demokrasie volg.
- 16.2** Die verkiesing van die ouerkomponent op die beheerliggaam sal gehou word ná die nominasie en verkiesing van die opvoeder-, personeel- en leerderlede van die beheerliggaam.
- 17 Nominasie en Verkiesing van Opvoederlede**
- 17.1** Die Skoolhoof van 'n skool moet die Skoolverkiesingsbeampte voorsien van 'n kieserslys vir opvoeders.
- 17.2** Die Skoolverkiesingsbeampte moet in oorleg met die Skoolhoof die datum, tyd en plek vir die nominasie- en verkiesingsvergadering van opvoederlede vasstel.
- 17.3** Die skoolhoof moet verseker dat opvoeders by die skool die kennisgewing van die nominasievergadering ten minste 14 dae voor die dag van die vergadering ontvang het. Die formaat van die kennisgewing en die stembrief moet wees soos per **Aanhangsel "C"** en **"E"** onderskeidelik.

- 17.4** Die nominasie van 'n opvoeder sal gedoen word aan die Skoolverkiesingsbeampte by die nominasie- en verkiesingsvergadering deur die indiening van 'n nominasievorm wat behoorlik voltooi en onderteken is deur 'n opvoeder in diens van die skool wat die nominasie doen, een opvoeder in diens van die skool wat die nominasie ondersteun en die kandidaat.
- 17.5** As die totale aantal kandidate wie se nominasies aanvaar is:
- a) minder is as die getal lede wat toegelaat word vir die kategorie van die betrokke skool soos uiteengesit in Aanhangsel "A"
    - i. Die nominasietyd sal verleng word deur 'n tydperk van nie langer nie as 30 minute, en as die nominasies steeds laer is as die vereiste toegelate getal vir die kategorie sal die vergadering verdaag en moet die Skoolverkiesingsbeampte nog 'n vergadering belê binne 'n tydperk van nie langer nie as 7 dae voor die ouers se nominasie- en verkiesingsvergadering. Lede wat genomineer is voor die herskedulering van die vergadering sal genomineer bly vir verkiesing by die geherskeduleerde verkiesing, maar verdere nominasies kan nog ingedien en aanvaar word.
    - ii. Indien die totale aantal geldige nominasies ingevolge regulasie 17.5 (a) steeds laer is as die vereiste aantal opvoederlede nadat die tweede nominasievergadering gehou is, sal die Skoolverkiesingsbeampte die genomineerde kandidate verklaar as behoorlik verkies en sal die bepalinge van regulasie 8 geld: met dien verstande dat 'n tussenverkiesing binne 60 dae ná die dag van so 'n verkiesing gehou sal word.
  - b) gelyk is aan die aantal lede waarna daar verwys word in regulasie 17.5 (a), sal die Skoolverkiesingsbeampte verklaar dat al die genomineerdes behoorlik tot die beheerliggaam verkies is; of
  - c) groter is as die aantal lede waarna daar verwys word in regulasie 17.5 (a), moet 'n verkiesing gehou word deur geheime stemming.
- 17.6** Waar 'n skool net twee opvoeders op die personeel het, kan die Skoolverkiesingsbeampte lootjies trek of 'n ander metode gebruik vir 'n ewekansige seleksie tussen die twee gelykop genomineerdes. Dit moet openlik en met instemming van die genomineerdes gedoen word.
- 18 Nominasie en Verkiesing van 'n Nie-opvoeder-personeellid**
- 18.1** Die prosedure soos in regulasie 17 voorgeskryf, is van toepassing op die nominasie en verkiesing van nie-opvoeder-personeellede: op voorwaarde dat die formaat van die kennisgewing van die vergadering en die stembrief soos per **Aanhangsel "C"** en **"E"** onderskeidelik moet wees.
- 18.2** In gevalle waar daar geen nie-opvoeder-personeellid by 'n skool is nie, sal die posisie nie gevul word nie.
- 18.3** Waar daar een nie-opvoeder-personeellid is, sal hy of sy beskou word as behoorlik verkies tot die beheerliggaam.
- 18.4** Waar 'n skool twee personeellede het, sal die Skoolverkiesingsbeampte lootjies trek of 'n ander metode gebruik vir 'n ewekansige seleksie tussen die twee gelykop genomineerdes. In die geval van meer as twee nie-opvoeders moet 'n demokratiese verkiesing gehou word om te bepaal wie tot die beheerliggaam verkies moet word.

**19 Nominasie en Verkiesing van Leerderlede**

**19.1** Die nominasie en verkiesing van Verteenwoordigende Raad van Leerders op die SBL moet gehou word in ooreenstemming met die prosedure soos voorgeskryf deur Provinsiale Kennisgewing 110 van 2016 gepubliseer in die Provinsiale Koerant 2054. Aanhangsels "A3" (kennisgewing van die vergadering), "B3" (nominasievorm) en "C2" (stembrief) moet ook gebruik word ter ondersteuning van die proses.

**19.2** Die leerders moet bewus gemaak word van Artikel 32 van die Wet, wat die status van minderjariges op die beheerliggaam beskryf.

**20 Nominasie en Verkiesing van Ouerlede**

**20.1** Die Skoolverkiesingsbeampte moet in oorleg met die Skoolhoof kennisgewings voorberei van die gekombineerde nominasie- en verkiesingsvergadering waarin die datum, tyd en plek van die verkiesingsmetode gemeld moet word. Die formaat van die kennisgewing en die stembrief moet wees soos per **Aanhangsel "C"** en **"E"** onderskeidelik.

- a) Die datum, tyd en plek moet sodanig wees dat daar 'n maksimum ouerdeelname aan die verkiesing kan wees.
- b) **Aanhangsel J** "Verklaring oor die verifikasie en bywerking van die ouerbesonderhede op die kieserslys" moet 14 dae voor die nominasie- en verkiesingsvergadering voltooi en afgeteken word.
- c) Kennisgewings van die datum, tyd en plek van die nominasie en verkiesing moet versprei word deur alle kommunikasiemiddele en op prominente plekke in die skool en gemeenskap vertoon word ten minste 14 dae voor die datum van die nominasie en verkiesing. Die nominasie en verkiesing van lede moet ooreenstem met die verkiesingsmetode wat die skool sal gebruik.
- d) Vir hierdie metode is die nominasie en verkiesing twee sessies van een vergadering.
- e) Wanneer die nominasiesessie eindig, begin die verkiesingsessie dadelik.

**20.2** Die Skoolhoof van die skool moet verseker dat:

- a) 'n harde kopie van die kennisgewing ten minste 14 dae voor die beoogde nominasie- en verkiesingsvergadering aan elke leerder gegee word met duidelike mondelinge instruksie aan die leerder om dit aan sy of haar ouer te gee; en
- b) enige ander kommunikasiemetode wat werk vir die skoolgemeenskap, solank dit geensins enige lid van die skoolgemeenskap benadeel nie;
- c) die kennisgewing moet in die taal van onderrig van die skool wees en, waar prakties moontlik, in die huistaal van leerders;
- d) genomineerdes se profiele word op 'n gerieflike plek aangebring sodat ouers daarna kan kyk ten minste **7 skooldae** voor die Verkiesingsdag;
- e) alle COVID-19-protokol nagekom word (die maksimum aantal mense in die lokaal, ontsmetting en was van hande met seep, dra van gesigsmaskers en sosiale afstand), afhangende van die Regulasies en Riglyne wat van krag is ten tye van die verkiesing.

- 20.3** Die Skoolverkiesingsbeampte moet verseker dat:
- Daar voldoen is aan die vereiste kworum van 15% voordat nominasies begin;
  - Die begin- en eindtyd vir nominasies word aan die begin van die vergadering aangedui;
  - Vir elke genomineerde is daar 'n voorsteller en 'n sekondant; en
  - Die genomineerde, voorsteller en sekondant verskyn op die kieserslys en is aanwesig op die dag van die nominasie- en verkiesingsvergadering.
- 20.4** As daar by die eerste nominasie- en verkiesingsvergadering nie 'n kworum bereik word nie, moet die verkiesing geherskeduleer word vir nie minder as 7 of nie langer as 14 dae vanaf die datum van die eerste vergadering nie, in welke geval die prosedure voorgeskryf in regulasie 20 herhaal moet word.
- 20.5** Kandidate wat genomineer is voor die herskedulering van die vergadering sal genomineer bly vir verkiesing by die geherskeduleerde vergadering, maar verdere nominasies kan nog ingedien en aanvaar word.
- 20.6** Kennisgewing van die tweede vergadering moet duidelik meld dat geen kworum nodig is vir hierdie vergadering nie.
- 21. Kworum**  
'n 15% kworum word vereis om SBL-verkiesingsuitslae te bevestig.
- 22. Nominasie- en verkiesingsmetode**  
**Nominasie en Verkiesing van Ouerlede**
- 22.1** Die Skoolverkiesingsbeampte moet seker maak dat die kennisgewings in verband met die nominasies en verkiesings versprei en vertoon word soos beoog in subparagraaf 20.1(c) en dat dit versprei word aan ouers soos voorgeskryf in subparagraaf 20.2(a).
- 22.2** Die Skoolverkiesingspan moet kiesers se geloofsbriewe op die kieserslys verifieer. 'n Groen strepieskode-identiteitsdokument of slimkaart-ID, paspoort of geldige rybewys sal dien as bewys van 'n stemgeregtigde kieser.
- 22.3** 'n Kworum van 15% van die totale aantal ouers op die kieserslys is nodig vir die nominasie- en verkiesingsmetode om te kan voortgaan.
- 22.4** Die Skoolverkiesingsbeampte sal die tyd en duur van die nominasieproses bepaal: op voorwaarde dat die tyd wat toegeken is nie minder as 30 minute en nie langer as 1 uur is nie.
- 22.5** Die nominasie van 'n kandidaat sal plaasvind tydens die nominasie- en verkiesingsvergadering in ooreenstemming met die volgende proses:
- 'n Nominasie word gemaak in die tyd wat toegelaat word vir nominasie met dien verstande dat sodanige nominasie deur 'n ander ouer ondersteun word, en 'n nominasievorm word behoorlik voltooi deur die voorsteller, die sekondant en die kandidaat en word by die Skoolverkiesingsbeampte by die vergadering

ingedien. Die voorsteller, sekondant en kandidaat moet teenwoordig wees by die nominasievergadering. Die nominasieproses moet skriftelik gedoen word; geen opsteek van hande word toegelaat nie.

- b) Geen volmagstemme word toegelaat nie.

**22.6** Nadat die nominasietyd verstryk het, moet die Skoolverkiesingsbeamppte:

die nominasies oorweeg en die nominasie van enige kandidaat verwerp wat:

- a) nie benoem is in ooreenstemming met die prosedure wat in hierdie regulasies uiteengesit is nie;
- b) nie in aanmerking kan kom om genomineer en verkies te word ingevolge hierdie regulasies nie;
- c) die name aankondig van die kandidate wie se nominasies aanvaar is.

**22.7** As die totale aantal kandidate wie se nominasies aanvaar is:

- a) minder is as die getal lede wat toegelaat word vir die kategorie van die betrokke skool soos uiteengesit in **Aanhangsel "A"**,
  - i. sal die nominasietyd verleng word deur 'n tydperk van nie langer nie as 30 minute, en as die nominasies steeds laer is as die vereiste toegelate getal vir die kategorie sal die vergadering verdaag en moet die Skoolverkiesingsbeamppte nog 'n vergadering belê binne 'n tydperk van nie minder as 7 dae of langer as 14 dae vanaf die datum van die eerste vergadering nie. Lede wat genomineer is voor die herskedulering van die vergadering sal genomineer bly vir verkiesing by die geherskeduleerde verkiesing, maar verdere nominasies kan nog ingedien en aanvaar word.
  - ii Indien die totale aantal geldige nominasies steeds laer is as die vereiste aantal ouerlede nadat die tweede nominasievergadering gehou is, sal die Skoolverkiesingsbeamppte die genomineerde kandidate verklaar as behoorlik verkies en sal die bepalings van subparagraaf 8.5 en 8.6 geld: met dien verstande dat 'n tussenverkiesing binne 90 dae ná die dag van so 'n verkiesing gehou sal word.
- b) gelyk is aan die aantal lede waarna daar verwys word, sal die Skoolverkiesingsbeamppte verklaar dat al die genomineerdes behoorlik tot die beheerliggaam verkies is; of
- c) groter is as die aantal lede waarna daar verwys word, moet 'n verkiesing gehou word deur geheime stemming.

**23 Uitbring van stemme**

Die verkiesing sal gehou word op die datum, tyd en plek wat aangedui is in die kennisgewing (**Aanhangsel C**) van die nominasievergadering.

**23.1** Die Skoolverkiesingsbeamppte sal die prosedure verduidelik wat in die vergadering gevolg sal word, en moet ten minste noem dat elke genomineerde kandidaat die geleentheid sal hê om die volgende in die vergadering te sê:

- a) sy of haar naam;
- b) die name en grade van sy of haar kinders in die skool;
- c) beroep en ervaring of vaardighede; en
- d) sy of haar visie vir die bestuur van die skool, sodat ouers 'n ingeligte besluit kan neem tydens die
- e) verkiesingsproses.



- 23.2** Die verkiesing sal per geheime stembrief plaasvind. Die formaat van die stembrief moet wees soos per **Aanhangsel "E"**. Stembriewe wat uitgereik is, moenie na buite die stemlokaal geneem word nie.
- 23.3** Voor die stembriewe versprei word, moet die Skoolverkiesingsbeampte verseker dat elke stembrief die skool se stempel daarop het.
- 23.4** Die Skoolverkiesingsbeampte moet verduidelik wat die stemproses is, die minimum en maksimum aantal kandidate waarvoor daar gestem moet word, asook hoe om die stem aan te teken.
- 23.5** Voor die verkiesingsvergadering sal die Skoolverkiesingsbeampte die stembrief voorberei met die name van al die genomineerdes in alfabetiese volgorde daarop volgens hulle vanne.
- 23.6** 'n Kieser moet, in die geheim, sy of haar stem op die stembrief uitbring en dan die stembrief in 'n boks of ander geslote houer vir daardie doel plaas.
- 23.7** 'n Persoon wat hulp benodig, kan op eie versoek bygestaan word deur die Skoolverkiesingsbeampte of 'n lid van die verkiesingspan in die teenwoordigheid van 'n getuie wat deur die kieser geïdentifiseer word.
- 24. Tel van stemme**
- 24.1** Die Skoolverkiesingsbeampte moet die stembriewe oopmaak in die teenwoordigheid van monitors, waarnemers en genomineerdes wat teenwoordig wil wees.
- 24.2** Die Skoolverkiesingsbeampte moet enige bedorwe stembrief verwerp voordat die stemme vir elke kandidaat getel word indien:
- a) die amptelike merk of stempel nie op die stembrief verskyn nie;
  - b) daar meer stemme op stembriewe aangeteken is as die getal lede wat verkies moet word;
  - c) 'n stem op so 'n wyse voltooi is dat daar na die mening van die verkiesingsbeampte onsekerheid is vir watter kandidaat of kandidate 'n stem uitgebring is.
- 24.3** Ná die verwerping van bedorwe stembriewe moet die Skoolverkiesingsbeampte:
- a) die stemme tel in die teenwoordigheid van elke kandidaat wat teenwoordig wil wees;
  - b) voor die hele vergadering die naam aankondig van elke kandidaat en die aantal stemme wat vir elkeen uitgebring is; en
  - c) die vorm voltooi soos per **Aanhangsel "F"** van die aantal stemme wat elke kandidaat verwerf het.
- 24.4** Die Skoolverkiesingsbeampte moet die kandidate wat verkies is, aankondig in die dalende volgorde van die aantal stemme wat verkry is.

**24.5** Waar die aantal stemme wat deur twee of meer kandidate verkry is, gelykop is en dit die uitslag van die verkiesing beïnvloed, sal die Skoolverkiesingsbeampte lootjies trek of 'n ander metode gebruik vir 'n ewekansige seleksie tussen die twee gelykop genomineerdes. Dit moet openlik en met instemming van die genomineerdes gedoen word en in die teenwoordigheid van monitors, waarnemers en genomineerdes wat teenwoordig wil wees.

**24.6** Die Skoolverkiesingsbeampte sal besluit oor alle aangeleenthede t.o.v. die nominasies en verkiesing.

**24.7** Die Skoolverkiesingsbeampte sal 'n verkiesingverklaringsvorm voltooi soos per **Aanhangsel "G"** ná die ouerverkiesingsvergadering en dit by die distrikverkiesingsbeampte indien.

## **25. Voldag-verkiesingsmetode**

- a) Hierdie metode is 'n volle stembus waar stemme met die hand uitgebring word en wat op 'n spesifieke tyd begin en vir 'n sekere tyd aanhou soos bepaal deur die skoolverkiesingsbeampte.
- b) Die stemme kan slegs getel word as die aantal stemme wat teen die sluiting van die stembusse daarop dui dat 'n kworum van 15% kiesers bereik is.

### **25.1 Nominasie van Ouerlede**

- a) Die Skoolverkiesingsbeampte moet seker maak dat die kennisgewings in verband met die nominasies en verkiesings versprei en vertoon word soos beoog in subparagraaf 20.1(c) en dat dit versprei word aan ouers soos voorgeskryf in subparagraaf 20.2(a).
- b) 'n Ouer moet slegs genomineer (**Aanhangsel D**) en geselekteer word deur 'n ouer van 'n leerder van die betrokke skool, en moet op die kieserslys verskyn deur 'n nominasievorm, wat behoorlik voltooi is deur die voorsteller, sekondant en genomineerde, in te dien by die Skoolverkiesingsbeampte, nie minder nie as 7 dae voor die aanvang van die stembusdag;
- c) Die genomineerde moet die volgende inligting verskaf saam met die nominasievorm vir verspreiding aan ouers voor die Verkiesingsdag:
  - i. 'n Onlangse paspoortgrootte foto;
  - ii. Volle name;
  - iii. Die name en grade van sy/haar kind(ers) in die skool;
  - iv. Beroep, vaardighede en ervaring waarby die skool sal baat vind; en
  - v. Die genomineerde se visie vir die skool.
- d) Die profiele van alle genomineerde kandidate moet 3 dae voor die stembusdag aan alle ouers versprei word.

### **25.2 Nominasie van Ouerlede**

- a) Die Skoolverkiesingsbeampte moet stembriewe met die name van al die genomineerde kandidate in alfabetiese volgorde voorberei (**Aanhangsel E**). Hierdie stembriewe moet die skool se stempel of 'n ander duidelike merk daarop hê wat sal verhoed dat daar met die stembriewe gepeuter word.
- b) Nommers moet aan die genomineerde kandidate toegeken word wat ooreenstem met die nommer langs hulle name op die stembrief.

- c) Elke ouer wat op die kieserslys geverifieer is, moet 'n stembrief ontvang om in die geheim 'n maksimum aantal ouers soos aangedui in **Aanhangsel A** te merk.
- d) Die gemerkte stembrief moet gevou en in 'n stembus of enige geslote houer vir hierdie doel geplaas word.
- e) 'n Persoon wat hulp benodig, kan op sy of haar eie versoek bygestaan word deur die Skoolverkiesingsbeampte met 'n getuie wat deur die kieser geïdentifiseer word.

### 25.3 Tel van stemme

- a) Vir die tel van die stemme sal die prosedure soos beoog in regulasie 24 gevolg word.
- b) Stemme kan slegs begin tel word nadat daar bevestig is dat die kworum van 15% stemme uitgebring is.
- c) Indien die kworum nie bereik is by die eerste voldagverkiesing nie, moet die verkiesing geherskeduleer word nie minder as 7 of nie langer as 14 dae vanaf die datum van die eerste vergadering nie, in welke geval die prosedure voorgeskryf in regulasie 23 herhaal moet word. 'n Kworum sal nie vereis word vir die tweede vergadering nie.

### 26. E-verkiesingsmetode

E-verkiesings is 'n metode van verkiesing waartydens elektroniese middele in een of meer fases gebruik word. Hierdie verkiesingsmetode kan net gebruik word deur skole wat die kapasiteit het om so 'n virtuele verkiesing te hou vanweë die beskikbare hulpbronne en omdat die meerderheid van die ouerliggaam toegang het tot die vereiste tegnologie om aan die verkiesing deel te kan neem.

#### 26.1 E-stemmery – Operasionele vereistes

- 1) Die nominasie van lede moet plaasvind in ooreenstemming met paragraaf 25.1.
- 2) 'n E-stemlokaal moet ingestel word op 'n plek soos bepaal deur die Skoolverkiesingsbeampte waar die e-stemmery kan plaasvind.
- 3) Die e-stemmery en afstandstemmery moet gehou word op die datum, tyd en plek soos bepaal deur die Skoolverkiesingsbeampte.
- 4) Ten minste 14 dae voor die datum van die e-stemmery moet die Skoolhoof:
  - a) Die kiesers in duidelike en eenvoudige taal in kennis stel van hoe die e-stemmery gaan plaasvind en enige stappe wat 'n kieser dalk moet neem om deel te neem en te stem; en
  - b) 'n Amptelike lys voorsien van die sagteware wat in die e-verkiesing gebruik gaan word. Dit moet ten minste wys watter sagteware gebruik gaan word, asook 'n kort beskrywing.
- 5) Afstand-e-stemmery mag nie vroeër begin as die openingstyd van die e-stemlokaal by die openbare skool nie. Afstand-e-stemmery mag nie langer aanhou as die sluitingstyd van die e-stemlokaal by die openbare skool nie.
- 6) Voordat enige e-stemmery mag plaasvind, moet die skoolverkiesingsbeampte tevrede wees dat die e-stemstelsel doeltreffend en reg werk en dat die nodige sekuriteitsmaatreëls soos in paragraaf 26.2 in plek is.
- 7) Daar moet reëlins vir ondersteuning en hulp in plek en beskikbaar wees vir kiesers ten opsigte van die stemprosedure vir elke e-stem-kanaal. In die geval van afstand-e-stemmery, moet sodanige reëlins ook beskikbaar wees deur 'n ander algemeen beskikbare kommunikasiekanaal.

- 8) Die Skoolverkiesingsbeampte moet verseker dat:
  - a) die relevante sagteware en dienste deur alle kiesers gebruik kan word; en
  - b) gebruikers, wanneer dit ook al nodig en moontlik is, voorsien word van addisionele fasiliteite, soos spesiale koppelvlakke of ander soortgelyke hulpmiddele, soos persoonlike bystand.
- 9) Daar moet gelykheid wees in die manier waarop alle kiesopsies voorgelê word op die toestel wat gebruik word om 'n elektroniese stem uit te bring.
- 10) 'n Lys van die genomineerdes wat ten minste die volgende moet stipuleer:
  - a) 'n onlangse paspoortgrootte foto;
  - b) sy of haar naam;
  - c) die graad/grade van sy of haar kind/kinders in die skool;
  - d) beroep en ervaring of vaardighede;
  - e) visie vir die skool; enmoet beskikbaar gestel en voorgelê word met gelykheid op al die e-stemstelsels, en moet ook op ander maniere voor die e-stemdatum in die publiek openbaar gemaak word.
- 11) Die Skoolverkiesingsbeampte moet verseker dat die e-stemstelsel 'n egte stembrief aan die kieser lewer. Waar e-stemmer oor 'n afstand plaasvind, moet die kieser in kennis gestel word van die manier waarop koppeling aan die amptelike bediener geverifieer kan word en dat die egte stembrief gelewer is.

## 26.2 Tegniese vereistes vir die e-stemstelsel:

- 1) Om seker te maak dat verkiesings demokraties is, moet die kiesers se koppelvlakke van die e-stemstelsel vir soveel mense as moontlik bruikbaar en verstaanbaar wees.
- 2) Die e-stemstelsel moet die verkiesbaarheid van die stemmer verifieer voordat die stem uitgebring kan word.
- 3) Die e-stemstelsel sal die kieser bekragtig en sal verseker dat slegs die gepaste aantal stemme per kieser uitgebring en in die elektroniese stembus gestoor word.
- 4) Die e-stemstelsel sal verseker dat die kieser se keuse in die stemming akkuraat voorgestel is en dat die verseëelde stem in die elektroniese stembus ingaan.
- 5) Die e-stemstelsel sal die beskikbaarheid en integriteit van die stemme behou. Dit sal ook die vertroulikheid van die stemme behou en dit verseël hou totdat die tellery begin.
- 6) Aan die einde van die e-stemtydperk sal geen kieser toegang kan verkry tot die e-stemstelsel nie.
- 7) Die e-stemstelsel sal maatreëls bevat om die beskikbaarheid van sy dienste gedurende die e-stemproses te verseker. Dit sal spesifiek keer teen wanfunksionering of onderbrekings.
- 8) Die Skoolverkiesingsbeampte sal ten minste een persoon, op grond van kundigheid, aanstel wat toegang sal hê tot die sentrale infrastruktuur van die elektroniese platform en die verkiesingsdata. Hierdie persoon sal kritieke tegniese aktiwiteite uitvoer. Hierdie aktiwiteite sal sover as moontlik buite die verkiesingstydperke plaasvind.
- 9) Die telproses sal:
  - a) Die stemme akkuraat tel, en die tel van die stemme sal gereproduseer kan word.
  - b) Die beskikbaarheid en integriteit van die elektroniese stembus, asook die lewering van die telproses, so lank as benodig, behou.

- c) Die vermoë voorsien vir dubbele kontrole en verifiëring van die akkurate werking van die e-stemmer en die akkuraatheid van die resultaat, om stembedrog en veelvuldige stemme deur dieselfde kieser na te spoor en om te bewys dat alle getelde stemme eg is en dat alle stemme getel is.
- d) Dit moontlik maak om te verseker dat 'n e-verkiesing voldoen het aan die toepaslike wettige bepalings, met die doel om te verifieer dat die resultate 'n akkurate voorstelling is van die egte stemme.
- 10) Wanneer nuwe produkte ontwikkel word, sal hulle aanpasbaarheid ten opsigte van bestaande produkte oorweeg word, met inagneming van dié wat tegnologieë gebruik om mense met gestremdhede te help.

## **27. Dispuutoplossing**

- 27.1** Die Skoolverkiesingsbeampte sal besluit oor alle aangeleenthede wat verband hou met die nominasie van kandidate en die stemmery.
- 27.2** Alle dispute gedurende die verkiesing sal aan die Skoolverkiesingsbeampte gerapporteer word.
- 27.3** Die Skoolverkiesingsbeampte het die magtiging om te probeer om alle dispute op te los en om, sover as moontlik, te verseker dat die verkiesing vry en regverdig is.
- 27.4** Indien die Skoolverkiesingsbeampte om die een of ander rede nie 'n dispuut kan oplos nie, moet hy of sy toelaat dat die verkiesing sy gang gaan en daarna, binne 7 dae ná die verkiesing, die dispuut na die Distrikverkiesingsbeampte verwys.
- 27.5** Indien 'n klaer nie tevrede is met die besluit van die Skoolverkiesingsbeampte nie, kan hy of sy die dispuut verwys na die Distrikverkiesingsbeampte binne 7 dae nadat skriftelike kennisgewing ontvang is van die finale besluit van die Skoolverkiesingsbeampte.
- 27.6** Indien 'n klaer nie tevrede is met die besluit van die Distrikverkiesingsbeampte nie, kan hy of sy appél aanteken by die LUR binne 7 dae nadat skriftelike kennisgewing ontvang is van die finale besluit van die Distrikverkiesingsbeampte.
- 27.7** Die besluite waarna verwys word in 27.4, 27.5 en 27.6 moet gemaak word binne 30 dae ná ontvangs van die finale verwysing.
- 27.8** Enige dispuut wat ingedien word ná die prosesse waarvan daar in regulasie 27.7 gepraat word, sal beskou word as 'n klag, waarna regulasie 11.1.2 (m) in werking sal tree.

## **28 Prosedure ná die verkiesing**

- 28.1** Ná die verkiesing van 'n beheerliggaam moet die Skoolverkiesingsbeampte alle dokumente, insluitend die stembriewe, wat by so 'n verkiesing gebruik is in koeverte sit en dit verseël en dit binne 5 dae ná die verkiesingsvergadering aan die Skoolhoof gee.

- 28.2** Die Skoolhoof moet die koeverte vir 'n tydperk van 3 jaar in veilige bewaring hou.
- 28.3** Die Skoolverkiesingsbeampte moet die skoolhoof skriftelik in kennis stel van die name en kontaknommers van die persone wat tot lede verkies is, en die skoolhoof terselfdertyd die instruksie gee om alle ouers van die skool binne 5 dae in kennis te stel van die verkiesingsuitslag.
- 29 Verkiesing van Ampsdraers**
- 29.1** Voor die verkiesing van ampsdraers sal die Skoolhoof die lede van die beheerliggaam bewus maak van hulle verantwoordelikhede en van die nodigheid om te verseker dat ampsdraers so verteenwoordigend van geslag- en rasse-diversiteit van die skool as moontlik moet wees. Die verantwoordelikheid van die Skoolhoof is om die beheerliggaam by te staan in die uitvoering van sy funksies en verantwoordelikhede soos uiteengesit in Artikel 16 A van die Wet.
- 29.2** Die Skoolhoof sal die eerste vergadering van die beheerliggaam belê binne 7 dae ná publikasie van die verkiesingsresultate.
- 29.3** By die eerste vergadering van die beheerliggaam sal sodanige liggaam uit eie geledere ampsdraers kies wat ten minste 'n Voorsitter, 'n Tesourier en 'n Sekretaris moet insluit: met dien verstande dat die Voorsitter 'n ouerlid van die beheerliggaam sal wees wat nie in diens van die betrokke skool is nie.
- 29.4** Waar enige ampsdraer se pos om die een of ander rede vakant raak, sal die beheerliggaam, onderhewig aan die bogenoemde bepalings, by die eerste vergadering nadat daardie vakature ontstaan het een van sy lede kies om daardie vakature te vul vir die onverstreke ampstermyn van sy of haar voorganger.
- 29.5** Die Skoolhoof sal die voorsitter wees by die vergadering indien die pos van die Voorsitter sowel as die Ondervoorsitter vakant is.
- 29.6** Dit is raadsaam om nie meer as twee opvoederlede te hê wat dien as ampsdraers van die beheerliggaam nie.
- 29.7** Lede van die beheerliggaam word aangeraai om nie meer as een amp tegelykertyd op die beheerliggaam te vul nie.
- 29.8** Die Skoolhoof moet, ná 'n vergadering waarop enige ampsdraer in ooreenstemming met hierdie regulasies verkies is, die betrokke Distriksdirekteur onverwyld skriftelik in kennis stel van die datum en name van die persone wat verkies is. **Aanhangsel "H"** moet voltooi word en binne 5 dae ná die vergadering by die Distriksdirekteur ingedien word.

- 29.9** (1) 'n Beheerliggaam mag—
- a) komitees instel, insluitend 'n uitvoerende komitee; en
  - b) persone wat nie lede van die beheerliggaam is nie op sulke komitees aanstel op grond van kundigheid, maar 'n lid van die beheerliggaam moet 'n voorsitter by elke komitee wees.
- (2) 'n Beheerliggaam van 'n gewone openbare skool wat onderwys verskaf aan leerders met spesiale onderwysbehoefte moet 'n komitee vir spesiale onderwysbehoefte stig.

**30 Registrasie van Beheerliggaamlede en Oorhandigingsprosedure**

- 30.1** By die eerste vergadering moet die Skoolhoof seker maak dat die besonderhede van elke lid van die nuwe beheerliggaam verskyn op die datavorm waarna daar in regulasie 7 verwys word.
- 30.2** Die Skoolhoof moet, binne 5 dae ná die vergadering vir die verkiesing van ampsdraers die datavorm (**Aanhangsel H**) by die Distriksdirekteur indien.
- 30.3** Die Skoolhoof moet die Distriksdirekteur in kennis stel van enige veranderinge aan die lidmaatskap van die beheerliggaam binne 14 dae ná sodanige veranderinge.
- 30.4** Die Skoolhoof moet die oorhandigingsprosedure beplan en fasiliteer in ooreenkomstig **Aanhangsel "I"**.
- 30.5** Die Skoolhoof moet die prosedure bestuur deur amptelik al die beheerliggaamlêers aan die nuutverkose beheerliggaam te oorhandig;
- 30.6** 'n Intreesessie vir die nuutverkose lede hou, en;
- 30.7** Enige vrae beantwoord wat die nuutverkose beheerliggaam dalk het.

**31. Samestelling van Skoolbeheerliggaam**

Die Grondwet van 'n Skoolbeheerliggaam (SBL) van 'n openbare skool sal die volgende weerspieël, maar nie beperk wees nie tot:

- 31.1.1.** die visie- en missiestelling van die skool;
- 31.1.2.** pligte van ampsdraers;
- 31.1.3.** instelling van komitees met duidelike funksies;
- 31.1.4.** vergaderingprosedures en gereeldheid;
- 31.1.5.** prosedure om wysigings aan die grondwet te bestuur.

**32. Vakatures op die Skoolbeheerliggaam**

'n Vakature sal ontstaan wanneer 'n lid ook al:

- b) Skriftelik bedank;
- c) Sterf;
- d) Gediskwalifiseer raak soos uiteengesit in regulasie 10;

- e) Afwesig is van twee of meer opeenvolgende vergaderings van die beheerliggaam sonder die magtiging van die beheerliggaam om dit te kan doen en met inagneming van 'n behoorlike proses;
- f) Van die amp onthef word in ooreenstemming met bepalinge vervat in 'n gedragskode beoog in Artikel 18A van die Wet;
- g) Nie meer binne die kategorie ressorteer van lede wat hy of sy verteenwoordig het ten tye van die verkiesing nie;
- h) 'n Verkiesingsbeampte op enige stadium deur 'n ondersoek bevind dat daar 'n onreëlmatigheid tydens die verkiesing van so 'n lid was.

**33. Tussenverkiesings weens vakatures op die beheerliggaam**

- 33.1** Indien 'n vakature bestaan soos beoog in regulasie 32, moet die Skoolhoof die Distriksdirekteur skriftelik en binne 14 dae ná die ontstaan van so 'n vakature daarvan in kennis stel.
- 33.2** 'n Skoolverkiesingsbeampte moet aangestel word vir elke tussenverkiesing.
- 33.3** 'n Tussenverkiesing moet gehou word wanneer:
- a) die aantal ouerlede van 'n beheerliggaam daal na 'n aantal gelyk aan of minder as die totaal van die ander lede van die beheerliggaam;
  - b) die aantal lede wat by die samestelling van 'n beheerliggaam verkies, of verkose verklaar, is, daal na 'n aantal gelyk aan of minder as in die kworum waarna verwys word in die grondwet van 'n ten volle saamgestelde beheerliggaam; of
  - c) 'n lid van die kategorie van lede van 'n beheerliggaam waarna verwys word in artikel 23 of 24 van die Wet nie meer op 'n beheerliggaam verteenwoordig word nie.
- 33.4** Wanneer 'n vakature ook al ontstaan soos beoog in regulasie 32 moet 'n tussenverkiesing gehou word binne 90 dae ná die ontstaan van sodanige vakature.
- 33.5** Die prosedure beskryf in regulasies 17–21 is van toepassing op die tussenverkiesings.
- 33.6** 'n Lid wat verkies is in ooreenstemming met hierdie paragraaf bly in sy of haar amp vir die onverstreke ampstermyn van sy of haar voorganger.
- 33.7** As 'n vakature soos beoog in regulasie 33.4 ontstaan ten opsigte van 'n verkose ouerlid, moet 'n skoolbeheerliggaam tydelik 'n ouer koöpteer om te dien as lid met volle stemreg vir 'n tydperk van nie langer nie as 90 dae.
- 33.8** In die geval van 'n vakature in die kategorieë van lidmaatskap soos na verwys in regulasie 4.2 (b), (c) en (d), sal verkiesbare lede van die betrokke kategorie binne 90 dae 'n verkiesing hou om die vakature te vul.
- 33.9** Die aanstelling van die gekoöpteerde ouer soos na verwys in regulasie 33.8 sal binne 21 dae plaasvind.



**33.10** 'n Beheerliggaamlid met 'n kind in die uitgangsgaad (7 of 12) moet die Voorsitter van die beheerliggaam en die Skoolhoof drie maande voor die einde van die akademiese jaar skriftelik daarvan in kennis stel.

**33.11** As die Hoof van die Departement op redelike gronde bepaal dat 'n beheerliggaam opgehou het om funksies te verrig wat ingevolge die Wet daaraan toegeken is of versuim het om een of meer funksies te verrig, moet hy of sy die prosedure volg soos uiteengesit in Afdeling 22 en 25 van die Wet.

**34. Funksionering van die nuwe beheerliggaam**

Die nuutverkose beheerliggaam moet begin om te funksioneer onmiddellik ná die suksesvolle voltooiing van die verkiesingsproses.

**35. Verwydering of skorsing van Beheerliggaamlede uit hulle Amp**

'n Lid van die beheerliggaam van 'n openbare skool mag uit sy amp onthef word ingevolge artikel 18A van die Suid-Afrikaanse Skolewet.

**36. Verkiesingsgedragskode**

Geen geregistreerde kandidaat mag 'n taal gebruik of optree op 'n manier wat die volgende kan uitlok nie:

- a) onderbreking/geweld tydens 'n verkiesing; of
- b) die intimidasie van kandidate, of kiesers;
- c) ouers op die kieserslys beïnvloed om 'n verkiesingsvergadering by te woon of nie by te woon nie; of
- d) om te stem of nie te stem, of om op enige spesifieke manier te stem of nie te stem nie; of
- e) 'n nominasie as 'n genomineerde te weier, of uit die verkiesing te onttrek; of
- f) 'n magsposisie, voorreg of invloed, wat ouerlike of beroepsgesag insluit, te misbruik om die verloop of resultaat van 'n verkiesing te beïnvloed nie.

**37. Algemene voorsienings**

Onbehoorlike beïnvloeding:

- 1) Behoudens hierdie regulasies mag geen persoon enigiemand verhoed om 'n reg wat deur hierdie regulasies verleen word, uit te oefen nie.
- 2) Geen persoon, wetende dat 'n ander persoon nie geregtig is om as 'n ouer/voog geregistreer te word nie, mag-
  - a) so 'n persoon daarvan oortuig dat hy/sy daarop geregtig is om as 'n ouer/voog geregistreer te word nie; of
  - b) aan iemand anders voorgee dat daardie ander persoon daarop geregtig is om as 'n ouer/voog geregistreer te word nie.
- 3) Geen persoon, wetende dat 'n ander persoon nie daarop geregtig is om te stem nie, mag-
  - a) daardie ander persoon bystaan, dwing of oortuig om te stem nie; of
  - b) aan iemand anders voorgee dat daardie ander persoon daarop geregtig is om te stem nie.

**38. Hersiening van Regulasies**

Hierdie Regulasies kan te eniger tyd hersien word.

**39. Herroeping van Regulasies**

Die Beheerliggaam-regulasies vir Openbare Skole vervat in Kennisgewing 35 van 2017 en Kennisgewing 166 van 2017 en gepubliseer in die Buitengewone Provinsiale Koerant 24 April 2017 en 27 November 2017, word hiermee herroep.

**40. Korttitel**

Hierdie Regulasies sal bekend staan as die Regulasies vir die Grondwet en Verkiesing van Beheerliggame in Openbare Skole in die Noord-Kaap, en tree in werking wanneer dit in die Provinsiale Koerant gepubliseer word.

## TEMPLATE

Aanhangsel	Templaatinskrywing
A	Samestelling van beheerliggame deur die skooltype en skoolgradering
B	SBL-verkiesingskedsule
C	Verkiesing van beheerliggaamlede Kennisgewing van SBL-verkiesings
D	Nominasievorm
E	Stembrief
F	Getelde Stembriewe en Verklaring van Aantal Kiesers
G	Verkiesingverklaringsvorm
H1	SBL-samestellingdatavorm vir Gewone Openbare Skole
H2	SBL-samestellingdatavorm vir Openbare Skole vir Leerders met Spesiale Onderwysbehoefes
I	Oorhandigingstertifikaat
J	Verklaring oor die verifikasie en bywerking van ouerbesonderhede op die kieserslys
K	Ouerkieserslys vir Skoolbeheerliggaamverkiesings
L	Verslagdoeningtemplaar vir Skoolverkiesingsbeampies
M	SBL-verkiesing se Toestand van Gereedheid



# NOORD-KAAP DEPARTEMENT VAN ONDERWYS



## AANHANGSEL "A" (I)

1 Tipe skool	2 Aantal leerders wat ingeskryf is	3 Aantal ouerlede	4 Aantal opvoederlede	5 Aantal leerderlede	6 Aantal personeel- lede	7 Skoolhoof	8 Totale aantal lede
<b>1. Primêre Gewone Skole</b>	<80	4	1	0	1	1	7
	80-159	4	1	0	1	1	7
	160-719	5	2	0	1	1	9
	720+	6	3	0	1	1	11
<b>2. Sekondêre Gewone Skole</b>	<630	7	2	2	1	1	13
	630+	9	3	3	1	1	17
<b>3. Gekombineerd Skole</b>	<500	7	2	2	1	1	13
	500+	9	3	3	1	1	17

### SAMESTELLING VAN SKOOLBEHEERLIGGAME VAN GEWONE OPENBARE SKOLE

1. Die aantal lede van 'n beheerliggaam van 'n openbare skool vir elke kategorie van lidmaatskap is in die tabel hieronder uiteengesit.
2. Die aantal lede in elke kategorie sal wissel ingevolge regulasie 4 (2), na gelang van die tipe skool en sy gradering soos uiteengesit in kolom 1 en 2 hieronder.
3. In 'n skool wat geen nie-onderwys-personeel het nie, sal die aantal ouers wat in kolom 4 hieronder uiteengesit word met een verminder en die totale aantal lede wat uiteengesit word, sal met twee verminder.
4. Die beheerliggaam van 'n openbare gekombineerde gewone skool of komprehensiewe openbare skool sal dieselfde samestelling hê as 'n openbare sekondêre gewone skool.



# NOORD-KAAP DEPARTEMENT VAN ONDERWYS



## AANHANGSEL "A" (II)

1 Tipe skool	2 Aantal leerders ingeskryf by die skool	3 Skoolhoof	4 Aantal Opvoeder- lede	5 Aantal Ouer- lede	6 Aantal Nie- Opvoeder- lede	7 Aantal Leerder- lede	8 Aantal verkose lede
Primêre skool	1 tot 149	1	1	5	1		8
Gekombi-neerde skool	150 en meer	1	2	5	1		9
Gekombi-neerde skool	150 en meer	1	2	8	1	2	14
Die volgende kategorieë van persone moet verteenwoordig word op 'n beheerliggaam van 'n openbare skool vir leerders met spesiale onderwysbehoefes							
<b>Kategorieë</b>							
(e) verteenwoordigers van borgliggame, indien van toepassing;							
(f) verteenwoordigers van organisasies van <i>ouers</i> van <i>leerders</i> met spesiale onderwysbehoefes, indien van toepassing;							
(g) verteenwoordigers van organisasies van gestremde persone, indien van toepassing;							
(h) gestremde persone, indien van toepassing; en							
(i) deskundiges in toepaslike velde van spesiale onderwysbehoefes.							
<b>Totale aantal insluitend aangestelde lede:</b>							

AANHANGSEL "A" (II) Samestelling van Beheerliggame van Openbare Skole vir Leerders met Spesiale Onderwysbehoefes – Aantal lede aangestel moet ingesluit word binne 14 dae ná die skool se verkiesing.

- Die aantal lede van 'n beheerliggaam van 'n openbare skool vir leerders met spesiale onderwysbehoefes word vir elke kategorie van lidmaatskap in die tabel hieronder uiteengesit.
- Die aantal lede in elke kategorie sal wissel ingevolge regulasie 5 (1), na gelang van die tipe skool en sy gradering soos uiteengesit in kolom 1 en 2 hieronder. Skole met meer as 30 nie-opvoederlede mag 2 verteenwoordigers verkies.
- In 'n skool wat geen leerderlede het nie, sal die aantal ouers wat in kolom 5 hieronder uiteengesit word met drie verminder word.
- Enige lid van die beheerliggaam verkies of aangestel uit die kategorieë van persone waarna verwys word in die Wet, Artikel 24 (1) (a), (e), (f), (g), (h) en (i) mag as die voorsitter dien.
- 'n Gekombineerde skool met 'n aantal leerders van 150 en meer, maar sonder leerders wat daartoe in staat is om op die SBL te dien sal 2 minder wees.



# NOORD-KAAP DEPARTEMENT VAN ONDERWYS



## AANHANGSEL: B

### GESKEDULEERDE SBL-VERKIESINGSDATUMS BEVESTIG EN GOEDGEKEUR MET SVB

NAAM VAN SKOOL			
NAAM VAN DISTRIK		KRING	

### 1<sup>STE</sup> DATUM VAN VERKIESING

KOMPONENT	DATUM	TYD	VERKIESINGSMETODE	PLEK
OPVOEDERS				
NIE-OPVOEDER				
LEERDERS (INDIEN VAN TOEPASSING)				
OUERS				

### 2<sup>DE</sup> DATUM VIR OUERVERKIESING

KOMPONENT	DATUM	TYD	VERKIESINGSMETODE	PLEK
OUERS				

NAAM VAN SKOOLVERKIESINGSBEAMPTE	
HANDTEKENING	
NAAM VAN SKOOLHOOF	
HANDTEKENING	
DATUM	

SKOOLSTEMPEL



## NOORD-KAAP DEPARTEMENT VAN ONDERWYS



### AANHANGSEL C

#### VERKIESING VAN BEHEERLIGGAAMLEDE KENNISGEWING VAN SBL-VERKIESINGS

NAAM VAN SKOOL: \_\_\_\_\_

Komponent: (Merk asseblief met 'n X in die toepaslike blokkie)

OPVOEDER: ☐ NIE-OPVOEDER: ☐ OUER: ☐

Kennis word hiermee gegee dat 'n vergadering vir die nominasie/verkiesing van kandidate vir die verkiesing van beheerliggaamlede van die bogenoemde skool gehou sal word deur die volgende verkiesingsmetode (Merk asseblief met 'n X in die toepaslike blokkie).

NOMINASIE- EN VERKIESINGSMETODE:

VOLDAG-VERKIESINGSMETODE:

E-VERKIESINGSMETODE:

op \_\_\_\_\_ om \_\_\_\_\_ by \_\_\_\_\_

(Datum)

(tyd)

(plek)

Kandidate (wat ouers van leerders by die skool moet wees en wat nie in diens van die skool/opvoeders by die skool/nie-opvoeders by die skool/leerders by die skool is nie) mag gedurende die nominasie- en verkiesingsvergadering genomineer word deur 'n nominasievorm wat behoorlik voltooi is deur die kandidate en sy/haar voorsteller en sekondant en dit by die verkiesingsbeampte in te dien. Beide voorsteller en sekondant moet verkiesbare kiesers by die skool wees.

Vir die Nominasie- en verkiesingsvergaderingmetode sal nominasies slegs tydens die vergadering aanvaar word. Die voorsteller, sekondant en kandidaat **MOET** teenwoordig wees by die nominasievergadering.

'n Verkiesing- en/of nominasievergadering sal gehou word op die datum(s) soos hierbo genoem. Bewys van identifikasie sal vereis word om deel te kan neem aan die nominasie- en verkiesingsprosesse (groen strepieskode-identiteitsdokument of ID-kaart, paspoort of geldige rybewys; geldige woon/werkpermit).

**NB.** Dit is die verantwoordelikheid van ouers/voogde om te verseker dat hulle name op die skool se toelatingsregister is, wat by die skool besigtig kan word.

Die nominasie en verkiesing kan slegs voortgaan as daar 'n kworum van 15% is. Waar skole 'n voldag- of E-VERKIESING-metode gekies het, moet 'n kworum van 15% bepaal word voordat die stemme getel word. Indien daar nie 'n kworum is nie, moet die volgende verkiesingsmetode (nominasie en verkiesing, voldag of e-stemmer) binne 7 dae of 14 dae gehou word.

.....  
HANDTEKENING VAN VERKIESINGSBEAMPTTE

.....  
DATUM



# NOORD-KAAP DEPARTEMENT VAN ONDERWYS



## AANHANGSEL D

### NOMINASIEVORM VIR VERKIESING VAN BEHEERLIGGAAMLEDE

**KOMPONENT (Merk asseblief met 'n X in die toepaslike blokkie)**

OPVOEDER: ☐ NIE-OPVOEDER: ☐ OUER: ☐

**NAAM VAN SKOOL:** \_\_\_\_\_

**VOORSTELLER:** Ek, \_\_\_\_\_ (volle naam en van)

van \_\_\_\_\_ (Woonadres)

synde (dui korrekte antwoord) 'n ouer of voog van 'n leerder, ☐ 'n opvoeder, ☐ nie-opvoeder, ☐

van die bogenoemde skool, stel hiermee voor: \_\_\_\_\_

(volle naam van die kandidaat) as 'n lid van die beheerliggaam van die bogenoemde skool.

**HANDTEKENING VAN VOORSTELLER:** \_\_\_\_\_ **DATUM:** \_\_\_\_\_

**SEKONDANT:** Ek, \_\_\_\_\_ (volle naam en van)

van \_\_\_\_\_ (woonadres)

Synde (dui korrekte antwoord aan) 'n ouer ☐ of voog van 'n leerder, 'n opvoeder, ☐ 'n nie-opvoeder ☐ van die

bogenoemde skool, stel hiermee voor: \_\_\_\_\_

(volle naam van die kandidaat) as 'n lid van die beheerliggaam van die bogenoemde skool.

**HANDTEKENING VAN SEKONDANT:** \_\_\_\_\_ **DATUM:** \_\_\_\_\_

**GENOMINEERDE:** Ek, \_\_\_\_\_ (volle naam en van)

van \_\_\_\_\_ (woonadres)

Synde 'n ouer of voog van 'n leerder, ☐ 'n opvoeder, ☐ 'n nie-opvoeder ☐ van die bogenoemde

skool, aanvaar hiermee die nominasie en verklaar dat ek nie:

- geestesongesteld is nie en nie as sodanig deur 'n bevoegde hof verklaar is nie; 'n ongerehabiliteerde insolvente persoon is nie;
- skuldig bevind is aan 'n kriminele oortreding en tot gevangenisstraf gevonnis is nie in 'n geregshof in Suid-Afrika of in die buiteland, sonder die opsie van 'n boete vir 'n tydperk van langer as ses maande of nog nie sy of haar volle tydperk van gevangenisstraf uitgedien het nie;
- as ongeskik verklaar is om met kinders te werk nie, soos uiteengesit ingevolge die Kinderwet, 2005 (Wet 38 van 2005), of die Strafbereg (Seksuele Misdrywe en Verwante Aangeleenthede) Wysigingswet 32 van 2007;
- Nie ressorteer binne een van die kategorieë van lede waaruit 'n beheerliggaam bestaan nie;
- Nie meer binne die kategorie ressorteer van lede wat hy of sy verteenwoordig het ten tye van sy/haar verkiesing nie; en
- Van die amp onthef is in ooreenstemming met bepalinge vervat in 'n gedragskode beoog in Artikel 18A van die Wet.

**HANDTEKENING VAN GENOMINEERDE :** \_\_\_\_\_ **DATUM:** \_\_\_\_\_

Die nominasie is (dui korrekte antwoord aan) aanvaar/verwerp

**VOLLE NAME VAN VERKIESINGSBEAMPTTE:** \_\_\_\_\_

**HANDTEKENING VAN VERKIESINGSBEAMPTTE:** \_\_\_\_\_ **DATUM:** \_\_\_\_\_





# NOORD-KAAP DEPARTEMENT VAN ONDERWYS



## AANHANGSEL E

### STEMBRIEF (VANNE IN ALFABETIESE VOLGORDE)

NAAM VAN DISTRIK: \_\_\_\_\_

NAAM VAN SKOOL: \_\_\_\_\_

KOMPONENT (Merk asseblief met 'n (X) in die toepaslike blokkie)

OPVOEDER: ☐ NIE-OPVOEDER: ☐ OUER: ☐

KIES KANDIDATE DEUR 'n KRUISIE TE MAAK IN DIE BLOKKIE LANGS DIE KANDIDAAT/KANDIDATE VAN JOU KEUSE bv.

☒

Nr	Name van kandidate	Plaas jou (X) in hierdie kolom
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

HANDTEKENING VAN VERKIESINGSBEAMPTE

DATUM: \_\_\_\_\_

SKOOLSTEMPEL



# NOORD-KAAP DEPARTEMENT VAN ONDERWYS



## AANHANGSEL F

### GETELDE STEMBRIEWE EN VERKLARING VAN AANTAL STEMME

NAAM VAN DISTRIK: \_\_\_\_\_

NAAM VAN SKOOL: \_\_\_\_\_

KOMPONENT (Merk asseblief met 'n (X) in die toepaslike blokkie)

OPVOEDER: ☐ NIE-OPVOEDER: ☐ OUER: ☐

DATUM VAN VERKIESINGSNOMINASIE: . \_\_\_\_\_

Nr	Name van kandidate (meeste tot minste stemme)	Totale aantal stemme
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

TOTALE AANTAL STEMGEREGTIGDE KIESERS: \_\_\_\_\_

TOTALE AANTAL STEMME UITGEBRING: \_\_\_\_\_

BEDORWE STEMBRIEWE: \_\_\_\_\_

\_\_\_\_\_  
VOLLE NAME VAN VERKIESINGSBEAMPTTE

\_\_\_\_\_  
HANDTEKENING VAN VERKIESINGSBEAMPTTE

DATUM: \_\_\_\_\_

SKOOLSTEMPEL



# NOORD-KAAP DEPARTEMENT VAN ONDERWYS



## AANHANGSEL G

### VERKIESINGVERKLARINGSVORM

NAAM VAN DISTRIK: \_\_\_\_\_  
 NAAM VAN KRING: \_\_\_\_\_  
 NAAM VAN SKOOL: \_\_\_\_\_  
 NAAM VAN VERKIESINGSBEAMPTE: \_\_\_\_\_

#### DATUM VAN VERKIESING VIR:

Ouerkomponent: \_\_\_\_\_  
 Opvoederkomponent: \_\_\_\_\_  
 Nie-opvoederkomponent: \_\_\_\_\_  
 Leerderkomponent: \_\_\_\_\_

#### Voltooi die toepaslike gedeelte

#### AFDELING A: Onbetwiste verkiesings

As die Verkiesingsbeampte vir die bogenoemde verkiesing verklaar ek dat die verkiesing van al die komponente daarvan onbetwis is.

Handtekening: \_\_\_\_\_ Datum: \_\_\_\_\_

#### AFDELING B: Betwiste verkiesings

As die Verkiesingsbeampte vir die bogenoemde verklaar ek dat die volgende komponent/e van die verkiesing/s betwis was.

En gee hiermee die besonderhede van die genoemde dispuut/dispute.

---

---

---

---

Handtekening: \_\_\_\_\_ Datum: \_\_\_\_\_



# NOORD-KAAP DEPARTEMENT VAN ONDERWYS



## AANHANGSEL "H1"

(Moet slegs deur Gewone Openbare Skole ingevul word)

### SKOOLBEHEERLIGGAAM SE DATAFORM

(NB: Hierdie vorm moet ingedien word na die skoolverkiesing en elke keer wanneer 'n vakature gevul word deur 'n tussenverkiesing deur die Skoolhoof, wat die bywerking insluit van die SASAMS-bestuursmodel)

DISTRIK: \_\_\_\_\_

NAAM VAN SKOOL: \_\_\_\_\_ OBIS-NR. \_\_\_\_\_ KRING: \_\_\_\_\_

KRINGBESTUURDER: \_\_\_\_\_

TEL: \_\_\_\_\_ EPOS: \_\_\_\_\_

SKOOLSTEMPEL

Van & voorletters	ID / woonpermit-nommer	Geslag			Ras			Gestremdheid			Kontak-nommer	SBL-portefeulje	SBL-komitee	Vorige SBL-ervaring in jare
		V	M		A	K	W	I	JA	NEE				
<b>Skoolhoof</b>														
<b>Ouers</b>														
1.														
2.														
3.														
4.														
5.														
6.														
7.														
8.														
9.														
<b>Opvoeders</b>														
1.														
2.														
3.														
<b>Nie-opvoeders</b>														
1.														

Van & voorletters	ID / woonpermit Nommer	Geslag			Ras				Gestremd- heid		Kontak- nommer	SBL- portefeulje	SBL- komite e	Vorige SBL- ervaring in jare
		V	M		A	K	W	I	JA	NEE				

<b>Leeders</b>														
1.														
2.														
3.														
Gekoöpteerde lede (dui die spesiale onderwysbehoefes-kundigheid aan waarvoor die lid gekoöpteer is – onder die naam)														
1.														
Spesiale onderwysbehoefes- kundigheid														
2.														
Spesiale onderwysbehoefes- kundigheid														
Gekoöpteerde lede van die gemeenskap (dui die SBL-funksie aan waarvoor die lid gekoöpteer is om mee te help – onder die naam)														
1.														
SBL-funksie:														
2.														
SBL-funksie:														





# NOORD-KAAP DEPARTEMENT VAN ONDERWYS



## AANHANGSEL "H2"

(Moet **slegs** ingevul word vir Openbare Skole vir Leerders met Spesiale Onderwysbehoeftes)

### SKOOLBEHEERLIGGAAM SE DATAFORM

(NB: Hierdie vorm moet ingedien word na die skoolverkiesing en elke keer wanneer 'n vakature gevul word deur 'n tussenverkiesing deur die Skoolhoof, wat die bywerking insluit van die SASAMS-bestuursmodel)

DISTRIK: \_\_\_\_\_

NAAM VAN SKOOL: \_\_\_\_\_ OBIS-NR. \_\_\_\_\_ KRING: \_\_\_\_\_

KRINGBESTUURDER: \_\_\_\_\_

TEL: \_\_\_\_\_ EMAIL: \_\_\_\_\_

SKOOLSTEMPEL



Van & voorletters	ID / woonpermit- nommer	Geslag			Ras				Gestremd- heid			Kontak- nommer	SBL- portefeulje	SBL- komitee	Vorige SBL- ervaring in jare	
		V	M		A	K	W	I	JA	NEE						
<b>Skoolhoof</b>																
<b>Quers</b>																
1.																
2.																
3.																
4.																
5.																
6.																
7.																
8.																
9.																
<b>Opvoeders</b>																
1.																
2.																
3.																
<b>Nie-opvoeders</b>																
1.																
2.																

Van & voorletters	ID / woonpermit Nommer	Geslag				Ras				Gestremd- heid		Kontaknommer	SBL- portefeulje	SBL- komitee	Vorige SBL- ervaring in jare
		V	M	A	K	W	I	JA	NEE						

Leiders															
1.															
2.															
3.															
Beheerliggaamlede aangestel uit die kategorieë van persone waarna verwys word in die Wet, Artikel 24 (1) (a), (e), (f), (g), (h) en (i) (LSOB-skole)															
Gekoöpteerde lede (dui die gebied van kundigheid onder die naam aan)															

- NB: Waar persone beoog in Artikel 24 (a), (e), (f), (g) en (i) van die Wet aangestel is, heg asseblief afskrifte aan van amptelike briewe van hulle organisasie/borgliggaam wat hulle aanstel om te dien as verteenwoordigers op die Beheerliggaam.

AANTAL LEIDERS BY DIE SKOOL INGESKRYF	Afrikaans	Wit	Kleur- ling	Indiër	Totaal
---------------------------------------	-----------	-----	----------------	--------	--------

AANTAL SBL-LEDE (insluitende die Skoolhoof): \_\_\_\_\_



# NOORD-KAAP DEPARTEMENT VAN ONDERWYS



## AANHANGSEL I

### ORHANDIG DOKUMENTE VAN UITTREDENDE SBL-VOORSITTER AAN NUUTVERKOSE SBL-VOORSITTER

(Hierdie dokumente is die eiendom van die skool en moet veilig deur die Skoolhoof bewaar word.)

('n Kopie van hierdie dokument moet ingedien word by die Distrikskantoor 5 dae ná die oorhandigingsproses)

SKOOL : \_\_\_\_\_

DISTRIK : \_\_\_\_\_

Ek, \_\_\_\_\_ (volle name), die nuutverkose voorsitter van die

Skoolbeheerliggaam van \_\_\_\_\_ (skoolnaam) sertifiseer hiermee dat ek die volgende dokumente by die uittredende voorsitter ontvang:

SLEUTELGEBIED	ITEM	Trek 'n kruis (X) waar van toepassing	
		JA	NEE
<b>1. WETGEWING</b>	1.1 Die Suid-Afrikaanse Skolewet (SASW), 1996 (Wet 84 van 1996)		
	1.2 Beleid vir die oorweging van beheerliggame in die aanvaarding van 'n gedragskode vir leerders (Algemene Kennisgewing van 15 Mei 1998)		
	1.3 Gewysigde Nasionale norme en standaarde vir skoolbefondsing (Algemene Kennisgewing nr. 646 van 27 Augustus 2012)		
	1.4. Relevante afdelings van die Wet op Billike Werkseleenthede - PAM bv. HOOFSTUK B		
	1.4 Omsendbrief 74/2009 - uitvoer van tugverhoor teen leerders		
	1.5 Amptelike kennisgewing 10 van 2007 – Kennisgewing wat gedrag bepaal wat as ernstige wangedrag in openbare skole in die Noord-Kaap beskou word en verwante aangeleenthede		

SLEUTELGEBIED	ITEM	Trek 'n kruis (X) waar van toepassing	
		JA	NEE
	1.6 Amptelike Kennisgewing 27 van 2005 – gedragkode vir lede van beheerliggame in openbare skole		
	1.7 Die Samestelling van die Skoolbeheerliggaam		
	1.8 Die visie- en missiestelling van die skool		
	1.9 Aksieplanne vir die volgende jaar op grond van die skool se ontwikkelingsplan		
<b>2. BELEIDE</b>	2.1 Toelatingsbeleid		
	2.2 Beleid ten opsigte van skolesport en kulturele aktiwiteite		
	2.3 Beleid met betrekking tot die gebruik van skoolgeboue en -fasiliteite deur nie-skoolgemeenskapslede		
	2.4 Beleid oor beroepsgesondheid en -veiligheid		
	2.5 Godsdienstebeleid		
	2.6 Taalbeleid		
	2.7 MIV- en vigs-beleid		
	2.8 Gedragkode vir leerders		
	2.9 Skool se beleid ten opsigte van die betaling van skoolfonds en die skool se glyskaal vir die bepaling van gedeeltelike vrystelling		
<b>3. FINANSIËLE HULPBRONNE</b>	3.1 Finansiële komitee-notuleboek		
	3.2 Kopie van bateregister van die skool		
	3.3 Kasboek		
	3.4 Kwitansieboek (huidige) (Reeksnommer:...)		
	3.5 Kwitansieboek/e (voltooi) (Reeksnommers:...)		
	3.6 Tjekboek (huidige) (Reeksnommers:...)		
	3.7 Tjekboek/e (gebruik) (Reeksnommers:...)		
	3.8 Kleinkas (Bedrag:...)		
	3.9 Bankstate vir die tydperk 1 Januarie tot 30 Junie van die huidige finansiële jaar		
	3.10 Dokumentêre bewys van belegging(s) (indien enige)		

SLEUTELGEBIED	ITEM	Trek 'n kruis (X) waar van toepassing	
		JA	NEE
	3.11 Lys van NRO's/vennote goedgekeur deur distrik en wat operasioneel is in skole		
	3.12 Kopie van 10 <sup>de</sup> skooldagstatistiek		
	3.13 Kopieë van kontrakte van alle personeel in diens van die SBL		
	3.14 Geouditeerde finansiële state vir die tydperk 1 Januarie tot 31 Desember van die vorige jaar		
	3.15 Skool se finansiële beleid		
	3.16 Skool se goedgekeurde begroting vir die huidige finansiële jaar		
<b>4. LEERDER PRESTASIE</b>	4.1 Kopieë van ontleding van resultate van vorige drie jaar (graad 1 tot 12)		
	4.2 Strategie om die leerderprestasie te verbeter		
	4.3 Skool se ontwikkelingsplan		
5. Enige ander dokument(e)			

**Uittredende voorsitter:**

Naam: \_\_\_\_\_

Geteken: \_\_\_\_\_

Datum: \_\_\_\_\_

**SKOOLSTEMPEL**

**Verkose voorsitter:**

Naam: \_\_\_\_\_

Geteken: \_\_\_\_\_

Datum: \_\_\_\_\_

**Skoolhoof**

Naam: \_\_\_\_\_

Geteken: \_\_\_\_\_

Datum: \_\_\_\_\_



# NOORD-KAAP DEPARTEMENT VAN ONDERWYS



## AANHANGSEL K

### OUER KIESERS LYS VIR SKOOLBEHEERLIGGAAMVERKIESINGS

DATUM (LAAS BYGEWERK): .....

DATUM GEDRUK: .....

Leerder se van	Naam(name)	ID-nommer	Huidige graad	Van	Naam(name)	ID / Permitnummer	Handtekening vir Kworum	Handtekening vir Stembrief ontvang:

#### Verklaring:

Ek, (Naam en van), in my hoedanigheid as skoolhoof verklaar hiermee en bevestig dat:

- Die kieserslys vir ouers gebaseer is op die skool se toelatingsregister soos per die bygewerkte data op SA-SAMS;
- Ek het al die data/inligting op die skool se SA-SAMS-databasis geverifieer en bygewerk voor die druk van hierdie amptelike ouerkieserslys.

Handtekening van die Skoolhoof

Datum

48

SKOOLSTEMPEL



# NOORD-KAAP DEPARTEMENT VAN ONDERWYS



AANHANGSEL: L

DISTRIK:

## VERSLAGDOENINGTEMPLAAT VIR SKOOLVERKIESINGSBEAMPTES

NAAM VAN SKOOL (WAAR U DIENS GEDOEN HET): .....

NAAM VAN SKOOLVERKIESINGSBEAMPTES: .....

TOTALE AANTAL GEREISTREERDE LEERDERS: .....

TIPE VERKIESINGSMETODE: DUI AAN MET 'n (X)

NOMINASIE- EN VERKIESINGSMETODE: ☐ VOLDAG-VERKIESINGSMETODE: ☐ E-VERKIESINGSMETODE: ☐

NB: Die Skoolverkiesingsbeampste moet hierdie templaar binne 5 dae na die tweede vergadering, indien enige, indien by: IMGD Distriksbeampstes

### DEEL A

Voltooi asseblief die onderstaande tabel

KOMPONENT	Datum van verkiesing	TYD	Nommer op kieserslys	Kworum wat nodig is	WERKLIKE BYWONING
Leerders (indien van toepassing)					
Personeellid					
Opvoeders					
Ouers (1 <sup>ste</sup> vergadering)					
Ouers (2 <sup>de</sup> vergadering)				Geen	

	JA	NEE	OPMERKINGS
Het jy as SVB die nominasie- en verkiesingsmetode se kennisgewings vir ALLE komponente geteken?			
Het die skool herinnerings uitgestuur vir die nominasie- en verkiesingsvergadering in die taal(tale) wat deur die skoolgemeenskap gebruik word?			
Het die skoolhoof 'n kieserslys saamgestel 14 dae voor die skool se verkiesingsdatum?			
Het die skoolhoof ouers genooi om hulle besonderhede op die kieserslys te verifieer en hulle 7 dae kennis gegee hiervoor?			
Het die skool 'n hulpbronpersoon (adjunkhoof) gehad?			
Het die skool waar u diens gedoen het 'n skoolverkiesingspan gehad?			
Indien ja, hoeveel lede?			
Het die skoolhoof die skoolverkiesingspan opgelei vir hulle rol en verantwoordelikhede (Verkiesingsregulasies)?			
Was die lede van die skoolverkiesingspan bewus van hulle rol en verantwoordelikhede? bv. deurwagte, notules, verifiëring van kiesers, ens.			
Het die skoolverkiesingspan AL die nodige dokumente vir die vergadering voorberei?			
Het die skoolverkiesingspan ten minste 30 minute voor die vergadering opgedaag?			
Het die skoolhoof seker gemaak dat die vergaderplek gereed is?			
Het die ouers se nominasie- en verkiesingsvergadering voldoen aan die vereiste kworum vir die eerste vergadering?			
Aantal ouers teenwoordig			
Aantal ouers wat geen vorm van identifikasie na die vergadering toe gebring het nie			
Tweede datum vir die nominasie- en verkiesingsvergadering			



**As daar nie 'n kworum was nie, sal die Skoolverkiesingsbeampte SLEGS DEEL A en DEEL C invul en 'n NUWE templaar voltooi vir die tweede Ouerverkiesingsmetode.**

### **DEEL B**

#### **STATISTIESE INLIGTING OOR DIE NOMINASIE EN VERKIESING EN DIE LEDE WAS VERKIES IS**

	JA	NEE	OPMERKINGS
Het die vergadering op die geadverteerde tyd begin?			
Indien nie, verskaf redes			
Was die volgende stelsels in plek by die skool:			
<ul style="list-style-type: none"> <li>Was die vergaderplek voorberei (skoon met sitplekreëlins)?</li> </ul>			
<ul style="list-style-type: none"> <li>Was die kieserslys beskikbaar by 'n punt waar kiesers geverifieer is toe hulle by die vergaderplek ingegaan het?</li> </ul>			
<ul style="list-style-type: none"> <li>Is kiesers gevra om bewys van identifikasie te lewer wanneer hulle by die vergaderplek ingegaan het?</li> </ul>			
<ul style="list-style-type: none"> <li>Uitleg van die stemlokaal</li> </ul>			
<ul style="list-style-type: none"> <li>'n Geïdentifiseerde persoon wat notas gemaak het van die verrigtinge (notule gehou)</li> </ul>			
<ul style="list-style-type: none"> <li>Beskikbaarheid van ALLE verkiesingsdokumentasie (Aanhangsels).</li> </ul>			
<ul style="list-style-type: none"> <li>Gestempelde stembriewe toe dit uitgereik is</li> </ul>			
Het die Skoolverkiesingsbeampte die prosedure vir die nominasie en verkiesing aan die kiesers verduidelik?			
Het die Skoolverkiesingsbeampte die genomineerdes kans gegee om hulleself bekend te stel? (Nominasie- en verkiesingsmetode)			
Is persone wat hulp nodig gehad het op hulle versoek gehelp tydens die verkiesingsproses?			
Was die kandidate aanwesig by die stemmetellery?			
Is daar 'n korrelasie tussen die aantal stembriewe wat uitgedeel is en die getelde getal?			

1) Totale aantal stemgeregtigde kiesers			
2) Aantal stembriewe uitgereik			
3) Aantal bedorwe stembriewe			
4) Aantal korrekte / aanvaarbaar stembriewe			
Is bedorwe stembriewe gediskwalifiseer?			
Indien ja, hoeveel?			
Is daar enige geskil/le geopper/geregistreer?			
<p>Indien wel, wat was die aard van die geskil/le en hoe het jy daarop reageer?</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>			
Het die Skoolverkiesingsbeampste die verkiesingsuitslae aan die vergadering bekendgemaak?			
Het die Skoolverkiesingsbeampste die verkiesing as vry en regverdig verklaar?			

KOMPONENT	Proses wat gevolg is		Vakatures per komponent	Aantal genomineerdes	Aantal persone verkies	Geslag		Ras						Gestremdheid	
	Behoorlik verkies	Ingestem				M	V	A	K	W	I	Ander	J	N	
Leerders (indien van toepassing)															
Personeellid															
Opvoeders															
Ouers															
TOTAAL															

### DEEL C

**NB:** Indien jy nodig het om meer inligting te gee as die ruimte wat voorsien is, is jy welkom om 'n aparte bladsy aan hierdie verslag te heg.

### UITDAGINGS

---



---



---

### ALGEMENE OPMERKINGS/AANBEVELINGS:

---



---



---

Handtekening van Verkiesingsbeampte: .....

Datum: .....

**SKOOLSTEMPEL**



# NOORD-KAAP DEPARTEMENT VAN ONDERWYS



AANHANGSEL: M

DISTRIK: \_\_\_\_\_

SKOOLBEHEERLIGGAAMVERKIESINGS SE

TOESTAND VAN GEREEDHEID-KONTROLELYS

(Dien hierdie kontrolelys asseblief in 14 dae voor die datum van die eerste nominasie en verkiesing)

NAAM VAN SKOOL: ..... KRING: .....

NAAM VAN SKOOLHOOF: .....

NAAM VAN KRINGBESTUURDER: .....

TOTALE AANTAL LEERDERS BY DIE SKOOL: .....

NAAM VAN SKOOLVERKIESINGSBEAMPTTE: .....

Stuur asseblief hierdie vorm aan IMGD Distriksbeampptes

## WOORDELYS

Skoolverkiesingsbeamppte – SVB

Skoolverkiesingspan – SVS

Skoolbeheerliggaam – SBL

Lede per komponent wat verkies moet word soos per Aanhangsel A en die 15% kworum

KOMPONENT	TOTAAL OP DIE KIESERSLYS	15% KWORUM NODIG	AANTAL WAT VERKIES MOET WORD	VERKIESINGSMETODE	VERKIESINGSDATUM
Leeders					
Personeellid					
Opvoeders					
Ouers					

VRAAG	Ja	Nee	OPMERKINGS	AKSIE
1. Het die skool 'n SBL-verkiesingslêer?				
2. Het die skool 'n getekende kopie van die SBL-verkiesingsregulasies op lêer?				
3. Het die skoolhoof en adjunkhoof die SVB-opleiding bygewoon?				
Indien nie, verskaf redes en hoe om op datum te wees met die opleidingsinhoud				
4. Weet die skool wie sy SVB is?				
5. Is daar kommunikasie tussen die skoolhoof en die SVB om te verseker dat die proses sonder haakplekke verloop?				
6.. Het die skoolhoof 'n hulpbronsopvoog aangestel om op te tree as 'n Adjunk-skoolverkeersbeambte?				
7. Is die SVB bewus wie die Hulpbronsopvoog sal wees wat gaan optree as 'n adjunk-verkeersbeambte?				
8. Het die Skoolverkeersbeambte die nominasie- en verkeerskennisgewings vir AL die komponente geteken?				
9. Is die nominasie- en verkeerskennisgewings gestuur?				
Indien ja, deur wanneer en hoe?				

10. Het die skool sy verkiesingsdatums vir ALLE komponente ingedien by die distrikskantoor?				
11. Is die kieserslys vir ouers ontwikkel soos per Aanhangsel K?				
12. Het die skool 'n geskikte plek vir die nominasie- en verkiesingsmetode vir ouers?				
a) Indien nie, waar sal die nominasie- en verkiesingsmetode vir ouers gehou word?				
13. Het die skoolhoof 'n Skoolverkiesingspan (SVS) saamgestel?				
14. Het die skoolhoof die SVS opgelei vir hulle individuele rolle en verantwoordelikhede (verkiesingsregulasies)?				
15. Indien ja, verskaf die datum.				
16. Het die skoolhoof die SVS aan die SVB voorgestel en 'n oorsig gegee van die individuele verantwoordelikhede?				
17. Aantal Skoolverkiesingspanlede				
18. Verskaf name van die spanlede (jy kan byvoeg indien meer as 10):				
1. Adjunk-SVB: .....				
2. Adminklerk: .....				
3. ....				
4. ....				
5. ....				
6. ....				
7. ....				
8. ....				
9. ....				
10. ....				

18. Het die skool 'n voorspraak- en bestuursplan in plek?					
19. Word daardie plan nagekom? <b>Indien nie, verskaf redes daarvoor:</b>					..... .....
20. Is die voorspraak- en bestuursplan by die Distrikskantoor ingedien? <b>Indien nie, verskaf redes daarvoor:</b>					..... .....
21. Is daar voorsiening gemaak vir moontlike beurtkrag of enige ander uitdaging wat die verkiesingsproses kan belemmer?  Indien ja, verskaf besonderhede van die plan.					..... ..... .....
22. Is daar enige ondersteuning wat nodig is van die Distrikskantoor om te verseker dat 'n geloofwaardige verkiesing vir AL die komponente gehou word?					..... ..... .....



DOKUMENTE MOET AAN HIERDIE TEMPLAAT GEHEG WORD		MERK ASSEBLIEF IN DIE KORREKTE KOLOM	
1. Getekende kennisgewings vir AL die komponente		JA	NEE
2. SBL-verkiesingsdatumstempel - Aanhangel B			
3. Bewys van kommunikasie tussen die skoolhoof en die SVB			
4. Aanstellingsbrief vir die Hulpbronpersoon wat as Adjunk-skoolverkiesingsbeamppte sal optree			
5. Bewyse van opleiding vir die Skoolverkiesingspan (Uitnodiging, program, bywoningsregister, ens.)			
6. Bewyse van vergaderings tussen die skoolhoof, SVB en SVS (Uitnodiging, notule en bywoningsregister)			
7. Skoolverkiesingsvoorspraak- en bestuursplan			

Ek ..... die skoolhoof van. .... bevestig dat ons skool gereed is /

NIE gereed is om 'n geloofwaardige verkiesing te hou nie.

Naam van Skoolhoof: .....

Handtekening: .....

Datum: .....

Skoolstempel

MOLAO WA DIKOLo WA AFORIKABORWA, WA BO 84 WA KA 1996 o o tšhabolotšweng

**MELAWANA YA DITLHOPHO TSA MOLAO THEO WA LEKGOTLATAOLO LA SEKOLO LE TLHOMAMISO YA LONE**

Nna, **Rre Zolile Monakali** yo ke saenileng fa tlase fano jaaka Tokololo ya Khansele ya Bakhuduthamaga (MEC) ya Thuto mo Porofenseng ya Kapa Bokone, le gone ke dira go ya ka mabaka a Karolo 28 ya Molao wa Dikolo wa Aforikaborwa, wa ka 1996 (o buisiwa le Karolo 31 ya Molao wa Thuto ya Dikolo wa Kapa Bokone, wa ka 1996), le Karolo 18 (1) ya Molao wa Dikolo wa Aforikaborwa wa ka 1996, ke phasalatsa ka tsela e e mo Šeduleng eno, Melawana ya Kapa Bokone ya Tlhopho ya Taolo ya Dikolo, le ditlhokego-potlana tsa palotlase tse Molaotheo wa Lekgotlataolo la Dikolo wa Dikolo tsa Puso o tšhwanetseng go di obamela.



**Rre Zolile Monakali (Leloko la Kgotlepeomolao la**

**Porofense)**

**Mokhuduthamaga (MEC): WA THUTO**

**Diteng**

1. Dithanolo .....	4-5
2. Tsenyotirisong .....	6
3. Tlhamo ya Makgotlataolo a Dikolo .....	6
4. Tlhamo ya Makgotlataolo a Dikolo Fela tsa Puso.....	6
5. Tlhamo ya Makgotlataolo a Dikolo tsa Puso tsa Baithuti ba ba nang le Ditlhokwa tsa Thuto tse di Kgethegileng .....	6
6. Maemo / keraiteria ya kemedi mo dikolong tsa puso .....	7
7. Tlhaloso e khutshwane ya Lekgotlataolo .....	7
8. Botokololo jo bo Tseeleditsweng .....	7
9. Lobaka lwa tiro lwa ditokololo le batsholamarapo ba makgotlataolo .....	8
10. Tshwanelego .....	8
11. Batlhankedi ba Ditlhopho .....	9-12
12. Boitsholo jo bo llediwang .....	12
13. Peoleitlho ya Ditlhopho. ....	12
14. Kwadiso ya Batlhophi .....	13
15. Mekgwa ya Tlhaolelotlhopho le Ditlhopho .....	14-15
16. Thulaganyo ya Ditlhopho. ....	15
17. Tlhaolelotlhopho le Ditlhopho tsa Ditokololo tsa Barutabana .....	15
18. Tlhaolelotlhopho le Ditlhopho tsa Badirammogo .....	16
19. Tlhaolelotlhopho le Ditlhopho tsa Ditokololo tsa Baithuti .....	17
20. Tlhaolelotlhopho le Ditlhopho tsa Ditokololo tsa Batsadi .....	17-18
21. Khoramo .....	18
22. Tlhaolelotlhopho le Mokgwa wa tlhopho .....	18
23. Go vouta.....	21
24. Go Bala Divoutu .....	21
25. Mokgwa wa Tlhopho wa Letsatsi Lotlhe .....	21
26. Mokgwa wa Ditlhopho tsa Eleketeroniki .....	23
27. Tharabololo ya Kganetsano .....	25
28. Tsamaiso morago ga ditlhopho .....	25

29. Ditlhopho tsa Batsholamarapo .....	26
30. Kwadiso ya Ditokololo tsa Lekgotlataolo le tsamaiso ya Tholelo-Maemo .....	27
31. Molaotheo wa Lekgotlataolo la Sekolo .....	27
32. Diphatlhatiro mo Lekgotlataolong la Sekolo .....	27
33. Ditlhophotlaleletso ka ntlha ya diphatlhatiro mo lekgotlataolong .....	28
34. Go dira ga lekgotlataolo le lentšhwa .....	29
35. Tloso kgotsa Kemiso ya Ditokololo tsa Lekgotlataolo mo Maemong .....	29
36. Molawana wa Boitsholo wa Ditlhopho .....	29
37. Melawana ya kakaretso .....	29
38. Tshekatsheko ya Melawana .....	30
39. Phediso ya Melawana .....	30
40. Setlhogo se sekhutshwane .....	30

**THULAGANYO**

Go laolela gore go nne le thulaganyo e e tshwanang ya thulaganyetso le ditlhopho tsa makgotlataolo a dikolo; go tlhabolola le go fedisa melawana mengwe ya Ditlhopho tsa LTS e e tebang le dikolo tsa puso le go tlamela merero e e golaganeng le tsona.

**1. Dithanolo**

Lefoko kgotsa lereo lepe le le tshwaraganngwang le bokao mo Molaong le tlaa nna le bokao jo bo tshwanang mo melawaneng eno kwa ntle ga fa tiriso e kaya ka mo go sele.

**“Thulaganyo ya CNS”** go tewa thulaganyo ya go tlhaolela ditlhopho ga bo ntlhopheng, thulaganyo e e bolokegileng ya eleketeroniki, e e tlaa dirisediwang tlhagiso ya eleketeroniki ya tshedimosetso le ditokomane tse go akantsweng ka tsona mo Melawaneng e;

**“malatsi”** go tewa malatsi a kalentara go akaretsa bo Sateretaga, boSontaga le malatsi a boikhutso a botlhe;

**“Motlhankedi wa Ditlhopho wa Kgaolo”** means go tewa motlhankedi wa kgaolo yo o tlhomilweng kwa ofising ya kgaolo yo o nang le boikarabelo jwa go okamela le go laola tirego ya ditlhopho mo kgaolong;

**“ditlhopho tsa eleketeroniki”** go tewa tlhopho ya lekgotlataolo e mo go yona go dirisiwang tsela ya eleketeroniki mo kgatong e le nngwe kgotsa mo dikgatong tse di fetang bongwe;

**“go vouta ga eleketeroniki”** go tewa tlhopho ya eleketeroniki e e akaretsang tiriso ya tsela ya eleketeroniki ka bobotlana mo go tlhopheng (vouteng);

**“seteišene sa go vouta ka eleketeroniki”** go tewa seteišene sa ditlhopho tsa eleketeroniki se se tlhomilweng kwa lefelong le le laotsweng ke Motlhankedi wa Ditlhopho wa Sekolo;

**“thulaganyo ya go vouta ga eleketeroniki”** karolotshwarwa, didiriswanolo le ditsamaiso tse di dirisang tsela ya eleketeroniki go dira tlhopho fa gare ga maitlhophelo mo ditlhophong;

**“morutabana”** o raya motho ope, go sa akarediwe motho yo o tlhometsweng gore a dire ditiro fela tsa tlaleletso ya kharikhulamo, yo o rutang, nayang thuto kgotsa yo o katisang batho ba bangwe kgotsa yo o fang ditirelo tsa thuto tsa porofesenale go akaretsa terapi ya porofesenale le ditirelo tsa saekholoji ya thuto, kwa dikolong tsa puso;

**“lebokosobaloto la eleketeroniki”** go tewa tsela ya eleketeroniki e ka yona ditlhopho di bolokiwang fa di ise di balwe;

**“Tlhogo ya Lefapha”** go tewa tlhogo ya lefapha la thuto mo porofenseng;

**“tokololo”** go tewa tokololo ya lekgotlataolo;

**“Mokhuduthamaga wa Khansele”** go tewa Tokololo ya Khansele ya Bakhuduthamaga e e nang le boikarabelo jwa thuto mo porofenseng;

**“modiramongo yo e seng morutabana”** go tewa motho yo o tlhomilweng go ya ka Molao wa Bodiredipuso kgotsa Molao wa Dikolo wa Aforikaborwa yo e seng morutabana kwa sekolong;

**“motsadi”** go tewa —

- i. Motsadi yo o tsetseng kgotsa yo o tsaletsweng ngwana kgotsa motlhokomedi wa semolao wa moithuti;
- ii. Motho yo a nang le talo ya semolao ya go tlhokomela moithuti; kgotsa
- iii. motho yo o itlamang go diragatsa maikarabelo a motho yo o umailweng mo go ditema (a) le (b) tebang le thuto ya moituti kwa sekolong;

**“didiriswa tsa itshireletso ya sebele/DTS”** go tewa didiriswa tse di dirisiwang tebang le tshireletso ya COVID-19;

**“mogokgo”** go tewa morutabana yo a tlhomilweng kgotsa yo o tshwareletseng mo maemong a a tlhometseng jaaka tlhogo ya sekolo;

**“mogokaganyi wa ditlhopho wa porofense”** go tewa motlhankedi wa porofense yo o tlhomilweng kwa ofising ya porofense go okamela le go tsamaisa tirego ya ditlhopho mo porofenseng;

**“sekolo sa puso”** e ka nna —

- i. Sekolo fela sa puso; kgotsa
- ii. Sekolo sa puso sa baithuti ba ba nang le ditlhokwa tsa thuto tse di kgethegileng; kgotsa
- iii. Sekolo sa puso se se fang thuto e e nang le tsepo e e kgethegileng mo talenteg, go akaretsa metshameko, botsweretshi jwa tiragatso kgotsa botshweretshi jwa botlhami;

**“go vouta ga eleketeroniki mo go direlwang kgakaleng”** go tewa go vouta ga eleketeroniki foo go tlhopha go dirwang ka sediriswa se se sa laolweng ke motlhankedi wa ditlhopho;

**“khansele ya baemedi ba baithuti”** go tewa khansele ya baemedi ba baithuti e e tlhomilweng malebana le karolo 11 ya Molao;

**“sekolo”** go tewa sekolo fela sa puso kgotsa sekolo sa puso sa baithuti ba ba nang le ditlhokwa tsa thuto tse di kgethegileng se se kwadisang baithuti mo mophatong o le mongwe kgotsa go feta go tswa ka mophato R go ya go mophato 12;

**“motlhankedi wa ditlhopho wa sekolo”** go tewa mogokgo wa sekolo se sengwe. Ka mabaka a a kgethegileng Mokaedi wa Kgaolo a ka nna a tlhoma motlhankedi wa thuto yo a katisitsweng gore a tle a tsamaisa tirego ya ditlhopho tsa sekolo;

**“Molao”** go tewa Molao wa Dikolo wa Aforikaborwa, 1966 (Molao 84 wa 1996), jaaka o tlhabolotswe.

## 2. Tsenyotirisong

Melawana eno e tlaa tlama mo dikolong tsotlhe tsa puso mo Porofenseng ya Kapa Bokone mme e tlaa tsena mo tirisong fa e sena go phasaladiwa mo Kaseteng ya Porofense.

## 3. Tlhamo ya Makgotlataolo a Dikolo

Palo ya ditokololo tsa batsadi, barutabana le baithuti tsa lekgotla e tlaa farologana go ya ka mofuta le seemo sa sekolo, jaaka go bonala ka botlalo mo go **Mametlelelo "A" (i) le (ii)**.

## 4. Tlhamo ya Makgotlataolo a Dikolo Fela tsa Puso

4.1 Lekgotlataolo la sekolo fela sa puso le tlaa bopiwa ka:

- a) ditokololo tse di tlhophilweng;
- b) Mogokgo, mo maemong a gagwe a semmuso;
- c) Ditokololo tse di tsentsweng.

4.2 Ditokololo tse di tlhophilweng tsa lekgotlataolo di tlaa bopiwa ka tokololo kgotsa ditokololo tsa nngwe le nngwe ya ditlhopho tse di latelang:

- a) batsadi ba baithuti ba ba amogetsweng kwa sekolong;
- b) barutabana ba ba thapilweng kwa sekolong;
- c) badirammogo ba e seng barutabana ba ba thapilweng kwa sekolong; le
- d) baithuti ba ba mo mophatong wa borobedi kgotsa o o kwa godimo ba ba amogetsweng kwa sekolong.

## 5. Tlhamo ya Makgotlataolo a Dikolo tsa Puso tsa Baithuti ba ba nang le Ditlhokwa tsa thuto tse di Kgethegileng

Lekgotlataolo la Sekolo (LTS) la sekolo sa puso sa baithuti ba ba nang le ditlhokwa tsa thuto tse di kgethegileng le tlaa tlhamiwa jaaka go laotswe mo go karolo 24 (1)(a) – (j) ya Molao.

5.1 Palo ya ditokololo ka setlhopho sa:

- a. batsadi ba baithuti kwa sekolo, fa go kgonega ka mo go utlwalang;
- b. barutabana;
- c. badirammogo kwa sekolo ba e seng barutabana; le
- d. baithuti ba ba ithutelang mophato wa borobedi kgotsa o mogolwane, fa go kgonega ka mo go utlwalang; e tlaa nna go ya ka **Mametlelelo "A" (ii)**: Tlhamo ya Makgotlataolo a Dikolo tsa Puso tsa Baithuti ba ba nang le Ditlhokwa tsa Thuto tse di Kgethegileng. Tsamaiso e e tlhalosiwang mo melawaneng 17 – 22 e tlaa tlama mo ditlhophong tsa ditlhopho tse.

5.2 Ditokololo tsa setlhopho sengwe le sengwe se se umakilweng mo go Karolo 24(1) (e) – (i) ya Molaodi tshwanetse go fa Tlhogo ya Lefapha ka makwalo a tlhomo go tswa kwa lekgotleng la bona ka lobaka lwa go dira ga Lekgotlataolo mo malatsing a le 14 morago ga ditlhopho tsa sekolo.

CONTINUES ON PAGE 130 OF BOOK 2

Printed by and obtainable from the Government Printer, Bosman Street, Private Bag X85, Pretoria, 0001.  
Contact Centre Tel: 012-748 6200. eMail: [info.egazette@gpw.gov.za](mailto:info.egazette@gpw.gov.za)  
Publications: Tel: (012) 748 6053, 748 6061, 748 6065

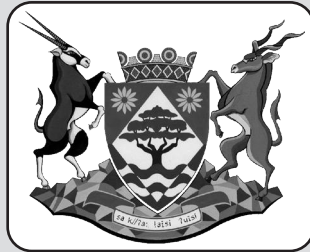
Also available at the **Northern Cape Provincial Legislature**, Private Bag X5066, Nobengula Extension,  
Kimberley, 8301. Tel. : (053) 839-8073. Fax: (053) 839-8094.

This gazette is also available free online at [www.gpwonline.co.za](http://www.gpwonline.co.za)



# NORTHERN CAPE PROVINCE

PROFENSIYA KAPA-BOKONE



NOORD-KAAP PROVINSIE

IPHONDO LOMNTLA KOLONI

Provincial Gazette  
Kasete ya Profensi

iGazethi YePhondo  
Provinsiale Koerant

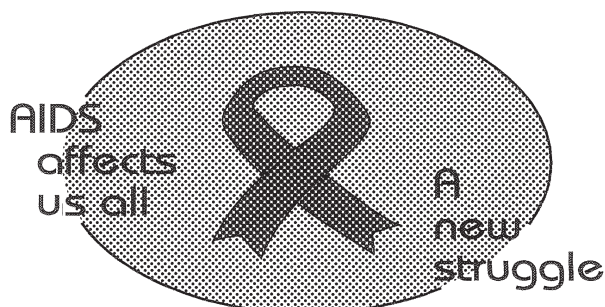
Vol: 28

KIMBERLEY  
15 February 2021  
15 Februarie 2021

No: 2395

PART 2 OF 2

**We all have the power to prevent AIDS**



**AIDS  
HELPLINE**

**0800 012 322**

DEPARTMENT OF HEALTH

**Prevention is the cure**

*N.B. The Government Printing Works will not be held responsible for the quality of "Hard Copies" or "Electronic Files" submitted for publication purposes*

ISSN 1682-4547



9 771682 454009



0 2 3 9 5

- 5.3** Tokololo epe ya lekgotlataolo e e tlhophilweng kgotsa e tlhomilweng go tswa mo ditlhopheng tsa batho tse di umakilweng mo Molaong, Karolo 24 (1) (a), (e), (f), (g), (h), le (i) e ka nna ya dira jaaka Modulasetulo.

**6 Maemo / keraiteria ya kemedi mo dikolong tsa puso**

- 6.1** Maemo kgotsa keraiteria ya phithhelelo ya maemo a a kgwa godimo go gaisa a a ka kgonegang ka mo go utlwalang ya kemedi ya ditokololo tsa lekgotlataolo jaaka go laotswe mo go Karolo 28 (e) ya Molao.

- 6.2** Kemedi e tlaa raya dintlha tse di latelang:

- a) Lotso;
- b) Bong;
- c) Bogole.

- 6.3** Lekgotlataolo la Sekolo le tlaa buisana jaaka karolo ya dikopano tsa lona le batsadi ntlha ya kemedi mo go baakanyetseng Ditlhopho le ditlhophotlaleletso tsa gangwe mo dingwageng tse tharo tsa Lekgotlataolo la Sekolo.

- 6.4** Tlhaolelotlhopho e tlaa supa ntlha ya kemedi fa go kgonegang teng.

- 6.5** Pele ga ditlhopho tsa batsholamarapo Mogokgo o tlaa itsise ditokololo tsa lekgotlataolo maikarabelo a bona.

**7 Tlhaloso e khutshwane ya Lekgotlataolo**

Dintlha tsa tokololo nngwe le nngwe ya Lekgotlataolo la Sekolo (LTS) di tshwanetse go kwalwa go ya ka **Mametlelelo “H1”** mo dikolong fela tsa puso kgotsa **Mametlelelo “H2”** mo dikolong tsa Baithuti ba ba nang le Ditlhokwa tsa Thuti tse di Kgethegileng le go romelwa ka ofising ya kgaolo. Tshedimosetso eno e tshwanetse go ntšhwafadiwa fa go nna le ditlhophotlaleletso le ka ngwaga mongwe le mongwe fa batsholamarapo ba tlhophiwa.

**8 Botokololo jo bo Tseeleditsweng**

- 8.1** Lekgotlataolo la sekolo fela sa puso se se fang thuto go baithuti ba ba nang le ditlhokwa tse di kgethegileng se tshwanetse, fa go kgonegang teng, go tseeletsa motho kgotsa batho ba ba nang le boitseanape malebana le ditlhokwa tsa thuto tse di kgethegileng tsa baithuti ba go nna jalo.

- 8.2** Lekgotlataolo le ka tseeletsa tokololo kgotsa ditokololo tsa sekolo go thusa go dira ditiro tsa lona. Tseeletso e e tseng jalo e tshwanetse go buisanelwa go dumalanwa le go tlhaelediwa ka mokwalo go tokololo e e lebaneng ya setšhaba ke lekgotlataolo. Tokololo e e tseeleditsweng e ka nna ya tsenela kopano ya lekgotlataolo fa boitseanape jwa gagwe bo tlhokiwa. Dintlha tsa tokololo(ditokololo) tse di tseeleditsweng di tshwanetse go bonala mo foromong ya tshedimosetso ya lekgotlataolo, Mametlelelo H.

- 8.3** Lekgotlataolo la sekolo sa puso le le akantsweng mo go karolo 14 le ka nna la tseeletsa mong wa lefelo le le dirisiwang ke sekolo kgotsa moemedi yo o tlhophilweng wa mong wa lefelo wa go nna jalo.

- 8.4** Go etswe tlhoko molawana 8.6, ditokololo tse di tseeleditsweng ga di na ditshwanelo tsa go tlhopha mo Lekgotlataolong.
- 8.5** Fa palo ya batsadi ka nako epe e sa fete palogotlhe e e tlhakaneng ya ditokololo tse dingwe tse di nang le ditshwanelo tsa go tlhopha, lekgotla taolo le tshwanetse go tseeletsa batsadi ba ba nang le ditshwanelo tsa go tlhopha ka nakwana.
- 8.6** Fa motsadi a tseeleditswe ka ditshwanelo tsa go tlhopha, tseeletso e khutla fa phatlhatiro e tladitswe ka ditlhophotlaleletso tse di tshwanetseng go tshwarwa mo malatsing a le 90 morago ga phatlhatiro e sena go nna teng.
- 9 Lobaka lwa tiro lwa ditokololo le batsholamarapo ba makgotlataolo**
- 9.1** Lobaka lwa tiro lwa tokololo ya lekgotlataolo ntle ga moithuti ga lo a tshwanela go feta dingwaga tse tharo.
- 9.2** Lobaka lwa tiro lwa tokololo ya lekgotlataolo le e leng moithuti ga lo a tshwanela go feta ngwaga e le nngwe.
- 9.3** Lobaka lwa tiro lwa motsholamarapo wa lekgotlataolo ga lo a tshwanela go feta ngwaga o le mongwe.
- 9.4** Tokololo kgotsa motsholamarapo wa lekgotlataolo a ka nna a tlhophiwa gape kgotsa a tseelediwa, go ya ka gore seemo ke sefe, morago ga go fela ga lobaka lwa gagwe lwa tiro.
- 10 Tshwanelego**
- 10.1** Motho a ka se tshwanelege go nna tokololo ya lekgotlataolo fa a:
- a) lwala tlhaloganyo kgotsa a boletswe gore o lwala tlhaloganyo ke kgotla e e nang le taolo;
  - b) le mokoloti yo o sa kgoneng go duela dikoloto tsa gagwe ka gope;
  - c) bonwe molato wa bokebekwa e bile a atlholetswe go ya kgolegolong mo kgotleng ya Aforikaborwa kgotsa mo nageng ya boditšhaba, ntle ga tlhopho ya tefiso ka lobaka lo lo fetang dikgwedi tse thataro kgotsa a ise a simolole go nna paka yotlhe ya gagwe ya kgolegelo;
  - d) a boletswe gore ga a siamela go dira le bana jaaka go tlhalositswe go ya ka Molao wa Bana, 2005 (Molao 38 wa 2005) Molao wa Bokebekwa (Melato ya Thobalano le Merero e e Tsalanang) Molao wa Tlhabololo 32 wa 2007; kgotsa
  - e) bonwe gore o molato wa boitsholo jo bo sa siamang tebang le tgiragatso ay gagwe ya ditiro tsa lekgotlataolo malebana le Molaowa Boitshwaro wa Porofense wa ditokololo tsa Makgotlataolo mo dikolong tsa puso.
- 10.2** Fa motho yo o tlhophiweng jaaka tokololo ya lekgotlataolo a sa tlhole a wela mo setlhopheng se a neng a tlhaoletswe tlhopho a ba a tlhophelwa mo go sona, o tlaa emisa go nna tokolo ya lekgotlataolo.
- 10.3** Motsadi yo o thapilweng ke sekolo ga a tshwanela go tlhophiwa jaaka tokololo ya motsadi mo lekgotlataolong kwa sekolong.

- 10.4** Mogokgo wa sekolo ga a tshwanela go tlhophiwa jaaka tokololo ya morutabana ya lekgotlataolo kwa sekolong.
- 10.5** Ga go moithuti ope yo o tshwanetseng go tlhophelwa go nna mo lekgotlataolong la sekolo fela sa puso kwa ntle ga fa a amogetswe mo mophatong wa borobedi kgotsa o mogolwane le gone a tlhophilwe go nna tokololo ya Khansele ya Baemedi ya Baithuti kwa sekolong se se amegang.
- 10.6** Ka motsi wa baithuti ba ba nang le ditlhokwa tsa thuto tse di kgethegileng, baithuti ba ba mo mophatong wa borobedi kgotsa o mogolwane ba ka nna ba tlhophiwa, fela fa go ka kgonega ka mo go utlwalang.
- 10.7** Motsadi o tlaa nna le tshwanelo ya go tlhopha fela tokololo ya motsadi wa lekgotlataolo le gone o tlaa nna le voutu e le nngwe malebana le ntlhopheng wa motsadi mongwe le mongwe.
- 10.8** Morutabana yo o thapilweng mo sekolong sa puso o tlaa nna le tshwanelo ya go tlhopha fela ditokololo tsa barutabana le gone o tlaa nna le vutu e le nngwe malebana le ntlhopheng wa morutabana mongwe le mongwe.
- 10.9** Modiramongo o e seng morutabana o tlaa nna le tshwanelo ya go tlhopha fela ditokololo tse e seng barutabana le gone o tlaa nna le voutu e le nngwe malebana le ntlhopheng yo e seng morutabana mongwe le mongwe.
- 10.10** Tokololo nngwe le nngwe ya Khansele ya Baemedi ya Baithuti e tlaa nna le tshwanelo ya go tlhopha fela tokololo ya moithuti, le gone e tlaa nna le voutu e le nngwe malebana le ntlhopheng mongwe le mongwe yo o tlhaoletsweng tlhopho mo Khanseleng ya Baemedi ya Baithuti KBB.
- 10.11** Ke boikarabelo jwa motho yo a ipolelang gore o siametse go tlhalosiwa jaaka motsadi go itsise Mogokgo ka phetogo ya dintlha tsa sebele.

## **11. Batlhankedi ba Ditlhopho**

### **11.1 Motlhankedi wa Ditlhopho wa Porofense**

**11.1.1** Tlhogo ya Lefapha e tlaa tlhoma motlhankedi wa lefapha jaaka Motlhankedi wa Ditlhopho wa Profense.

**11.1.2** Ditiro tsa Motlhankedi wa Ditlhopho wa Porofense e tlaa nna go:

- a) go baya leitlho tlhaoletlhopho le tirego ya ditlhopho mo Porofenseng;
- b) baakanya dithempoleiti gore di tshwanele maitlhomo a peoleitlho a porofense;
- c) tshegetsa Batlhankedi ba Ditlhopho ba Kgaolo;
- d) gokaganya fa gare ga Tlhogo ya Lefapha le dikgaolo;
- e) tlhoma Batlhankedi ba Ditlhopho ba Kgaolo ka therisano le Bakaedi ba Kgaolo;
- f) netefatsa gore go na le kitsiso e e lekaneng ya letlha la ditlhopho;
- g) netefatsa gore go salwa morago ditsamaiso tsa porofense tebang le ditlhopho;
- h) dira dimatheriale le ditsamaiso tsa katiso ya Batlhankedi ba Ditlhopho ba Kgaolo le ba Sekolo le ditlhopho, le go netefatsa gore katiso e e nna teng jaaka go rulagantswe;
- i) atlhola mo go ikueleng gotlhe mo go thagileng mo tiregong ya tlhaoletlhopho le ditlhopho;

- j) baya leitlho le go sekaseka tirego ya ditlhopho mo Porofenseng;
- k) dira deithabeisi ya Makgotlataolo a Dikolo fa simolola go rwala marapo, le
- l) mo malatsing a le 30 a go amogela pego ya Batlhankedi ba Ditlhopho ba Kgaolo le babayaleitlho ba ditlhopho go kwala pego ka ga ditlhopho e e yang kwa go Tlhogo ya Lefapha le MEC, mme mo pegong ya go nna jalo go ela tlhoko dipego tsa babayaleitlho ba ditlhopho;
- m) Tlhotlhomisa le go rarabolola kgang epe e a e itsiseweng ke tokololo ya setšhaba e e sa tsamaelaneng le Melawana e.

## 11.2 Motlhankedi wa Ditlhopho wa Kgaolo

**11.2.1** Motlhankedi wa Ditlhopho wa Porofense o tlaa, ka therisano le Mokaedi wa Kgaolo, tlhoma Motlhankedi wa Ditlhopho wa Kgaolo yo a tlaa nnang motlhankedi wa kgaolo yo mogolwane mo kgaolong e e amegang.

### 11.2.2 Motlhankedi wa Ditlhopho wa Kgaolo o tlaa:

- a) tlhoma Setlhopho sa Ditlhopho sa Kgaolo;
- b) gokaganya ditirego tsa ditlhopho mo kgaolong;
- c) gakolola Motlhankedi wa Ditlhopho wa Porofense ka ga morero ope o o malebana le ditlhopho le gone o tlaa netefatsa gore go tshegediwa melawana e mo kgaolong;
- d) rulaganya leano la tsamaiso la go tshegetsa melawana eno;
- e) tlhoma Batlhankedi ba Ditlhopho ba Dikolo mo kgaolong nngwe le nngwe gape le go netefatsa gore sekolo sengwe le sengwe se tlhomile setlhopho sa ditlhopho sa sekolo;
- f) netefatsa gore motlhankedi mongwe le mongwe wa ditlhopho yo o direlang kwa sekolong mo kgaolong o katisitswe ka mo go lekaneng go tshegetsa ditlhopho;
- g) netefatsa gore Batlhankedi ba Ditlhopho ba Dikolo botlhe ba amogela Melawana ya Ditlhopho ya Porofense le ditokomane tse dingwe go sa ntse go na le nako;
- h) netefatsa gore kemonokeng ya ditlhopho e tshwarwa mo kgaolong go ya ka Leano la Porofense;
- i) baya leitlho tirego ya ditlhopho ka go etela dikolo tsa puso ka nako ya ditlhopho;
- j) rulaganya matlha a ditlhopho tsa dikolo tsotlhe tsa puso mo kgaolong go ya ka **Mametlelelo “B”**;
- k) netefatsa gore Batlhankedi ba Ditlhopho tsa Dikolo ba boletse ofisi ya kgaolo ka mokwalo ka ga matlha a ditlhopho le ka ga maina le dinomoro tsa kgolagano tsa batho ba ba tlhophetsweng go nna mo Makgotlataolong a Dikolo;
- l) netefatsa gore ba amogela Foromo ya Tshedimosetso go ya ka **Mametlelelo “H1”** ya Dikolo Fela tsa Pusokgotso **Mametlelelo “H2”** ya Dikolo tsa Puso tsa Baithuti ba ba nang le Ditlhokwa tsa Thuto tse di Kgethegileng go tswa kwa go Mogokgo wa Sekolo; le go e romela kwa kgaolong mo malatsing a le 30 a kopano ya ditlhopho tsa sekolo;
- m) naya Motlhankedi wa Ditlhopho wa Porofense ka foromo ya Tshedimosetso ya Lekgotlataolola Sekolo (LTS) e e tlhakaneng mo malatsing a le 30 morago ga letlha la ditlhopho la bofelo;
- n) rulaganya pego ya kgaolo ya ditlhopho le go e neela Motlhankedi wa Ditlhopho wa Porofense mo malatsing a le 30 morago ga letlha la bofelo la ditlhopho;

- o) naya maatla le ditsompelo go Batlhankedi ba Ditlhopho ba Sekolo gore ba kgone go tsamaisa tirego ya ditlhopho tsa sekolo;
- p) baaka nya makwalo a temogo a ditokololo tsa lekgotlataolo le le sa tswang go tlhophiwa sešweng gore a saeniwe ke Mokaedi wa Kgaolo le go a phatlalatsa mo dikolong.

**11.2.3 Setlhopha sa Ditlhopho sa Kgaolo se tlaa tlhamiwa ka:**

- a) Motlhankedi wa Ditlhopho wa Kgaolo;
- b) Setlhopha sa batho ba ba nang le boitseanape jwa go okamela ditlhopho.

**11.2.4 Setlhopha sa Ditlhopho sa Kgaolo se tlaa:**

- a) Thusa Motlhankedi wa Ditlhopho wa Kgaolo ka ditiro tsotlhe tsa ditlhopho;
- b) Nna le boikarabelo jwa leano la kemonokeng go netefatsa gore ditlhopho tsa Lekgotlataolo la Sekolo (LTS) di phasaladitswe sentle mo banaleseabeng botlhe ba ba mo kgaolong.

**11.2.5** Batlhankedi ba Ditlhopho ba Porofense le ba Dikgaolo ga ba a tshwanela go tlaolelwatlhopho, go tlhophiwa kgotsa go tseelediwa jaaka ditokololo tsa lekgotlataolo lepe la sekolo sepe mo Porofenseng.

**11.3 Motlhankedi wa Ditlhopho wa Sekolo le Mogokgo**

**11.3.1** Ditiro tsa Motlhankedi wa Ditlhopho wa Sekolo pele ga kopano ya ditlhopho e tlaa nna go:

- a) Rerisana le Mogokgo le go baakanya dikitsiso tse di fang dintlha tsa letlha, nako le lefelo la tlaolelotlhopho le mokgwa wa tlhopho. Fomete ya kitsiso e tshwanetse go nna jaaka **Mametlelelo "C"**.

**11.3.2** Maikarabelo le ditiro tsa Mogokgo pele ga ditlhopho ke go:

- a) phatlalatsa dikitsiso tsa ditlhopho kwa batlhong ba ba latelang ba ba tshwanelegang: batsadi, barutabana, ba e seng barutabana le baithuti mo malatsing a a seng ka fa tlase ga a le 21 pele ga letlha la ditlhopho;
- b) netefatsa gore diforomo tsa tlaolelotlhopho di teng ka nako ya kopano ya tlaolelotlhopho le ditlhopho. Fomete ya foromo ya tlaolelotlhopho e tshwanetse go nna jaaka **Mametlelelo "D"**;
- c) netefatsa gore go na le lefelo le le siametseng kopano ya ditlhopho;
- d) baya leitlho le go saena gore go rulagantswe manaane a batlhophi a a nepagetseng;
- e) netefatsa gore Setlhopha sa Ditlhopho sa Sekolo se tlhomilwe, se a dira le gore se tshegediwa ke badirammogo;
- f) netefatsa gore Setlhopha sa Ditlhopho sa Sekolo se tlhaloganya ditsamaiso tse di maleba, le gore metswedithuso yotlhee e tlaa tlhokelawng ditlhopho e teng.

**11.3.3** Motlhankedi wa Ditlhopho wa Sekolo ga a tshwanela go tlaolelwa tlhopho kgotsa go tlhophiwa jaaka tokololo ya lekgotlataolo la sekolo se a leng motlhankedi wa ditlhopho wa sona.

**11.3.4** Ka kopano ya ditlhopho Motlhankedi wa Ditlhopho wa Sekolo o tlaa:

- a) tlhalosa tsamaiso ya tlaolelo ditlhopho le ya ditlhopho go batlhophi;
- b) letlelela batho ba ba tlaaoletsweng ditlhopho go ikitsise go ya ka melawana eno;

- c) lemotsha batlhophi ditaolelo tsa Molao le melawana eno;
- d) tsamaisa tirego ya ditlhopho;
- e) tsereganya le go rarabolola dikganetsano dipe ka letsatsi la ditlhopho;
- f) tlhagisa pego ya sekolo, dipholo tsa ditlhopho, lennane la batlhophi le tshedimosetso ya Lekgotlataolo la Sekolo (LTS) kwa go Motlhankedi wa Ditlhopho wa Kgaolo mo malatsing a le 5 morago ga ditlhopho di sena go tshwarwa.

**11.3.5** Setlhophha sa Ditlhopho sa Sekolo se tlaa bopiwa ka:

- a) Motlatsamogokgo wa sekolo kgotsa motho yo o romilweng ke Mogokgo;
- b) Tlelereke ya tsamaiso go thus aka ditiro tsa tsamaiso go akaretsa go tlhama lenaane la batlhophi;
- c) Palo ya barutabana e e tlaa laolwang ke Mogokgo.

**11.3.6** Setlhophha sa Ditlhopho sa Sekolo se tlaa:

- a) Thusa Mogokgo le Motlhankedi wa Ditlhopho wa Sekolo mo ditirong tsotlhe tsa bona;
- b) Tlaa nna le boikarabelo jwa leano la kemonokeng go netefatsa gore ditlhopho tsa Lekgotlataolo la Sekolo (LTS) di phasaladitswe sentle mo banaleseabeng botlhe;
- c) Go thusa ka direjisetara tsa tseno le metsotso ya kopano ya tlhaolelotlhopho le ditlhopho.

**12 Boitsholo jo bo llediwang**

- a) Ga go motho ope yo a ka –

Dirisang botlhaswa maemo a taolo, tshiamelo kgotsa tlhotlheletso, go akaretsa taolo ya botsadi, kgotsa ya go thapiwa go tlhotlheletsa go tshwarwa ga kgotsa dipholo tsa ditlhopho.

**13. Peoleitlho ya Ditlhopho**

**13.1** Motlhankedi wa Ditlhopho wa Porofense/Motlhankedi wa Ditlhopho wa Kgaolo o tlaa tlhoma palo epe ya batho go baya leitlho ditsamaiso tsotlhe ka nako ya ditlhopho tsa Lekgotlatsamaisola Sekolo (LTS).

**13.2** Motho/Batho ba go nna jalo ba tlaa:

- a) nna le phitlhelelo go kopano epe e e lebaneng le ditlhopho ka fa go ka kgonegang ka mo go utlwalang ka teng;
- b) se kgoreletse tirego epe e e amanang le ditlhopho;
- c) rulaganya pego e e kwadilweng ya se a se etseng tlhoko e go romela go Motlhankedi wa Ditlhopho wa Porofense/Motlhankedi wa Ditlhopho wa Kgaolo mo malatsing a le 14 morago ga go wediwa ga ditlhopho.

**14. Kwadiso ya batlhophi**

**14.1** Lenaane la ditlhopho la setlhophha sengwe le sengwe le tshwanetse go nna teng le na le maina a batsadi, barutabana, le badirammogo le baithuti botlhe ba ba tshwanelegang. **Mametlelelo “K”** e supa Lenaane la Batlhophi la batsadi.

- a) Ke boikarabelo jwa Mogokgo go netefatsa gore batsadi; baithuti, barutabana le badirammogo ba e seng barutabana ba ntšhwafatsa dintlha tsa bona fa go an le diphetogo tsa dintlha tsa bona. Dintšhwafatso tsotlhe

le diphetogo go deithabeisi ya SASAMS di **tshwanetse** go rurifiwa le go rebolwa ke Mogokgo ka kgweditharo nngwe le nngwe pele deithabeisi e romelwa ke Yuniting ya EMIS ya Kgaolo.

- b) Lenaane la batlhophi la barutabana botlhe le tshwanetse go nna le barutabana botlhe ba ba thapilweng kwa sekolong;
- c) Lenaane la batlhophi ba badirammogo ba e seng barutabana le tshwanetse go nna le badirammogo botlhe ba ba thapilweng kwa sekolong;
- d) Lenaane la batlhophi la baithuti le tshwanetse go nna le ditokololo tsotlhe tsa Khansele ya Baemedi ya Baithuti (KBB) tse di tlhophilweng kwa sekolong;
- e) Lenaane la batsadi; baithuti, barutabana; badirammogo ba e seng barutabana le tshwanetse go theiwa ka deithabeisi ya SASAMS e e ntšhwafaditsweng e bile e rebotswe ya sekolo.

**14.2** Mogokgo o tshwanetse go ntsha kitsiso ya malatsi **ale** 7 a laletsa batsadi go rurifatsa dintlha tsa bona mo lenaaneng la batlhophi. Tirego ya thurifatsa le ntšhwafatsa e tshwanetse go wediwa malatsi a le 14 pele ga letlha la kopano ya tlhaolelotlhopho le ditlhopho ya DITLHOPHO TSA LEKGOTLATAOLO LA SEKOLO (LTS). Paka ya thutifatsa gammogo le molawana 14.3 di tshwanetse go bolelwa ka bophepa mo kitsisong ya sekolo go batsadi.

**14.3** Sekolo se **tlaa** tsaya gore dintlha tsa batsadi tse di mo rejisetareng ya kamogelo di nepagetse fa batsadi ba ka reteletsa ke go ntšhwafatsa dintlha tsa bonamo rejisetareng ya kamogelo ya sekolo ka nako e e umakilweng mo molawaneng 14.2.

**14.4** Dintlha tsa lenaane la batlhophi la bofelo **lele** rurifaditsweng e bile le ntšhwafaditswe di tshwanetse go rekotiwa mo "**Mametlelelo J**" le go saeniwa ke mogokgo gore ke rekoto e e boammaaruri ya batsadi botlhe ba ba kwadisitsweng.

**14.5** Batshitshinyi, batlatsi le batlhaolelotlhopho botlhe ba tshwanetse go nna batho ba ba kwadilweng mo lenaaneng la batlhophi. Lenaane la batlhophi la ditlhopho tsotlhe le tswalelwa diura tse di 48 pele ga letsatsi la ditlhopho go netefatsa gore motlhankedi wa ditlhopho a kgone go tsepamo ditiregong tsa tlhaolelotlhopho le go tlhopho le go netefatsa boleng jwa lenaane la batlhophi.

## **15 Mekgwa ya tlhaolelotlhopho le ditlhopho**

**15.1** mekgwa ya tlhopho e e latelang e teng:

- (a) Mekgwa wa Tlhaolelotlhopho le Tlhopho;
- (b) Mekgwa wa Tlhopho wa Letsatsi Lotlhe;
- (c) Mekgwa wa Ditlhopho tsa Eleketroniki le/kgotsa
- (d) Kopanyo ya (b) le (c).

**15.2** Dikolo tsa puo di tshwanetse go tsenya kopo go Tlhogo ya Lefapha kgotsa morongwa wa gagwe tebang le mekgwa wa tlhopho di tlaa o dirisang, mo malatsing a a seng ka fa tlase 30 pele ga letlha la ditlhopho.



- 15.3** Mo go feng tetla ya mokgwa wa tlhopho, Tlhogo ya Lefapha kgotsa morongwa wa gagwe o tlaa sekaseka gore a:
- a) mokgwa wa tlhopho o tlaa tswelletsa dikgatlhego tse di gaisang tsa batho ba sekolo sa puso le gore a sekolo sa puso se tlaa letlelela tseokarolo e e tletseng ya batlhophi mo tiregong ya go tlhopho;
  - b) mokgwa wa tlhopho ga o na go kgetholola ka mo go seng tekano kgatlihanong le motho yo go kgonegang gore a nne motlhophi kgotsa setlhopho sa batlhophi;
  - c) go baakanyeditswe ka mo go lekaneng tirego ya tlhaolelotlhopho; le
  - d) metswedithuso e e lekaneng e teng go dirisediwa mokgwa o o ratilweng.
- 15.4** Tlhogo ya Lefapha kgotsa morongwa wa gagwe o tshwanetse go araba mo malatsing al e supa (7) morago ga go amogela kitsiso. Go retelelwa go araba go tlaa tsewa jaaka tumelo ya gore sekolo sa puso se ka tswelela pele ka mokgwa wa tlhopho o o tlhophilweng.
- 15.5** Sekolo sa puso se ka nna sa ikuela go Mokhuduthamaga (MEC) yo o nang le boikarabelo jwa Thuto mo Porofenseng, ka mokwalo, mo malatsing a le supa go tswa ka letlha la kitsiso, tebang le tema 15.3.
- 15.6** Mokhuduthamaga (MEC) yo o nang le boikarabelo jwa Thuto o tshwanetse, mo malatsing ale supa (7) morago ga g amogela ikuelo, jaaka go akantswe mo go tema 15.5 go itsise sekolo sa puso ka mokwalo, ka ga tshwetso ya gagwe ke mabaka a go tsaya tshwetso eo.
- 15.7** Mogokgo le Lekgolataolo la Sekolo (LTS) le le tswang ba tshwanetse go fa tlhaeletsano ka ga mokgwa wa tlhopho go Motlhankedi wa Ditlhopho wa Sekolo gore a baakanye a be a saene dikitsiso tse di yang kwa batsading ka mo go tshwanetseng.
- 15.8** Motlhankedi wa Ditlhopho wa Sekolo mo tshwanetse go itsise Motlhankedi wa Ditlhopho wa Kgaolo ka ga mokgwa wa tlhopho le go tlhagisa leano la tsamaiso la ditlhopho malatsi a le 14 pele ga ditlhopho;
- 15.9** Leano la tsamaiso lele umakiwang mo go temana 15.8 le tshwanetse gore bobotlana le nne le:
- a) Letlha le le tshitshintsweng la mokgwa wa tlhopho;
  - b) Nako e ditlhopho di tlaa simologang ka yona, nako e diteišene tsa ditlhopho di bulwang ka yona le nako ya go tswala;
  - c) Nako e divoutu di tlaa balwang ka yona le go bolela dipholo'
  - d) Lenaane la ditokololo tsa setlhopho sa sa ditlhopho sa sekolo la go baya leitlho diteišene go netefatsa gore go na le batlhankedi ba ba lekaneng ba ba leng teng gore tirego e tswelole pele.
- 15.10** Motlhankedi wa Ditlhopho wa Sekolo o tshwanetse go baakanya dikitsiso (**Mametlelelo C**) mo diforomong tse di laotsweng, tse mo go tsona letlha, nako le lefelo la tlhaolelotlhopho le ditlhopho le boletsweng. Dikitsiso di tshwanetse go phatlaladiwa go ya ka melawana 17, 19 le 20.

- 15.11** Motlhankedi wa Ditlhopho wa Sekolo o tshwanetse go netefatsa gore dikitsiso tebang le tlhaolelotlhopho le ditlhopho di manegilwe jaaka go kailwe mo melawaneng.
- 16 Thulaganyo ya Ditlhopho**
- 16.1** Motlhankedi wa Ditlhopho wa Sekolo o tshwanetse go latela theo ya kakaretso, botlhokabofitlha le temokerasi.
- 16.2** Tlhopho ya karolo ya motsadi mo lekgotlataolong e tlaa tshwarwa morago ga tlhaolelotlhopho le ditlhopho tsa ditokololo tsa barutabana, badirammogo le baithuti tsa lekgotlataolo.
- 17 Tlhaolelotlhopho le Ditlhopho tsa Ditokololo tsa Barutabana**
- 17.1** Mogokgo wa sekolo o tshwanetse go fa Motlhankedi wa Ditlhopho wa Sekolo lenaane la batlhophi la barutabana.
- 17.2** Motlhankedi wa Ditlhopho wa Sekolo o tshwanetse gore ka therisano le Mogokgo a tlhomamise letlha, nako le lefelo la kopano ya tlhaolelotlhopho le ditlhopho ya ditokololo tsa barutabana.
- 17.3** Mogokgo o tshwanetse go netefatsa gore barutabana kwa sekolong ba amogetse kitsiso ya kopano ya tlhaolelotlhopho bobotlana malatsi a le 14 pele ga letsatsi la kopano. Fomete ya kitsiso le pampiritlhopho di tshwanetse go nna jaaka **Mametlelelo “C” le “E”**, ka talelano eo.
- 17.4** Tlhaolelotlhopho ya morutabana e tshwanetse go dirwa ka tlhagiso ya foromo ya tlhaolelotlhopho e e tladitsweng le go saeniwa ke morutabana yo o thapilweng kwa sekolong se se dirang tlhaolelotlhopho, morutabana a le mongwe yo a thapilweng kwa sekolong yo a tshegetsang tlhaolelotlhopho le ntlhopheng, go Motlhankedi wa Ditlhopho wa Sekolo kwa kopanong ya tlhaolelotlhopho le ditlhopho.
- 17.5** Fa palogotlhe ya bontlhopheng ba tlhaolelotlhopho ya bona e amogetsweng:
- a) e le kwa tlase ga ditokololo tse di letlelelwang mo setlhopheng sa sekolo se se amegang jaaka go beilweng mo Mametlelelo “A”
- i. nako ya tlhaolelotlhopho e tlaa atoloswa ka lobaka lo lo sa feteng metsotso e le 30, fa ditlhaolelotlhopho di sa ntse di le kwa tlase ga palo e e tlhokiwang e e letlelelwag mo setlhopheng kopano e tlaa emisiwa nakwana le gone Motlhankedi wa Ditlhopho wa Sekolo o tshwanetse go bitsa kopano e nngwe mo lobakeng lwa malatsi a asa feteng 7 pele ga kopano ya tlhaolelotlhopho le ditlhopho tsa batsadi. Ditokololo tse di tlhaoletsweng tlhopho pele ga go baya letlha gape ga kopano, ba tlaa tswelela go nna ba tlhaoletsweng ditlhopho kwa ditlhophong tse di beetsweng letlha gape mme tlhaolelotlhopho ya go ya pele e sa ntse e ka dirwa le go amogelwa.
- ii. fa morago ga kopano ya bobedi ya tlhaolelotlhopho e e tshwerweng tebang le molawana 17.5 (a) palogotlhe ya ditlhaolelotlhopho e sa ntse e le kwa tlase ga palo e e tlhokiwang ya ditokololo tsa barutabana, Motlhankedi wa Ditlhopho wa Sekolo o tlaa bolela gore bontlhopheng ba tlhaoletsweng tlhopho ba tlhophilwe sentle mme ditaolelo tsa molawana 8 di tlaa tlama: fela fa e le gore ditlhophotlaleletso di tlaa tshwarwa mo malatsing a le 60 morago ga ditlhopho tsa go nna jalo.

- b) e lekanang le palo ya ditokololo tse di umakilweng mo molawaneng 17.5 (a), Motlhankedi wa Ditlhopho wa Sekolo o tlaa bolela gore batlhaolelwathopho botlhe ba tlhophetswe sentle go nna mo lekgotlataolong; kgotsa
- c) e fetang palo ya ditokololo tse di umakilweng mo molawaneng 17.5 (a), go tlaa tshwara ditlhopho ka baloto ya sephiri.

**17.6** Fa sekolo se nang le barutabana ba le babedi fela jaaka badirammogo ba sona, Motlhankedi wa Ditlhopho wa Sekolo a ka tthamela tengwa go tlhopho kgotsa go dirisa tsela e nngwe e e letlelelang go tlhophiwa mo go sa rulaganyediwang go sa le gale (ga rentomo) go kgaola kang ya batlhaolelwathopho ba divoutu tsa bona di lekanang. Seno se tshwanetse go direlwa mo phatlalatseng le gone ka tumalano ya batlhaolelwathopho.

## **18 Tlhaolelotlhopho le Ditlhopho tsa Badirammogo ba e seng Barutabana**

**18.1** Tsamaiso e e tlhalosiwang e e laotsweng mo molawaneng 17 e tlaa tlama mo tlhaolelotlhophong le ditlhophong tsa badirammogo ba e seng barutabana: fela fa e le gore fomete ya kitsiso ya kopano le pampiritlhopho di tshwanetse go nna jaaka **Mametlelelo "C" le "E"**, ka tatelano eo.

**18.2** Ka motsi wa fa go se na modirammogo yo e seng morutabana kwa sekolong, maemo ao a tlaa nna a sa tladiwa.

**18.3** Fa go nang le modirammogo yo e seng morutabana a le mongwe, o tlaa tsewa gore o tlhophilwe sentle go nna mo lekgotlataolong.

**18.4** Fa go nang le badirammogo ba babedi kwa sekolong, Motlhankedi wa Ditlhopho wa Sekolo o tlaa tthamela tengwa kgotsa o tlaa dirisa tsela e nngwe e e letlelelang go tlhophiwa mo go sa rulaganyediwang go sa le gale (ga rentomo) go kgaola kang ya batlhaolelwathopho ba divoutu tsa bona di lekanang. Ka motsi wa fa go na le batho ba e seng barutabana ba ba fetang bobedi, tlhopho ya temokerasi e tlaa tshwarwa go laola gore ke mang yo o tshwanetseng go tlhophiwa go nna mo lekgotlataolong.

## **19 Tlhaolelotlhopho le Ditlhopho tsa Ditokololo tsa Baithuti**

**19.1** Tlhaolelotlhopho le ditlhopho tsa Khansele ya Baemedi ya Baithuti go nna mo Lekgotlataolong la Sekolo (LTS) e tshwanetse go tshwarwa go latela tsamaiso e e laolelwang ke Kitsiso ya Porofense 110 ya 2016 e e phasaladitsweng mo Kaseteng ya Porofense 2054. Dimametlelelo "A3" (kitsiso ya kopano), "B3" (foromo ya tlhaolelotlhopho) le "C2" (pampiritlhopho) le tsona di dirisiwa mo tshegetsong ya tirego.

**19.2** Baithuti ba tshwanetse go itsisewe ka ga Karolo 32 ya Molao, e e tlhalosang maemo a bana mo lekgotlataolong.

## **20 Tlhaolelotlhopho le Ditlhopho tsa Ditokololo tsa Batsadi**

**20.1** Motlhankedi wa Ditlhopho wa Sekolo o tshwanetse gore ka therisano le mogokgo a baakanye dikitsiso tsa kopano ya tlhaolelotlhopho le ditlhopho e e tlhakaneng e mo go yona letlha, nako le lefelo la mokgwa wa tlhopho di tlaa bolelwang. Fomete ya kitsiso le pampiritlhopho di tshwanetse go nna jaaka **Mametlelelo "C" le "E"**, ka tatelano eo.

- a) Go tshwanetse ga akanngwa ka letlha, nako le lefelo le le tlaa letlang tseokarolo ya batsadi ya makisimamo mo ditlhophong.
- b) **Mametlelelo J** "Polelo ka thurifatso le ntšhwafatso ya lenaane la batlhophi" e tshwanetse go tladiwa le go saeniwa malatsi a le 14 pele ga kopano ya tlhaolelotlhopho le ditlhopho
- c) Dikitsiso tsa letlha, nako le lefelo la tlhaolelotlhopho le ditlhopho di tshwanetse go gasagasiwa ka ditsela tsotlhe tsa tlhaeletsano le go manegiwa mo mafelong a a bonalang mo sekolong le mo setšhabeng bobotlana malatsi a le 14 pele ga letlha la tlhaolelotlhopho le ditlhopho. Tlhaolelotlhopho le ditlhopho tsa ditokololo di tshwanetse go tsamaelana le mokgwa wa tlhopho o sekolo se tlaa o dirisang.
- d) Mo mokgweng ono tlhaolelotlhopho le ditlhopho ke dipaka tse pedi tsa kopano e le nngwe.
- e) Fa paka ya tlhaolelotlhopho e khutla paka ya ditlhopho e simologa ka bonako.

**20.2** Mogokgo wa sekolo o tshwanetse go netefatsa gore:

- a) khopi e e tshwaregang ya kitsiso e tlaa fiwa moithuti mongwe le mongwe bobotlana malatsi a le 14 pele ga kopano ya tlhaolelotlhopho le ditlhopho e e tshitshintsweng e e nang le ditaello tsa molomo tse di itlhalosang ka bophepa go moithuti gore a e fe motsadi wa gagwe; le
- b) tsela epe e sele ya tlhaeletsano e e berekelang setšhaba, fa fela e sa thapole monaleseabe ope wa sekolo;
- c) kitsiso e tshwanetse go nna ka puo e go rutiwang ka yona mo sekolong le fa go kgonegang teng, ka puogae ya baithuti;
- d) Ditlhaloso tse dikhutshwane tsa batlhaolelwatlhopho di manegiwa mo mafelong a a lebaneng gore batsadi ba kgone go di bona bobotlana **malatsi a sekolo a le 7** pele ga Letsatsi la Ditlhopho;
- e) Ditsamaiso tsotlhe tsa COVID 19 di etswe tlhoko (palo ya makisimamo ya batho mo lefelong, go bolaya megare le go tlhapa diatla ka sesepa, go apara dimaseke tsa sefatlhego le go nna o katogile ba bangwe) go ikaegile ka Melawana le Ditaolelo tse di leng teng ka nako ya ditlhopho.

**20.3** Motlankedi wa Ditlhopho wa Sekolo o tshwanetse go netefatsa gore:

- a) Khoramo e e tlhokiwang ya 15% e teng pele ga tlhaolelotlhopho e ka simologa;
- b) Nako ya go simolola le go wetsa tlhaolelotlhopho e kailwe kwa tshimologong ya kopano;
- c) Go na le motshitshinyi le motlatsi wa motlhaolelwatlhopho mongwe le mongwe; le gore
- d) Maina a motlhaolelwatlhopho, motshitshinyi le motlatsi a teng mo lenaaneng la batlhophi le gone ba teng ka letsatsi la kopano ya tlhaolelotlhopho le ditlhopho.

**20.4** Fa go sa nniwa le khoramo kwa kopanong ya ntlha ya tlhaolelotlhopho le ditlhopho, ditlhopho di tshwanetse go beelwa letlha le lengwe le le seng kwa tlase ga malatsi a le 7 kgotsa le le fetang malatsi a le 14 go tswa ka letlha la kopano ya ntlha e mo go yona tsamaiso e e laotsweng mo molawaneng 20 e tlaa boelediwa.

**20.5** Bontlhopheng ba ba tlhaoletsweng tlhopho pele ga peoletlha e nngwe gape ya kopano ya tlhaolelotlhopho le ditlhopho ba tlaa nna ba tlhaotswe ditlhopho kwa kopanong e e beetsweng letlha gape mme tlhaolelotlhopho ya go ya pele e sa ntse e ka dirwa le go amogelwa.

**20.6** Kitsiso ya kopano ya ditlhopho ya bobedi e tshwanetse go bolela ka bophepa gore ga go tlhokiwe khoramo mo kopanong e.

**21. Khoramo**

A khoramo ya 15 % e tlhokiwa gore dipholo tsa Ditlhopho tsa Lekgotlataolo la Sekolo (LTS) di tlhomamisiwe.

**22. Tlhaolelotlhopho le Mokgwa wa Tlhopho**

**Tlhaolelotlhopho ya Ditokololo tsa batsadi**

**22.1** Motlhankedi wa Ditlhopho wa Sekolo o tshwanetse go netefatsa gore dikitsiso tebang le ditlhaolelotlhopho le ditlhopho di phatlaladiwa le go manegiwa jaaka go akantswe mo go temana 20.1(c) le gore e phatlaladiwa kwa batsading jaaka go tlhalositswe mo go temana 20.2(a).

**22.2** Setlhopho sa Ditlhopho sa Sekolo se tshwanetse go rurifatsa makwalokao a batlhophi ba ba mo lenaaneng la batlhophi. Lekwalokao le letala le le nang le barakhoutu kgotsa smart card, phasepoto kgotsa laesense ya kgweetso di tlaa nna bosupi jwa mothophi yo o tshwanelegang.

**22.3** Khoramo ya 15 % ya palogotlhe ya batsadi ba ba mo lenaaneng la batlhophi e tlhokelwa gore mokgwa wa tlhaolelotlhopho le ditlhopho o tsewelele.

**22.4** Motlhankedi wa Ditlhopho wa Sekolo o tlaa laola nako le bolee jwa tirego ya tlhaolelotlhopho: fa e le gore nako e e filweng ga e ka fa tlase ga metsotso e e 30 gape ga e fete ura e le 1.

**22.5** Tlhaolelotlhopho ya ntlhopheng e tlaa nna teng ka nako ya kopano ya tlhaolelotlhopho le ditlhopho go ya ka tirego e e latelang:

- a) Go tlhaolelwa tlhopho ka nako e e letlelelwang tlhaolelotlhopho fa fela tlhaolelotlhopho ya go nna jalo e tshegediwa ke motsadi yo mongwe le fa foromo ya tlhaolelotlhopho e tladitswe sentle ke motshitshinyi, motlatsi le ntlhopheng, le fa e filwe Motlhankedi wa Ditlhopho wa Sekolo kwa kopanong. Motshitshinyi, motlatsi le ntlhopheng ba tshwanetse go nna teng kwa kopanong ya tlhaolelotlhopho. Tirego ya tlhaolelotlhopho e tlaa dirwa ka mokgwa wa mokwalo, ga go kitla go letlelelwa go tsholediswa ga diatla.
- b) Ga go na ditlhopho dipe tse motho a tlhophang a emetse yo mongwe tse di tlaa letlelelwang.

**22.6** Morago ga nako ya tlhaolelotlhopho e sena go fela Motlhankedi wa Ditlhopho wa Sekolo o tshwanetse go:

**22.6.1** sekaseka ditlhaolelotlhopho le go gana ditlhaolelotlhopho tsa ntlhopheng ope yo:

- a) a sa tlhophiwang go ya ka tsamaiso e e beilweng mo melawaneng e;
- b) a sa tshwanelegeng go tlhaolelwa tlhopho le go tlhophiwa tebang le melawana eno;
- c) itsiseng maina a bontlhopheng ba tlhaolelotlhopho ya bona e amogetsweng.

**22.7** Fa palogotlhe ya bontlhopheng ba tlhaolelotlhopho ya bona e amogetsweng:

- a) e le kwa tlase ga palo ya ditokololo tse di letlelelwang setlhopho sa sekolo se se amegang jaaka go kailwe mo **Mametlelelo "A"**,
- i. nako ya tlhaolelotlhopho e tlaa atolosiwa ka lobaka lo lo sa feteng metsotso e e 30, fa ditlhaolelotlhopho di sa ntse di le kwa tlase ga palo e e tlhokelwang setlhopho kopano e tlaa emisiwa nakwana mme Motlhankedi wa Ditlhopho wa Sekolo o tshwanetse go bitsa kopano e nngwe e e beetsweng letlha gape le le seng malatsi a a kwa tlase ga 7 kgotsa a a fetang 14 go tswa mo letlheng la ntlha. Ditokololo tse di tlhaoletsweng tlhopho pele ga go beelwa letlha gape ga kopano, di tlaa tswela go nna di tlhaoletsweng gore ba tlhophiwe kwa ditlhophong tse di beetsweng letlha gape mme fela tlhaolelotlhopho ya go ya pele e sa ntse e ka dirwa le go amogelwa.
- ii. fa e ka re kwa morago ga kopano ya tlhaolelotlhopho e e tshwerweng palogotlhe ya ditlhaolelotlhopho ya bo e sa ntse e le kwa tlase ga palo e e tlhokwang ya ditokololo tsa batsadi, Motlhankedi wa Ditlhopho wa Sekolo o tlaa bolela gore bontlhopheng ba ba tlhaoletsweng tlhopho ba tlhophilwe sentle le gore ditaolelo tsa temana 8.5 le 8.6 di tlaa tlama: fa fela ditlhophotlaleletso di tlaa tshwarwa mo malatsing a le 90 morago ga letsatsi la tlhopho ya go nna jalo.
- b) e lekana le palo ya ditokololo tse tse di umakilweng Motlhankedi wa Ditlhopho wa Sekolo o tlaa bolela gore batlhaolelwatlhopho botlhe ba tlhophilwe sentle go nna mo lekgotlataolong; kgotsa
- c) e feta palo ya ditokololo tse di umakilweng mo temeng go tlaa tshwarwa ditlhopho ka sephiri.

**23 Go Vouta**

Ditlhopho di tlaa nna ka letlha, nako le lefelo le le kailweng mo kitsisong (**Mametlelelo C**) ya kopano ya tlhaolelotlhopho.

- 23.1** Motlhankedi wa Ditlhopho wa Sekolo o tlaa tlhalosa tsamaiso e e tlaa salwang morago mo kopanong le gone o tshwanetse gore bobotlana a tlhalose gore motho mongwe le mongwe yo o tlhaoletsweng tlhopho o tlaa nna le tshono ya go bolela mo kopanong eo:
- a) leina la gagwe;
- b) maina a le mephato ya bana ba gagwe mo sekolong;
- c) tiro le maitemogelo kgotsa bokgoni; le
- d) pono ya gagwe ya tsamaiso ya sekolo gore batsadi ba dire tshwetso e e nang le kitso ka nako ya tirego ya ditlhopho.
- 23.2** Ditlhopho di tlaa nna ka baloto ya sephiri. Fomete ya pampiritlhopho (baloto) e tshwanetse go nna jaaka **Mametlelelo "E"**. Dipampiritlhopho tse di filweng ga di a tshwanela go isiwa kwa ntle ga seteišene sa ditlhopho.
- 23.3** Pele dipampiritlhopho di ka phatlaladiwa, Motlhankedi wa Ditlhopho wa Sekolo o tshwanetse go netefatsa gore pampiritlhopho nngwe le nngwe e na le setempe sa sekolo mo go yona.

- 23.4** Motlhankedi wa Ditlhopho wa Sekolo o tshwanetse go tthalosa tirego ya go tlhopha, palotlase le makisimamo ya bontlhopheng ba ba tlaa voutelwang gammogo le gore voutu e rekotiwa jang.
- 23.5** Pele ga kopano ya ditlhopho Motlhankedi wa Ditlhopho wa Sekolo o tlaa baakanya pampiritlhopho e e nang le maina a batlhaolelwatlhopho botlhe mo go yona ka tatelano ya alefabete go dirisiwa difane.
- 23.6** Motlhophi o tlaa, mo sephiring, rekota voutu ya gagwe mo pampiritlhophong mme a e tsenye mo lebokosong kgotsa mo setshoding se sengwe se se tswetsweng se se fetsweng lebaka leo.
- 23.7** Motho yo o tlhokang thuso a ka nna, ka kopo ya gagwe, a thusiwa ke Motlhankedi wa Ditlhopho wa Sekolo kgotsa tokololo ya setlhopho sa ditlhopho fa pele ga mosupi yo o kailweng ke motlhophi.
- 24. Go bala divoutu**
- 24.1** Motlhankedi wa Ditlhopho wa Sekolo o tshwanetse go bula dipampiritlhopho fa pele ga batlhokomedi, batsayatsia le batlhaolelwatlhopho ba ba eletsang go nna teng.
- 24.2** Motlhankedi wa Ditlhopho wa Sekolo o tshwanetse go gana pampiritlhopho epe e e senyegileng pele fa go ka balwa divoutu tse di rekotetsweng ntlhopheng mongwe le mongwe fa:
- a) Pampiritlhopho e na le letshwao la semmuso kgotsa setempe se sa bonaleng mo go yona;
  - b) dipampiritlhopho tse go rekotilweng divoutu tse dintsi mo go tsona go feta palo ya ditokololo tse di tlhophilweng;
  - c) voutu e e dirilweng ka tsela e, mo kakanyong ya motlhankedi wa ditlhopho, e sa tlhomamisegeng gore e voutetswe ntlhopheng kgotsa bontlhopheng bafe.
- 24.3** Morago ga go ganwa ga dipampiri tse di senyegileng, Motlhankedi wa Ditlhopho wa Sekolo o tshwanetse go:
- a) bala ditlhopho fa pele ga ntlhopheng mongwe le mongwe yo o eletsang go nna teng;
  - b) bolelela kopano yotlhe leina la ntlhopheng mongwe le mongwe le palo ya divoutu tsa mongwe le mongwe; le go
  - c) tlatsa foromo go ya ka **Mametlelelo "F"** e e kayang palo ya divoutu tse ntlhopheng mongwe le mongwe a di amogetseng.
- 24.3** Motlhankedi wa Ditlhopho wa Sekolo o tshwanetse go bolela bontlhopheng ba ba tlhophilweng, ka tatelano e e yang kwa tlase ya divoutu tse di amogetsweng.
- 24.4** Fa dipalo tsa divoutu tse di amogetsweng tsa bontlhopheng ba babedi kgotsa go feta di leng maleka mme se se ama dipholo tsa ditlhopho, Motlhankedi wa Ditlhopho wa Sekolo o tlaa tlamela tengwa go tlhomamisa dipholo kgotsa go dirisa tlhopho e e sa rulaganngwang (ya rentomo) fa gare ga batlhaolelwatlhopho ba ba maleka. Seno se tshwanetse go dirwa mophatlalatseng ka tumalano ya batlhaolelwatlhopho le gone fa pele ga batlhokomedi, baelatlhoko le batlhaolelwatlhopho ba ba eletsang go nna teng.

**24.5** Motlhankedi wa Ditlhopho wa Sekolo o tlaa tsaya tshwetso mo mererong yotlhe e e tebang le tlhaolelotlhopho le ditlhopho.

**24.6** Motlhankedi wa Ditlhopho wa Sekolo o tlaa tlatša Foromo ya Polelo ya Ditlhopho go ya ka **Mametelelelo "G"** morago ga kopano ya ditlhopho tsa batsadi le go e romela go Motlhankedi wa Ditlhopho wa Kgaolo.

**25. Mokgwa wa Tlhopho wa Letsatsi Lotlhe**

- (a) Mokgwa o ke wa ditlhopho tsa letsatsi lotlhe ka diatla foo ditlhopho ka diatla (go sa dirisiwe seeleketeroniki) di simologang ka nako e e totobaditsweng mme e tswelelang ka nako e e tlaa laolang ke Motlhankedi wa Ditlhopho wa Sekolo.
- (b) Go balwa ga divoutu go ka tswelela fela fa palo ya divoutu tse di dirilweng kwa bokhutlong jwa ditlhopho e kaya gore 15 % tsa khoramo ya batlhophi di fitlheletswe.

**25.1 Tlhaolelotlhopho ya Ditokololo tsa Batsadi**

- a) Motlhankedi wa Ditlhopho wa Sekolo o tshwanetse go netefatsa gore dikitsiso tebang le ditlhaolelotlhopho le ditlhopho di phatlaladiwa le go managiwa jaaka go akantswe mo go temana 20.1(c) le gore di phatlaladiwa go ya kwa batsading jaaka go laotswe mo go temana 20.2(a).
- b) Motsadi o tshwanetse go tlhalelwa tlhopho (**Mametelelelo D**) le go tladiwa fela ke motsadi wa moithuti wa sekolo se se amegang yo a tshwanetseng go bonala mo lenaaneng la batlhophi kgotsa ka go romela go Motlhankedi wa Ditlhopho wa Sekolo, mo malatsing a a seng kwa tlase ga 7 pele ga go simologa ga letsatsi la ditlhopho, foromo ya tlhaolelotlhopho e e tladiweng sentle ke motshitshinyi, motlatsi le motlhaolelwatlhopho;
- c) Motlhaolelwatlhopho o tshwanetse go fana ka tshedimosetso e e latelang gore e tsamaye mmogo le foromo ya tlhaolelotlhopho gore e phatlaladiwe kwa batsading pele ga Letsatsi la Ditlhopho:
  - i. Senepe sa bogolo jwa phasepoo sa sešweng
  - ii. Mainaka botlalo
  - iii. Maina le mephato ya ngwana(bana) mo sekolong
  - iv. Tiro, bokgoni le maitemogelo a a tlaa sologelang sekolo; le
  - v. Pono ya motlhaolelwatlhopho ya sekolo.
- d) Ditlhaloso tse dikhutshwane tsa bontlhopheng botlhe ba ba tlhaoletsweng tlhopho di tshwanetse go phatlaladiwa kwa batsading botlhe malatsi a le 3 pele ga Letsatsi la Ditlhopho.

**25.2 Ditlhopho tsa Ditokololo tsa Batsadi**

- a) Motlhankedi wa Ditlhopho wa Sekolo o tshwanetse go baakanya dipampiritlhopho tse di nang le maina a bontlhopheng botlhe ba ba tlhaoletsweng tlhopho ka talelano ya alefabete (**Mametelelelo E**). dipampiritlhopho tse di tshwanetse go bo di tempilwe ka setempe sa sekolo, kgotsa di na le ntsha e nngwe e e di farologanayng e e itsang gore dipampiritlhopho di seka tsa feretlhwa.
- b) Bontlhopheng baba tlhaoletsweng tlhopho ba tshwanetse go abelwa dinomoro tse di tsamaelanang le nomoro e e bapileng le maina a bona a a mo pampiritlhophong.



- c) Motsadi mongwe le mongwe yo a rurifaditsweng mo lenaaneng la batlhophi o tshwanetse go amogela pampiritlhopho go tshwaya mo sephiring palo ya makisimamo ya batsdi jaaka go kailwe mo (**Mametlelelo A**).
- d) Pampiritlhopho e e tshwailweng e tshwanetse go menwa le go tsenngwa mo teng ga lebokosobaloto kgotsa setshodi sepe se se tswetsweng se se diretsweng lebaka leno.
- e) Motho yo o tlhokang thuso a ka, fa a ikopela, a thusiwa ke Motlhankedi wa Ditlhopho wa Sekolo a na le mosupi yo o kailweng ke motlhophi.

### 25.3 Go Balwa ga Divoutu

- a) Tsamaiso e e akantsweng mo molawaneng 24 e tlaa latelwa fa go balwa divoutu.
- b) Go balwa go ka simologa fela morago ga go sena go tlhomamisiwa gore go nnile le divoutu tsa 15 % tsa khoramo.
- c) Fa go sa fitlhelwa khoramo mo letsatsing la ditlhopho la ntlha le le tletseng, ditlhopho di tshwanetse go beelwa letlha gape mo malatsing a a seng kwa tlase ga 7 kgotsa a a sa feteng 14 go tswa mo letlheng la kopano ya ntlha e mo go yona tsamaiso e e laotsweng mo go tema 23 e tlaa boelediwang. Ga go ne go tlhokiwa khoramo mo kopanong ya bobedi.

### 26. Mokgwa wa Ditlhopho tsa Eleketeroniki

Ditlhopho tsa eleketeroniki ke mokgwa wa ditlhopho o ka ona tsela ye eleketeroniki e dirisiwang mo kगतong e le nngwe kgotsa tse di fetang bongwe. Mokgwa o wa ditlhopho o ka tlhophiwa fela ke dikolo tse di nang le bokgoni jwa go nna le ditlhopho ka tiriso ya inthanete ka ntlha ya ditsompelo tse di leng teng le go nna le bontsi jwa batsadi ba ba kgonang go fitlhelela thekenoloji e e tlhokegang go tsaya karolo mo ditlhophong.

#### 26.1 Go vouta ga eleketeroniki – ditlhokego tsa go bereka

- 1) Tlhaolelotlhopho ya ditokololo e tshwanetse go nna teng go tsamaisana le tema 25.1.
- 2) Seteišene sa go vouta ga eleketeroniki se tshwanetse go tlhomiwa kwa lefelong le le laotsweng ke Motlhankedi wa Ditlhopho wa Sekolo koo go vouta ga eleketeroniki go ka nnelang teng.
- 3) Go vouta ga eleketeroniki le go vouta ga eleketeroniki mo go direlwang kgakaleng go tshwanetse ga tshwarwa ka letlha le ka nako le lefelo le le laotsweng ke Motlhankedi wa Ditlhopho wa Sekolo.
- 4) Mogokgo o tshwanetse gore bobotlana malatsi a le 14 pele ga letlha la ditlhopho tsa eleketeroniki a:
  - a) Itsise batlhophi, ka puo e e phepa e bile e le bonolo, ka gore ke ditlhopho tsa eleketeroniki dife tse di tlaa nnang teng, le dikgato dipe tse motlhophi a ka di tsayang gore a kgone go tsaya karolo le go vouta; a be a
  - a. Abelane ka lenaane la semmuso la didiriswanolo tse di tlaa dirisiwang mo ditlhophong tsa eleketeroniki Ka bobotlana le tlaa kaya didiriswanolo tse di dirisitsweng, le tlhaloso e khutshwane.
- 5) Go vouta ga eleketeroniki mo go direlwang kgakaleng ga go a tshwanela go simolola pele ga go bulwa ga seteišene sa go vouta ga eleketroniki kwa sekolong sa puso. Go vouta ga eleketeroniki mo go direlwang kgakaleng ga go a tshwanela go tswelala morago ga bokhutlo jwa lobaka lwa go vouta kwa seteišeneng sa go vouta ga eleketeroniki kwa sekolong sa puso.

- 6) Pele ga go vouta ga eleketeroniki gope go ka nna teng, Motlhankedi wa Ditlhopho wa Sekolo o tlaa ikgotsofatsa gore thulaganyo ya go vouta ga eleketeroniki go dira ka bokgoni le ka nepagalo le gore dikgato tse di tlhokegang tsa tshireletso tse di umakilweng mo go tema 26.2 di teng.
- 7) Mo kanaleng nngwe le nngwe ya go vouta ga eleketeroniki, go tlaa tlhongwa dithulaganyesto tsa tshegetso le kaelo tsa ditsamaiso tsa go vouta le go nne di tlaa nna teng go fitlhelelwa ke motlhophi. Ka motsi wa go vouta ga eleketeroniki mo go direlwang kgakaleng, dithulaganyo tsa go nna jaana di tlaa nna teng gape ka tsela ya tlhaeletsano e e farologaneng, e e fitlhelelwang ke bontsi.
- 8) Motlhankedi wa Ditlhopho wa Sekolo o tshwanetse go netefatsa gore:
  - a) didiriswanolo tse di lebaneng le ditirelo di ka dirisiwa ke batlhophi botlhe; le gore
  - b) badirisi ba fiwa, nako le nakofa go tlhokiwal le fa go kgonega, ka ditsompelo tsa tlaleletso, tse di jaaka didiriswatlhaleletsano tse di kgethegileng kgotsa metswedithuso e mengwe e e tshwanang, e e jaaka thuso ya sebele.
- 9) Go tshwanetse ga nna le tekatekano mo tseleng ya tlhagiso ya maitlhophelo otlhe a go vouta mo sedirisweng se se dirisiwang go tlhophi ga eleketeroniki.
- 10) Lenaane la batlhaolelwathlhopho le tshwanetse go batla bobotlana:
  - (a) senepe sa bogolo ba sa phasepoto sa sešweng
  - (b) leina la gagwe;
  - (c) mophato wa ngwana/bana ba gagwe kw sekolong;
  - (d) Tiro le maitemogelo kgotsa bokgoni;
  - (e) pono ya sekolo; gape le

tshwanetse go nna teng le go tlhagisiwa ka tekatekano mo dithulaganyong tsotlhe tsa go vouta ga eleketeroniki le gone le dirwa gore le nne teng mo phatlalatseng ka ditsela tse dingwe pele ga letlha la go vouta ga eleketeroniki.
- 11) Motlhankedi wa Ditlhopho wa Sekolo o tshwanetse go netefatsa gore thulaganyo ya go vouta ga eleketeroniki go naya baloto ya nnete go motlhophi. Ka motsi wa go vouta ga eleketeroniki mo go direlwang kgakaleng, motlhophi o tlaa itsisewe ka ga ditsela tsa go rurifatsa gore kgolagano le sefara ya semmuso di tlhomamisitswe le gore baloto ya nnete e tlhagisitswe.

## 26.2 Ditlhokego tsa thekenikhale tsa thulaganyo ya go vouta ga eleketeroniki:

- 1) Gore go netefadiwe ditlhopho tsa temokerasi, tlhaeletsano ya motlhophi ya dithulaganyo tsa go vouta ga eleketeroniki go tshwanetse ga kgona go dirisiwa le go tlhaloganngwa ke batho jwa bontsi jo bo kgonegang.
- 2) Thulaganyo ya go vouta ga eleketeroniki go tshwanetse ga rurifatsa tshwanelego ya motlhophi pele a ka vouta.
- 3) Thulaganyo ya go vouta ga eleketeroniki e tlaa rurifatsa motlhophi le go netefatsa gore go dirwa divoutu tsa palo e e fela e e lebaneng, motlhophi ka motlhophi le gore di bolokiwa mo lebokosobalotong la eleketeroniki.
- 4) Thulaganyo ya go vouta ga eleketeroniki e tlaa netefatsa gore boithlhophele jwa motlhophi bo tlhagisiwa ka nepagalo mo voutung le gore voutu e e kannweng e tsena mo lebokosobalotong la eleketeroniki.
- 5) Thulaganyo ya go vouta ga eleketeroniki e tlaa tshegetsa go nna teng le tshiamo ya divoutu. E tlaa tshegetsa gape khupamarama ya divoutu le go di baya di kanetswe go fitlhela tirego ya go di bala.

- 6) Morago ga bokhutlo jwa nako ya go vouta ga eleketeroniki, ga go na motlhophi ope yo o tlaa letlelelwang go fitlhelela thulaganyo ya go vouta ga eleketeroniki.
- 7) Thulaganyo ya go vouta ga eleketeroniki go tlaa akaretsa dikgato tsa go somarela go nna teng ga ditirelo tsa yona ka nako ya tirego ya go vouta ga eleketeroniki. Go tlaa nna kgaatlhanong segolo bogolo le go sa dire sentle kgotsa go senyega.
- 8) Motlhankedi wa Ditlhopho wa Sekolo o tlaa tlhoma bobotlana motho a le mongwe, ka ntlha ya mabaka a boitseanape, yo o tlaa nnang le phitlhelelo go mafaratlhatlha a bogare a serala sa eleketeroniki le tshedimosetso ya ditlhopho. Ditirwana tsa thekenikhale tse di bothokwatlhokwa di tlaa dirwa ke motho yo. Fa go ka kgonegang teng, ditirwana tsa go nna jalo di tlaa dirwa ka kwa ntle ga dipaka tsa ditlhopho.
- 9) Tirego ya go bala e tlaa:
  - a) Bala divoutu ka nepo le gone go balwa ga bivoutu go tlaa nno mo go ka dirwang gape go ntsha dipelo tse di tshwanang;
  - b) Tshegetsa go nna teng le boammaaruri jwa lebokosobaloto la eleketeroniki le dipelo tsa tirego ya go bala ka boleele jo bo tlhokiwang.
  - c) Go fa bokgoni jwa go tlhola gape le go rurifatsa tiro e e nepagetseng ya go vouta ga eleketeroniki le nepagalo ya dipholo, go thibela tsietso ya batlhophi, tlho e e ipoapoelediwang ke motho a le esi le go supa gore dicoutu tsotlhe tse di badilweng ke tsa nnete le gore divoutu tsotlhe di badilwe.
  - d) Naya bokgoni jwa go rurifatsa gore ditlhopho tsa eleketeroniki di obametse ditaello tsa emolao tse di maleba, boikaelelo e le go rurifatsa gore dipholo ke kemedi e e nepagetseng ya divoutu tsa nnete.
- 10) Fa go dirwa dikumo tse dintšhwa go tlaa nniwa le thekegelo ya gore a di tsamaelana le tse di ntseng di le teng, go akaretsa tseo tse di dirisang thekenoloji e ntšhwa e moakanyetso wa tsona e leng go thusa batho ba ba nang le bogole.

## 27. Tharabololo ya Kganetsano

- 27.1 Motlhankedi wa Ditlhopho wa Sekolo o tlaa tsaya tshwetso ka merero yotlhe e e amanang le tlhalelotlhopho ya bontlhopheng le ditlhopho.
- 27.2 Dikganetsano tsotlhe di tlaa begelwa Motlhankedi wa Ditlhopho wa Sekolo ka nako ya ditlhopho.
- 27.3 Motlhankedi wa Ditlhopho wa Sekolo o reboletswe go leka go rarabolola dikganetsano tsotlhe, le gone, fa go ka kgonegang ka teng, go netefatsa gore ditlhopho di gololesegile e bile di tekano.
- 27.4 Fa Motlhankedi wa Ditlhopho wa Sekolo, ka ntlha ya lebaka lepe, a sa kgone go rarabolola kganetsano, o tshwanetse ditlhopho go wela mme morago a rolele kganetsano eo go Motlhankedi wa Ditlhopho wa Kgaolo mo malatsing a le 7 morago ga ditlhopho.
- 27.5 Fa mongongoregi a sa kgotsofalela tshwetso ya Motlhankedi wa Ditlhopho wa Sekolo a ka nna a romela kganetsano go Motlhankedi wa Ditlhopho wa Kgaolo mo malatsing a le 7 morago ga go amogela kitsiso ya tshwetso ya bofelo ya Motlhankedi wa Ditlhopho wa Sekolo.

- 27.6** Fa mongongoregi a sa kgotsofalela tshwetso ya Motlhankedi wa Ditlhopho wa Kgaolo a ka nna a ikuelwa kwa go Mokhuduthamaga (MEC) mo malatsing a a 7 morago ga go amogela kitsiso e e kwadilweng ya tshwetso ya bofelo ya tshwetso ya Motlhankedi wa Ditlhopho wa Kgaolo.
- 27.7** Ditshwetso tse di umakiwang mo 27.4, 27.5 le 27.6 di tshwanetse go dirwa mo malatsi a le 30 morago ga go amogela tholelo.
- 27.8** Kganetsano epe e e tlhagisiwang morago ga ditirego tse di umakiwang mo molawaneng 27.7 di tlaa tsewa gore di obamela molao mme molawana 11.1.2 (m) o tlaa diragadiwa.
- 28 Tsamaiso morago ga ditlhopho**
- 28.1** Morago ga go tlhophiwa ga lekgotlataolo Motlhankedi wa Ditlhopho wa Sekolo o tshwanetse go tsenya ditokomane tsotlhe, go akaretsa dipampiritlhopho, tse di dirisitsweng kwa ditlhophong mo dienefeloping le go fa Mogokgo malatsi a 5 a ise a fete morago ga kopano ya ditlhopho.
- 28.2** Mogokgo o tshwanetse go baya dienefelopo mo lefelong le le bolokegileng ka lobaka lwa dingwaga tse 3.
- 28.3** Motlhankedi wa Ditlhopho wa Sekolo o tshwanetse go itsise mogokgo ka mokwalo ka mainale dinomoro tsa kgolagano tsa batho ba ba tlhophilweng jaaka ditokololo, le gone mo kitsisong eo o tshwanetse go laela mogokgo go itsise batsadi botlhe ba sekolo ka dipholo tsa ditlhopho mo malatsing a matlhano morago ga ditlhopho.
- 29 Ditlhopho tsa Batsholamarapo**
- 29.1** Pele ga go tlhophiwa ga batsholamarapo Mogokgo o tla itsise ditokololo tsa lekgotlataolo ka maikarabelo a bona le tlhokego ya go netefatsa gore batsholamarapo ba emela dipharologano tsa bong le lotso tsa sekolo ka fa go ka kgonegang ka teng. Maikarabelo a Mogokgo ke go thusa lekgotlataolo go tiragatsong ya ditiro tsa lona le maikarabelo jaaka a tlhalositswe mo Molaong Karolo 16 A.
- 29.2** Mogokgo o tlaa bitsa kopano ya ntlha ya lekgotlataolo mo malatsing a le 7 morago ga phasalatso ya dipholo tsa ditlhopho.
- 29.3** Kwa kopanong ya ntlha ya lekgotlataolo lekgotla la go nna jalo le tlaa, go tswa mo ditokololong tsa lona, tlhopha batsholamarapo baba tshwanetseng go akaretsa Modulasetulo, Motsholamatlotlo le Mokwaledi: fa fela Modulasetulo e tlaa nna tokololo ya motsadi ya lekgotlataolo e e sa thapiwang mo sekolong se se amegang.
- 29.4** Fo ka ntlha ya lebaka lepe maemo a motsholamarapo a tlhokang motho, lekgotlataolo le tlaa, go etswe tlhoko ditaolelo tse di fa godimo, kwa kopanong ya ntlha morago ga phatlhatiro e nna teng, tlhopha ngwe ya ditokololo tsa lona go tlatsa phatlhatiro eo ka lobaka lo lo setseng lwa maemo ao a motho yo o tlhatlhamiwa.
- 29.5** Mogokgo o tlaa okamela kopano fa maemo a Modulasetulo le Motlatsa-Modulasetulo a se na motho ka bobedi jwa ona.

- 29.6** Go gakololwa gore go se ka ga nna le ditokololo tsa barutabana tse di fetang bobedi tse di dirang jaaka batshwaramarapo a lekgotlataolo’
- 29.7** Ditokololo tsa lekgotlataolo di gakololwa gore di se ka tsa nna le maemo a a feta bongwe ka nako e le nngwe mo lekgotlataolong;
- 29.8** Mogokgo o tshwanetse, morago ga kopamo e kwa go yona go tlhophilweng motsholamarapo ope go ya ka melawana eno, go itsise ka bonako ka mokwalo Mokaedi wa Kgaolo e e amegang ka letlha le maina a batho ba ba tlhophilweng. **Mametlelelo “H”** e tshwanetse go tladiwa le go romelwa go mokaedi wa kgaolo mo malatsing a le 5 morago ga kopano.
- 29.9** (1) Lekgotlataolo le ka—
- (a) tlhoma dikomiti, go akaretsa komiti ya khuduthamaga; le go
  - (b) tlhoma batho ba e seng ditokolo tsa lekgotlataologo nna mo dikomiting tsa go nna jalo ka ntlha ya mabaka a boitseanape, mme tokololo ya lekgotlataolo ke yona e tshwanetseng go nna modulasetulo wa komiti nngwe le nngwe.
- (2) Lekgotlataolo la sekolo fela sa puso se se fang thuto go baithuti ba ba nang le ditlhokwa tsa thuto tse di kgethegileng le tshwanetse go tlhoma komiti ya ditlhokwa tsa thuto tse di kgethegileng.
- 30 Kwadiso ya Ditokololo tsa Lekgotlataolo le tsamaiso ya Tholelo-Maemo**
- 30.1** Kwa kopanong ya ntlha Mogokgo wa sekolo o tshwanetse go netefatsa gore dintlha tsa tokololo nngwe le nngwe ya lekgotlataolo le lentšhwa di bonala mo foromong e e umakilweng mo molawaneng 7.
- 30.2** Mogokgo o tshwanetse, mo malatsing a le 5 morago ga kopano ya tlhopho ya batsholamarapo, go tlhagisa foromo ya tshedimosetso (**Mametlelelo H**) go Mokaedi wa Kgaolo.
- 30.3** Mogokgo o tshwanetse go itsise Mokaedi wa Kgaolo ka ga diphetogo dipe tsa lekgotlataolo mo malatsing a le 14 ka ga diphetogo tseo. Mogokgo o tshwanetse go rulaganyetsa le go fefofatsa tsamaiso ya tholelo-maemo go ya ka **Mametlelelo “I”**.
- 30.4** Mogokgo o tshwanetse go laola tsamaiso ka go rolela semmuso difaele tsotlhe tsa lekgotlataolo go lekgotla taolo le le sa tswang go tlhophiwa sešweng;
- 30.5** Tshwara kopano ya thuto ya ditokololo tse di sa tswang go tlhophiwa sešweng le go;
- 30.6** Araba dipotso dipe tse lekgotlataolo le le sa tswang go tlhophiwa sešweng le ka tswang le na le tsona.

**31 Molaotheo wa Lekgotlataolo la Sekolo**

**31.1** Molaotheo wa Lekgotlataolo la Sekolo (LTS) la sekolo sa puso o tlaa bontsha mme gao ka ke wa felela fela ka tse di latelang:

**31.1.1** the vision and mission statement of the school;

**31.1.2** ditiro tsa batsholamarapo

**31.1.3** Tlhommo ya dikomiti ka ditiro tse di tlhalositsweng ka bophepa;

**31.1.4** ditsamaiso le makgetlo a go tshwarwa dikopano;

**31.1.5** Tsamaiso ya go laola ditlhabololo tsa molaotheo.

**32. Diphatlhatiro mo Lekgotlataolong la Sekolo**

Phatlhatiro e tlaa nna teng nakole nako fa tokololo e:

a) Rola tiro ka mokwalo;

b) E tlhokafala;

c) A ilelwa jaaka go akantswe mo molawaneng 10;

d) A lofela dikopano tsa lekgotlataolo tse pedi kgotsa go feta tse di latelang ntle ga thebolelo ya go dira jalo mme ga bo go tsewa dikgato tse di maleba;

e) Sutisiwa mo maamong go ya ka ditaolelo tse di leng mo molawaneng wa boitsholo o o akantsweng mo go Karolo 18A ya Molao;

f) Sa tlhole e wela mo setlhopheng sa ditokololo se a neng a se emetse ka nako ya ditlhopho;

g) Ka re ka nako epe, ka tlhotlhomiso e e dirwang ke motlhankedi wa ditlhopho go ka fitlhelwa maitsholo a a sengmaleba a tokololo ya go nna jalo.

**33. Ditlhophotlaleletso ka ntlha ya diphatlhatiro mo lekgotlataolong**

**33.1** Fa phatlhatiro e e akantsweng mo molawaneng 32 e ka nna teng, Mogokgo wa sekolo o tshwanetse gore a itsise Mokaedi wa Kgaolo ka ga phatlhatiro ya go nna jalo ka mokwalo le gone a dira jalo mo malatsing a le 14.

**33.2** Motlhankedi wa Ditlhopho wa Sekolo o tshwanetse go tlhomelwa ditlhophotlaleletso dingwe le dingwe.

**33.3** Ditlhophotlaleletso di tshwanetse go tshwarwa nako le nako fa:

a) palo ya ditokololo tsa batsadi ya lekgotlataolo e wela kwa palong e e lekanang kgotsa e e kwa tlase mo go ya palogotlhe ya ditokololo tse dingwe tsa lekgotlataolo;

b) palo ya ditokololo tse, fa go neng go tlhamiwa lekgotlataolo, tsa tlhophiwa kgotsa tsa bolelwa gore di tlhophilwe, e wela kwa palong e e lekanang kgotsa e e kwa tlase ga khoramo e e umakilweng mo molaotheong ya lekgotlataolo le le bopilweng ka botlalo; kgotsa

c) tokololo ya setlhopho sa ditokololo tsa lekgotlataolo le le umakilweng mo go karolo 23 kgotsa 24 ya Molaoga e sa tlhole e emelwa mo lekgotlataolong.

- 33.4** fa phatlhatiro e nna teng jaaka go lebeletswe pele mo go molawana 32 go tshwanetse ga tshwarwa ditlhopho tlaleletso mo malatsing a 90 a go nna teng ga phatlhatiro ya go nna jalo.
- 33.5** tsamaiso e e tlhalositsweng mo go melawana 17– 21 e tlaa tlama mo ditlhophotlaleletsong.
- 33.6** tokololo e e tlhophilweng go tsamaelana le tema ee tswela go nna mo maemong ya paka ya tiro e e iseng e fele ya motho yo leloko leo le mo tlhatlhamang.
- 33.7** fa phatlhatiro e e akantsweng mo go molawana 33.4 e ka nna teng tebang le tokololo ya motsadi e e tlhophilweng, lekgotlataolo la sekolo le tshwanetse gore ka bonako le tseeletse ka nakwana motsadi go dira jaaka tokololo e e nang le ditshwanelo tse di tletseng tsa go tlhophha ka lobaka lo lo sa feteng malatsi a le 90.
- 33.8** fa go ka nna le phatlhatiro mo ditlhopheng tsa botokololo tse di umakilweng mo go molawana 4.2 (b), (c) le (d) ditokololo tse di tshwanelegang tsa setlhophha se se amegang di tlaa tshwara ditlhopho go tlatsa phatlhatiro eo mo malatsing a le 90.
- 33.10** Go tlhomiwa ga motsadi yo o tseeeditsweng yo o umakilweng mo go molawana 33.8 go tlaa nna teng mo malatsing a le 21.
- 33.11** Tokololo ya lekgotlataolo le le nang le ngwana yo o mo mophatong o o tswang (7 kgotsa 12) o tshwanetse go itsise ka mokwalo, Modulasetulo wa lekgotlataolo le Mogokgo go sa ntse go setse dikgwedi tse tharo pele ga bokhutlo jwa ngwaga wa dithuto.
- 33.12** Fa Tlhogo ya Lefapha e ka laola ka ntlha ya mabaka a a utlwalang gore lekgotlataolo le emisitse go dira ditiro tse di le filweng go ya ka mabaka a Molao kgotsa le reteletswe ke go dira tiro e le nngwe kgotsa go feta bongwe, o tshwanetse go latela tsamaiso e e beilweng mo go Karolo 22 le 25 ya Molao.

#### **34. Go dira ga lekgotlataolo le lentšhwa**

Lekgotlataolo le le sa tswang go tlhophiwa sešweng le tshwanetse go simolola go dira ka bonako morago ga go wediwa ka katlego ga tirego ya ditlhopho.

#### **35. Tloso kgotsa Kemiso ya Ditokololo tsa Lekgotlataolo mo Maemong**

Tokololo ya lekgotlataolo la sekolo sa puso e ka nna ya tloswa mo maemong go ya ka karolo 18A ya Molao wa Dikolo wa Aforikaborwa.

#### **36. Molawana wa Boitsholo wa Ditlhopho**

Ga go ntlhopheng ope yo o kwadisitsweng yo a ka dirisang puo kgotsa yo a ka itsholang ka tsela e e ka gwetlhang:

- a) kgoreletso/tirisodikgoka ka nako ya ditlhopho; kgotsa
- b) tshosetso ya bontlhopheng, kgotsa batlhophi;

- c) tlhotlheletso batsadi ba ba mo lenaaneng la batlhophi go tsenela kgotsa go se tsenele kopano ya ditlhopho; kgotsa
- d) go tlhopha kgosa go se tlhophe kgotsa go tlhopha kgotsa go se tlhophe ka tsela e e rileng; kgotsa
- e) go gana tlhaolelotlhopho jaaka motho yo o tlhaoletsweng tlhopho kgotsa go ikogela morago mo ditlhophong; kgotsa
- f) tirisobotlhaswa ya maemo a maatla, ditshiamelo kgotsa tlhotlheletso, go akaretsa taolo ya botsadi, ya go thapiwa go tlhotlheletsa go tshwarwa ga kgotsa dipholo tsa ditlhopho.

### **37. Melawana ya kakaretso**

#### **37.1** Tlhotlheletso e e seng maleba :

- 1) Go etswe tlhoko melawana e, ga go motho ope yo o tshwanetseng go thibela motho ope go dirisa tshwanelo e e fiwang ke melawana eno.
- 2) Ga go motho ope, yo o itseng gore motho yo mongwe ga a na tshiamelo ya go kwadisiwa jaaka motsadi/motlhokomedi, yo o ka-
  - a) tlhotlheletsang motho wa go nna jalo gore o na le tshwanelo ya go kwadisiwa jaaka motsadi/motlhokomedi; kgotsa
  - b) bolelelang motho yo mongwe o sele gore motho yo mongwe ole o na le tshwanelo ya go kwadisiwa jaaka motsadi/motlhokomedi.
- 3) Ga go motho ope, yo a itseng gore motho yo mongwe ga a na tshiamelo ya go tlhopha, yo o ka-
  - a) thusang, pateletsang kgotsa tlhotlheletsa motho yo mongwe ole go tlhopha; kgotsa
  - b) bolelela motho yo mongwe o sele gore motho yo mongwe ole o na le tshwanelo ya go tlhopha.

### **38. Tshekatsheko ya Melawana**

Melawana e e ka nna ya sekasekiwa ka nako epe e e filweng.

### **39. Phediso ya Melawana**

Melawana ya Makgotlataolo ya Dikolo tsa Puso e e leng mo Kitsiso 35 ya 2017 le Kitsiso 166 ya 2017 e gape phasaladitsweng mo Kasete ya Porofense e e seng ya Tlwaelo 24 Moranang le 27 Ngwanaitseele 2017 di fedisiwa ka tsela e.

### **40. Setlhogo se Sekhutshwane**

Melawana e e tlaa itsewe jaaka Melawana ya Molaotheo le Tlhopho ya Makgotlataolo mo Dikolong tsa Puso mo Kapa Bokone, mme e tlaa tsena tirisong fa e phasaladiwa mo Kaseteng ya Porofense.



**DITHEMPOLEITI**

<b>Mametlelelo</b>	<b>Mokwalo wa thempoleiti</b>
A	Tlhamo ya makgotlataolo ka mofuta le seemo sa sekolo
B	Thulaganyo ya Ditlhopho tsa Lekgotlataolo la Sekolo (LTS)
C	Tlhopho ya ditokololo tsa lekgotlataolo Kitsiso ya ditlhopho tsa Lekgotlataolo la Sekolo (LTS)
D	Foromo ya Tlhaolelotlhopho
E	Pampiritlhopho
F	Dipampiritlhopho tse di Badilweng le Polelo ya Palo ya Batlhophi
G	Foromo ya Polelo ya Ditlhopho
H1	Foromo ya Tshedimoseiso ya Tlhamo ya LTS la Dikolo Fela tsa Puso
H2	Foromo ya Tshedimoseiso ya Tlhamo ya LTS la Dikolo tsa Baithuti ba ba Nang le Ditlhoko tsa Thuto tse di Kgethegileng
I	Setifikeiti sa Tholelo-maemo
J	Polelo ya Thurifatso le ntšhwafatso ya dintlha tsa batsadi mo lenaaneng la batlhophi
K	Lenaane la batlhophi la batsadi la ditlhopho tsa lekgotlataolo la sekolo
L	Thempoleiti ya go bega ya Motlhankedi wa Ditlhopho wa Sekolos
M	Seemo sa go kgetheleletsa Ditlhopho tsa Lekgotlataolo la Sekolo (LTS)



## Lefapha la Thuto la Kapa Bokone



### MAMETLELELO "A" (I)

1 Mofuta wa sekolo	2 Palo ya baithuti baba kwadisitsweng	3 Palo ya ditokololo tsa batsadi	4 Palo ya ditokololo tsa barutabana	5 Palo ya ditokololo tsa baithuti	6 Palo ya ditokololo tsa badirammo go	7 Mogokgo	8 Palogotlhe ya ditokololo
1. Dikolo fela tsa Poraemari	<80	4	1	0	1	1	7
	80-159	4	1	0	1	1	7
	160-719	5	2	0	1	1	9
	720+	6	3	0	1	1	11
2. Dikolo fela tse Dikgolwane	<630	7	2	2	1	1	13
	630+	9	3	3	1	1	17
3. Dikolo tse di kopaneng	<500	7	2	2	1	1	13
	500+	9	3	3	1	1	17

### TLHAMO YA MAKGOTLATAOLO A DIKOLO FELA TSA PUSO

1. Palo ya ditokololo tsa lekgotlataolo la sekolo sa puso di beilwe mo setlhopheng sengwe le sengwe sa botokololo mo lenaaneng le le fa tlase.
2. Palo ya ditokololo mo setlhopheng sengwe le sengwe e tlaa farologana malebana le molawana 4 (2), go ya ka mofuta wa sekolo le seemo sa sona jaaka go beilwe mo go kholomo 1 le 2 fa tlase.
3. Mo sekolong se se nang badirammo go ba ba sa ruteng, palo ya batsadi e e beilweng mo go kholomo 4 fa tlase e tlaa fokodiwa ka nngwe mme palogotlhe ya ditokololo e e beilweng e tlaa fokodiwa ka bobedi.
4. Lekgotlataolo la sekolo sa puso fela se se kopaneng kgotsa sekolo sa puso se se feletseng/akaretsang le tlaa nna le tlhamo e e tshwanang le ya sekolo sa puso fela se segolwane.

**MAMETLELELO “A” (II) Tihamo ya Makgotlataolo a Dikolo tsa Puso tsa Baithuti ba ba nang le Ditlhokwa tsa Thuto tse di Kgethegileng – Palo ya ditokololo tse di tlhomilweng e tshwanetse go akarediwa mo malatsing a le 14 morago ga ditlhopho tsa sekolo.**

1. Palo ya ditokololo tsa lekgotlataolo la sekolo sa puso sa baithuti ba ba nang le ditlhokwa tsa thuto tse di kgethegileng e beilwe mo setlhopheng sengwe le sengwe sa botokololo mo lenaaneng le le fa tlase.
2. Palo ya ditokololo tse di mo setlhopheng sengwe le sengwe e tlaa farologana tebang le molawana 5 (1), go ya ka mofuta wa sekolo le seemo sa se beilweng mo kholomong 1 le 2 rse di fa tlase. Dikolo tse di nang le ditokolo tsa batho ba e seng barutabana ba ba fetang 30 se ka tlhopha baemedi ba le 2.
3. Mo sekolong se se senang ditokololo tsa baithuti, palo ya batsadi e e beilweng mo kholomong 5 fa tlase e tlaa fokodiwa ka tharo.
4. Tokololo epe ya lekgotlataolo e e tlhophilweng kgotsa e e tlhomilweng go tswa mo ditlhopheng tsa batho ba ba umakilweng mo Molaong, Karolo 24 (1) (a), (e), (f), (g), (h), le (i) ba ka nna ba dira jaaka modulasetulo.
5. Sekolo se se tlhakaneng sa palo ya baithuti e e 150 le go feta mme se se na baithuti ba ba kgonang go dira mo LTS e tlaa nna 2 kgotsa kwa tlase ga 2.

1 Mofuta wa Sekolo	2 Palo ya Baithuti Ba ba Kwadisitwen g Kwa Sekolong	3 Mogokgo	4 Palo ya Ditokololo tsa Barutabana	5 Palo ya Ditokololo tsa Batsadi	6 Palo ya Ditokololo tse e seng Barutabana	7 Palo ya Ditokololo tsa Baithuti	8 Palo ya Ditokololo tse di Tlhophilwen g
Sekolo sa Poraemari	1 go ya go 149	1	1	5	1		8
Sekolo se se Kopaneng	150 le go feta	1	2	5	1		9
Sekolo se se Kopaneng	150 le go feta	1	2	8	1	2	14
<b>Ditlhopho tse di latelang tsa batho di tshwanetse go emelwa mo lekgotlataolong la sekolo sa puso Sa baithuti ba ba nang le ditlhokwa tsa thuto tse di kgethegileng</b>							
<b>Ditlhopho</b>							
(e) baemedi ba ditheo tse di etleetsang, fa go le maleba;							
(f) baemedi ba <i>batsadi</i> ba <i>baithuti</i> ba ba nang le ditlhokwa tsa thuto tse di kgethegileng, fa go le maleba;							
(g) baemedi ba mekgatlho ya batho ba ba nang le bogole; fa go le maleba;							
(h) batho ba ba nang le bogole, fa go le maleba; le							
(i) baitseanape mo maphateng a a lebaneng a thuto ya ditlhokwa tse di kgethegileng.							
<b>Palogotlhe go akaretsa ditokololo tse di tlhomilweng:</b>							



# Lefapha la Thuto la Kapa Bokone



## MAMETLELELO: B

### MATLHA A A BEILWENG A DITLHOPHO TSA LTS JAAKA GO RERISANTSWE GA BA GA REBOLWA LE MDS

LEINA LA SEKOLO			
LEINA LA KGAOLO		SEDIKA	

### LETLHA LA BO1 LA DITLHOPHO

KAROLO	LETLHA	NAKO	MOKGWA WA TLHOPHO	LEFELO
BARUTABANA				
BA E SENG BARUTABANA				
BAITHUTI (FA GO LE MALEBA)				
BATSADI				

### LETLHA LA BO2 LA DITLHOPHO TSA BATSADI

KAROLO	LETLHA	NAKO	MOKGWA WA TLHOPHO	LEFELO
BATSADI				

LEINA LA MOTLHANKEDI WA DITLHOPHO WA SEKOLO	
TSHAENO	
LEINA LE MOGOKGO	
TSHAENO	
LETLHA	

SETEMPE SA SEKOLO



## Lefapha la Thuto la Kapa Bokone



MAMETLELELO: C

### TLHOPHO YA DITOKOLOLO TSA LEKGOTLATAOLO KITSISO YA DITLHOPHO TSA LEKGOTLATAOLO LA SEKOLO (LTS)

LEINA LA SEKOLO: \_\_\_\_\_

Karolo: (Tsweetswee tshwaya ka (X) mo lebokosong le le lebaneng)

MORUTABANA: ☐ YO E SENG MORUTABANA: ☐ MOTSADI: ☐

Go fiwa kitsiso jaana ya gore kopano ya tlhaolelotlhopho/ditlhopho tsa bontlhopheng tsa go tlhophiwa ga ditokololo tsa lekgotlataolo la sekolo se se umakilweng fa godimo, e tlaa tshwarwa ka mokgwa wa tlhopho o o latelang (Tsweetswee tshwaya ka X mo lebokosong le le lebaneng).

TLHAOL LE MOKGWA WA TLHOPHO: ☐ MOKGWA WA TLHOPHO WA LETSATS! LOTLHE: ☐ MOKGWA WA TLHOPHO WA ELETERONIKI: ☐

ka \_\_\_\_\_ ka \_\_\_\_\_ kwa \_\_\_\_\_

(letlha)

(nako)

(lefelo)

Bontlhopheng (ba ba tshwanetseng go nna batsadi ba baithuti kwa sekolong ba gape ba sa thapiwang kwa sekolong/ba seng barutabana kwa sekolong/baithuti kwa sekolong) ba ka nna batlhaolelwatlhopho ka nako ya kopano ya tlhaolelotlhopho le ditlhopho ka go romelela motlhankedi wa ditlhopho foromo ya tlhaoleloditlhopho e e tladitsweng sentle ke bontlhopheng le motshitshinyi le motlatsi wa gagwe. Motshitshinyi le motlatsi boo babedi ba tshwanetse go nna batlhophi ba ba tshwanelegang kwa sekolong.

Fa e le mokgwa wa Kopano ya Tlhaolelotlhopho ya Ditlhopho, Ditlhaolelotlhopho di tlaa amogelwa fela kwa kopanong. Motshitshinyi, motlatsi le ntlhopheng BA TSHWANETSE go nna teng kwa kopanong ya tlhaolelotlhopho.

Kopano ya ditlhopho le/kgotsa tlhaolelotlhopho e tlaa tshwarwa ka letlha(matlha) jaaka go umakilwe fa godimo. Bosupi jwa makwalokao bo tlaa tlhokiwa gore go kgonwe go tsaya karolo mo ditiregong tsa tlhaolelotlhopho le ditlhopho (lekwalokao le letala le le nang le barakhoutu kgotsa karata, phasepoto kgotsa laesense ya kgweetso ya nnete; tletla ya boagelo/tiro ya nnete).

**ELA TLHOKO.** Ke boikarabelo jwa batsadi/batlhokomedi go netefatsa gore maina a bona a mo rejisetareng ya kamogelo ya sekolo, e e ka bonwang kwa sekolong.

Gore mokgwa wa tlhaolelotlhopho le ditlhopho o tsewelele pele, go tlhokiwa khoramo ya 15%. Dikolo tse di itlhophetseng mokgwa wa letsatsi lotlhe kgotsa DITLHOPHO TSA ELEKETERONIKI, di tshwanetse go tlhomamisa khoramo ya 15% pele ga go balwa ga divoutu. Ka motsi wa fa go se na khoramo, mokgwa o o latelang wa ditlhopho (tlhaolelotlhopho le ditlhopho, ditlhopho tsa letsatsi lotlhe kgotsa go vouta ga eleketeroniki) o tshwanetse go tshwarwa mo malatsing a le 7 kgotsa malatsi a le 14.

TSHAENO YA MOTLHANKEDI WA DITLHOPHO

LETLHA



# Lefapha la Thuto la Kapa Bokone



MAMETLELELO: D

## FOROMO YA TLHAOLELOTLHOPHO YA DITLHOPHO TSA DITOKOLOLO TSA LEKGOTLATAOLO

KAROLO (Tsweetswee tshwaya ka X mo lebokosong le le lebaneng)

MORUTABANA: ☐ YO E SENG MORUTABANA: ☐ MOTSADI: ☐

LEINA LA SEKOLO: \_\_\_\_\_

MOTSHITSHINYI: nna, \_\_\_\_\_ (leina ka botlalo le sefane)

wa kwa \_\_\_\_\_ (aterese ya bonno)

Ke le (kaya Karabo e e siameng) motsadi/motlhokomedi wa moithuti, ☐

morutabana, ☐ motho yo e seng morutabana, ☐ wa sekolo se se umakilweng fa godimo, ke tshitshinya jaana:

\_\_\_\_\_ (leina ka botlalo la ntlhopheng)

jaaka tokololo ya lekgotlataolo la sekolo se se umakilweng fa godimo.

\_\_\_\_\_  
TSHAENO YA MOTSHITSHINYI

\_\_\_\_\_  
LETLHA

MOTLATSI: Nna, \_\_\_\_\_ (leina ka botlalo le sefane)

wa kwa \_\_\_\_\_ (aterese ya bonno)

Ke le (kaya Karabo e e siameng) motsadi/motlhokomedi wa moithuti, ☐

morutabana ☐ motho yo e seng morutabana ☐ wa sekolo se se umakilweng fa godimo, ke tshitshinya jaana:

\_\_\_\_\_ (leina ka botlalo la ntlhopheng)

jaaka tokololo ya lekgotlataolo la sekolo se se umakilweng fa godimo.

\_\_\_\_\_  
TSHAENO YA MOTLATSI

\_\_\_\_\_  
LETLHA

**NOTLHAOLELWATLHOPHO:** nna \_\_\_\_\_ (leina ka botlalo le sefane)

wa kwa \_\_\_\_\_ (aterese ya bonno)

Ke le motsadi / motlhokomedi wa moithuti, ☐ morutabana ☐ motho yo e seng morutabana ☐

Wa sekolo se se umakilweng fa godimo, ke amogela jaana tthaolelotlhopho le gone ke bolela gore ga ke/ga ke ise ke:

- lwale tlhaloganyo kgotsa go boletswe gore ke lwala tlhaloganyo ke kgotla e e nang le taolo;
- mokoloti yo o sa kgoneng go duela dikoloto tsa gagwe ka gope;
- bonwe molato wa bokebekwa le go atiholelwa go ya kgolegelong mo kgotleng ya Aforikaborwa kgotsa mo nageng ya boditšhaba, ntle ga tlhopho ya tefiso ka lobaka lo lo fetang dikgwedi tse thataro kgotsa ke ise ke simolole go nna paka yotlhe ya me ya kgolegelo;
- a bolelwe gore ga ke a siamela go dira le bana jaaka go tlhalositswe go ya ka Molao wa Bana, 2005 (Molao 38 wa 2005) Molao wa Bokebekwa (Melato ya Thobalano le Merero e e Tsalanang) Molao wa Tlhabololo 32 wa 2007;
- wele mo go nngwe ya ditlhopho tsa ditokololo tse di dirang lekgotlataolo;
- tlhole ke wela mo setlhopheng sa ditokololo tse ke neng ke di emetse ka nako ya tlhopho ya me; le
- tlosiwe mo maamong go ka ka ditaolelo tse di leng mo molawaneng wa boitsholo o o akantsweng mo go Karolo 18A ya Molao.

\_\_\_\_\_  
**TSHAENO YA MOTLHAOLELWATLHOPHO**

\_\_\_\_\_  
**LETLHA**

Tlhaolelotlhopho e (supa Karabo e e nepagetseng) amogetswe / gannwe

**MAINA KA BOTLALO A MOTLHANKEDI WA DITLHOPHO:** \_\_\_\_\_

\_\_\_\_\_  
**TSHAENO YA MOTLHANKEDI WA DITLHOPHO**

\_\_\_\_\_  
**LETLHA**



# Lefapha la Thuto la Kapa Bokone



MAMETLELELO: E

## PAMPIRITLHOPHO (DIFANE KA TATELANO YA ALEFABETE)

LEINA LE KGAOLO: \_\_\_\_\_

LEINA LA SEKOLO: \_\_\_\_\_

KAROLO (Tsweetswee tshwaya ka (X) mo lebokosong le le lebaneng)

MORUTABANA: ☐ YO E SENG MORUTABANA: ☐ MOTSADI: ☐TLHOPHA BONTLHOPHENG KA GO BAYA SEFAPAANO MO LEBOKOSONG LE LE BAPILENG LE  
NTLHOPHENG(BONTLHOPHENG) BA TLHOPHO YA GAGO jk. ☒

Nomoro	Maina a Bontlhopheng	Baya (X) ya gago mo kholomong e
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

\_\_\_\_\_  
TSHAENO YA MOTLHANKEDI WA DITLHOPHO  
LETLHA

\_\_\_\_\_  
SETEMPE SA SEKOLO





## Lefapha la Thuto la Kapa Bokone



MAMETLELELO: F

### DIPAMPIRITLHOPHO TSE DI BADILWENG LE PALO YA DIVOUTU

LEINA LE KGAOLO: \_\_\_\_\_

LEINA LA SEKOLO: \_\_\_\_\_

KAROLO (Tshwaya ka (X) mo lebokosong le le lebaneng)

MORUTABANA: ☐ YO E SENG MORUTABANA: ☐ MOTSADI: ☐

LETLHA LA TLHAOLELOTLHOPHO YA DITLHOPHO: .....

Nomoro	Maina a bontlhopheng (divoutu tse dintsi go ya go tse dinnye)	Palogotlhe ya divoutu
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

PALOGOTLHE YA BATLHOPHI BA BATSHWANELEGANG: .....

PALOGOTLHE YA DIVOUTU: .....

PAMPIRITLHOPHO E E SENYEGILENG: .....

MAINA KA BOTLALO A MOTLHANKEDI WA DITLHOPHO

TSHAENO YA MOTLHANKEDI WA DITLHOPHO

LETLHA

SETEMPE SA SEKOLO



## Lefapha la Thuto la Kapa Bokone



MAMETLELELO: G

### FOROMO YA POLELO YA DITLHOPHO

LEINA LE KGAOLO: \_\_\_\_\_

LEINA LA SEDIKA: \_\_\_\_\_

LEINA LA SEKOLO: \_\_\_\_\_

LEINA LA MOTLHANKEDI WA DITLHOPHO: \_\_\_\_\_

LETLHA LA DITLHOPHO TSA:

Karolo ya motsadi: \_\_\_\_\_

Karolo ya morutabana: \_\_\_\_\_

Karolo ya o e seng morutabana: \_\_\_\_\_

Karolo ya moithuti: \_\_\_\_\_

### Tlatsa karolo e e lebaneng

#### KAROLO A: Ditlhoho tse di sa Ganediwang

Jaaka Motlhankedi wa Ditlhopho wa ditlhopho tse di umakilweng fa godimo ke bolela gore ditlhopho tsa dikarolo tsotlhe ga di a ganediwa.

Tshaeno: \_\_\_\_\_ Letlha: \_\_\_\_\_

#### KAROLO B: Ditlhopho tse di Ganeditsweng

Jaaka Motlhankedi wa Ditlhopho wa ditlhopho tse di umakilweng fa godimo ke bolela gore karolo/dikarolo tse di latelang tsa ditlhopho di ganeditsweng

\_\_\_\_\_

Le gone ka tsela e ke fa dintlha tsa kganetsano/dikganetsano tse di boletsweng.

\_\_\_\_\_

Tshaeno: \_\_\_\_\_

Letlha: \_\_\_\_\_



**Lefapha la Thuto la Kapa  
Bokone**



**ANNEXURE "H1"**

(To be completed by Ordinary Public Schools only)

**SCHOOL GOVERNING BODY DATA FORM**

(NB: This form must be submitted after the school's election and every time a vacancy is filled through a by election by the School Principal including updating the SASAMS Governance Model)

DISTRICT: \_\_\_\_\_

NAME OF SCHOOL: \_\_\_\_\_ EMIS NO. \_\_\_\_\_ CIRCUIT: \_\_\_\_\_

CIRCUIT MANAGER: \_\_\_\_\_

**SCHOOL STAMP**

TEL: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Sefane & Dithakaina	Nomoro ya ID / Tetla ya Boagelo	Bong		Lotso			Bogole		Nomoro ya Kgolagano	Photef olio ya LTS	Komiti ya LTS	Maitemogelo a LTS a fetileng ka dingwaga	
		Mosa di	Mo nna	Moaf orika	Lekh alate	Mosw eu	Moi ntia	EE					NNY AA

<b>Mogokgo</b>														
<b>Batsadi</b>														
1.														
2.														
3.														
4.														
5.														
6.														
7.														
8.														
9.														
<b>Barutabana</b>														
1.														
2.														
3.														
<b>Ba e seng Barutabana</b>														
1.														

Sefane & Ditlhakaina	Nomoro ya ID / Tetla ya Boagelo	Bong		Lotso		Bogole		Nomoro ya Kgolagano	Photef olo ya LTS	Komiti ya LTS	Maitemogelo a LTS a a fetileng ka dingwaga
		Mossa di	Monn a	Moafolika	Lekhalate	Moswau	Mointia				

Baithuti											
1.											
2.											
3.											
Ditokololo tse di tseeleditsweng (kaya boitseanape jwa ditlhokwa tsa thuto tse di kgethegileng jo tokololo e e tseeleditsweng ka nthla ya yona - ka tlase ga leina)											
1.											
Boitseanape jwa ditlhokwa tsa thuto e e kgethegileng											
2.											
Boitseanape jwa ditlhokwa tsa thuto e e kgethegileng											
Ditokololo tsa Morafe tse di Tseeleditsweng (Kaya tiro ya LTS e tokololo e e tseeleditsweng gore e thuse mo go yona – ka fa tlase ga leina)											
1.											
Tiro ya LTS:											
2.											
Tiro ya LTS:											

Sefane & Dithlakaina	Nomoro ya ID / Tetla ya Boagelo	Bong		Lotso			Bogole		Nomoro ya Kgolagano	Photefolio ya LTS	Komiti ya LTS	Maitemogelo a LTS a a fetileng ka dingwaga
		Mosa di	Mo nna	Moaf orika	Lekh alate	Mos weu	Moin tia	EE	NNY AA			

**Batho ba ba tlhomilweng mo Dikomiting tsa LTS (Kaya boitseanape jwa gagwe jo bo totobetseng jo bo amanang le Komiti – ka fa tlase ga leina)**

[illegible]

**PALO YA DITOKOLOLO TSA LTS (Go akaretsa Mogokgo):** \_\_\_\_\_

**SEDIKA: \_\_\_\_\_**

**MOTSAMAISI WA SEDIKA:** \_\_\_\_\_

**SETEMPE SA SEKOLO**



# Lefapha la Thuto la Kapa Bokone



## ANNEXURE "H2"

(To be completed by Public school for learners with special education needs only)

### SCHOOL GOVERNING BODY DATA FORM

(NB: This form must be submitted after the school's election and every time a vacancy is filled through a by election by the School Principal including updating the SASAMS Governance Model)

DISTRICT: \_\_\_\_\_

NAME OF SCHOOL: \_\_\_\_\_ EMIS NO. \_\_\_\_\_ CIRCUIT: \_\_\_\_\_

CIRCUIT MANAGER: \_\_\_\_\_

SCHOOL STAMP

TEL: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Sefane & Dithakaina	Nomoro ya ID / Tetla ya Boagelo	Bong		Lotso				Bogole		Nomoro ya Kgolagano	Photefolio ya LTS	Komiti ya LTS	Maitemogelo a LTS a a fetileng ka dingwaga
		Mosa di	Mo nna	Moaf orika	Lekh alate	Mos weu	Moi ntia	EE	NNY AA				

<b>Mogokgo</b>													
<b>Batsadi</b>													
1.													
2.													
3.													
4.													
5.													
6.													
7.													
8.													
9.													
<b>Barutabana</b>													
1.													
2.													
3.													
<b>Ba e seng Barutabana</b>													
1.													
2.													



Sefane & Ditlhakaina	Nomoro ya ID / Tetla ya Boagelo	Bong			Lotso			Bogole		Nomoro ya Kgolagano	Photefolio ya LTS	Komiti ya LTS	Maitemogelo a LTS a a fetileng ka dingwaga
		Mosa di	Mo nna	Moaf orika	Lekh alate	Mos weu	Moi ntia	EE	NNY AA				

Baithuti													
1.													
2.													
3.													
Ditokololo tsa Lekgotlataolo tse di Tlhomilweng go tswa mo ditlhopheng tsa batho ba ba umakilweng mo Molaong, Karolo 24 (1) (a), (e), (f), (g), (h), le (i) (dikolo tsa LSEN)													
Ditokololo tse di tseleditsweng (kaya boitseanape ka fa tlase ga leina)													

➤ ELA TLHOKO: Fa batho ba ba umakilweng mo go Karolo 24 (a), (e), (f), (g) le (i) ya Molao ba Tlhomilwe, Tsweetswee mamelelela dikhopi tsa makwalo a Semmuso go tswa kwa setheong sa bona/lekgotla le le etleetsang le le ba tlhomang go nna baemedi mo Lekgotlataolong.

PALO YA BAITHUTI BA BA KWADISITSWENG KWA SEKOLONG	Moafori ka	Mosweu	Lekhala te	Mointia	Palog otlhe
---	------------	--------	------------	---------	-------------

PALO YA DITOKOLOLO TSA LEKGOTLATAOLO LA SEKOLO (LTS) (Go akaretisa Mogokgo): \_\_\_\_\_



## Lefapha la Thuto la Kapa Bokone



### MAMETLELELO: I

DITOKOMANE TSA THOLELO-MAEMO GO TSWA GO MODULASETULO WA LTS O O TSWANG GO YA GO MODULASETULO WA LTS YO O TLHOPHILWENG SEŠWENG

(Ditokomane tse ke thoto ya sekolo le gone di tshwanetse go bewa di bolokegile ke Mogokgo wa Sekolo.)

(Khopi ya tokomane e e tshwanetse go romelwa go Ofisi ya Kgaolo malatsi a le 5 morago ga tirego ya Tholelo-maemo)

SEKOLO : \_\_\_\_\_

KGAOLO : \_\_\_\_\_

Nna, \_\_\_\_\_ (maina ka botlalo), modulasetulo o o tlhophilweng sešweng wa

Lekgotlataolo la Sekolo sa \_\_\_\_\_ (leina la sekolo) ke tlhomamisa jaana gore ke amogetse ditokomane tse di latelang go tswa go modulasetulo:

KAROLO YA KONOKONO	NTLHA	Tshwaya ka sefapaano (X) fa go leng maleba	
		EE	NNYAA
<b>1. PEOMOLAO</b>	1.1 Molao wa Dikolo wa Aforikaborwa (SASA), 1996 (Molao 84 wa 1996)		
	1.2 Pholisi ya go akanya ga makgotlataolo mo go diriseng molawana wa boitsholo wa baithuti (Kitsiso ya Kakaresto ya 15 Motsheganong 1998)		
	1.3 Ditlwaello le maemo a kabelomatlole a dikolo tsa Bosetšhaba tse di Tlhabolotsweng (Kitsiso ya Kakaretso no. 646 ya 27 Phatwe 2012)		
	1.4. Dikarolo tse di Lebaneng tsa EEA - PAM jk. KGAOLO B		
	1.4Lekwalotiko 74/ 2009 – go tshwara theetsokgalemo kgatthanong le baithuti.		
	1.5 Kitsiso ya semmuso 10 ya 2007 – Kitsiso e e laolang boitsholo jo bo maswe jo bo masisi mo dikolong tsa puso mo Kapa Bokone le merero e e tsamaelanang.		
	1.6 Kitsiso ya semmuso 27 ya 2005 – molawana wa boitsholo wa ditokololo wa makgotlataolo mo dikolong tsa puso.		

KAROLO YA KONOKONO	NTLHA	Tshwaya ka sefapaano (X) fa go leng maleba	
		EE	NNYAA
	1.7 Molaotheo wa Lekgotlataolo la Sekolo		
	1.8 Polelo ya Pono le Thomo ya sekolo		
	1.9 Maano a dikgato tse di tlaa tsewang a ngwaga o o latelang go ikaegilwe ka leano la tlhabololo la sekolo		
<b>2. DIPHOLISI</b>	2.1 Pholisi ya kamogelo		
	2.2 Pholisi tebang le metshameko ya sekolo le ditiro tsa setso		
	2.3 Pholisi tebang ke tiriso ya dikago tsa sekolo le ditsompelo ka matho ba e seng ba sekolo		
	2.4 Pholisi yaboitekanelo jwa mo tirong le polokego		
	2.5 Pholisi ya bodumedi		
	2.6 Pholisi ya puo		
	2.7 Pholisi ya HIV leAIDS		
	2.8 Molawana wa boitsholo wa baithuti		
	2.9 Pholisi ya sekolotebang le tuelo ya madi a sekolo le sekale sa go sutu sa go laola kgololo ya bontlhanngwa		
<b>3. FINANCIAL RESOURCES</b>	3.1 Buka ya metsotsoya Komiti ya Ditšhelete		
	3.2 Khopi ya rejisetara ya dithoto tsa sekolo		
	3.3 Buka ya madi (kheše)		
	3.4 Buka ya dirasiti (tsa ga jaana) (Nomoro ya seriale:...)		
	3.5 Buka/Dibuka tsa dirasiti (tse di weditsweng) (Dinomoro tsa seriale :...)		
	3.6 Bukana ya ditšheke (ya ga jaana) (Nomoro ya seriale:...)		
	3.7 Dibukana tsa ditšheke (tse di dirisitsweng) (dinomoro tsa seriale :...)		
	3.8 Phetho kheše (Bokana :...)		
	3.9 Diseteitemente tsa banka tsa paka 1 Firikgong go ya go 30 Setebosigo ya ngwaga wa ga jaana wa ditšhelete		
	3.10 Bosupi jwa ditokomane tsa peeletso(dipeeletso) (fa go na le dipe)		
	3.11 Lenaane la di-NGOs/badirisani le le rebotsweng ke kgaolole dikolo tse di dirang		
	3.12 Khopi ya dipalopalo tsa letsatsi lab010 la sekolo		
	3.13 Dikhopi tsa dikonteraka tsa badiramongo botlhe ba ba thapilweng ke LTS		

KAROLO YA KONOKONO	NTLHA	Tshwaya ka sefapaano (X) fa go leng maleba	
		EE	NNYAA
	3.14 Diseteitemente tsa ditšhelete tse di Runilweng tsa paka 1 Firikgong go ya go 31 Sedimonthole ya ngwaga o o fetileng		
	3.15 Pholisi ya ditšhelete wa Sekolo		
	3.16 Tekanyetsokabo ya sekolo e e rebotsweng ya Ngwaga wa ditšhelete wa ga jaana		
<b>4. TIRAGATSO YA MOITHUTI</b>	4.1 Dikhopi tsa tshekatsheko ya dipholo tsa dingwaga tse tharo tse di fetileng (mephato 1 go ya go 12)		
	4.2 Leano la go tokafatsa tiragatso ya baithuti		
	4.3 Leano la tihabololo la sekolo		
5. Tokomane(ditokomane) dipe di sele			

**Modulasetulo yo o Tswang:**

Leina: \_\_\_\_\_

Saenilwe: \_\_\_\_\_

Letlha: \_\_\_\_\_

**Modulasetulo yo o Tlhophilweng:**

Leina: \_\_\_\_\_

Saenilwe: \_\_\_\_\_

Letlha: \_\_\_\_\_

**Mogokgo**

Leina: \_\_\_\_\_

Saenilwe: \_\_\_\_\_

Letlha: \_\_\_\_\_

**SETEMPE SA SEKOLO**



MAMETLELELO: K

LENAANE LA BATLHOPHI LA DITLHOPHO TSA LEKGOTLATAOLOLA SEKOLO

LETLHA (NTŠHWAFADITSWE LA BOFelo): ..... LETLHA LA KGATISO: .....

Sefane sa Moithuti	Leina(Maina)	Nomoro ya ID	Mophato wa ga Jaana	Sefane	Leina(Maina)	ID / Nomoro ya Tetla	Tshaeno ya Khoramo	Tshaeno ya pampiritlhopho e e amogetseng

Polelo:

Nna (Leina le Sefane), mo maemong ame jaaka mogokgo wa sekolo ke bolela jaana gore ke tihomamisa gore:

- Lennane la ditlhopho la batsadi le theilweng mo reijsetareng ya kamogelo go ya ka tshedimosetso e e ntšhwafaditsweng mo SASAMS;
- Ke rurafaditse ka be ka ntšhwafatsa tshedimosetso yotlhe mo deithabeising ya sekolo ya SASAMS pele ga kgatiso ya lenaane la bathlophi leno la batsadi la semmuso.

Tshaeno ya Mogokgo

SETEMPE SA SEKOLO



# Lefapha la Thuto la Kapa Bokone



MAMETLELELO: L

KGAOLO:

## THEMPOLEITI YA PEGO YA MOTLHANKEDI WA DITLHOPHO WA SEKOLO

LEINA LA SEKOLO (SE O NENG O OKAMETSE KWA GO SONA): .....

LEINA LA MOTLHANKEDI WA DITLHOPHO WA SEKOLO: .....

PALOGOTLHE YA BAITHUTI BA BA KWADISITSWENG: .....

MOFUTA WA MOKGWA WA TLHOPHO: KAYA KA (X)

MOKGWA WA TLHAOLELOTLHOPHO LE DITLHOPHO:  MOKGWA WA TLHOPHO WA LETSATSI LOTLHE:

MOKGWA WA TLHOPHO WA ELEKETERONIKI:

ELA TLHOKO: Motlhankedi wa Sekolo o tshwanetse go tlhagisa thempoleiti e mo malatsing a le 5 morago ga kopano ya bobedi, fa e le teng go: Batlhankedi ba Kgaolo ba IMGD

**KAROLO A**

Tweetswee tlatša lenaane le le fa tlase

KAROLO	Letha la Tlhopho	NAKO	Palo e e mo Lenaaneng la Bathophi	Khoramo e e tlhokiwang	PALO TOTA YA BA BA TSENETSENG
Baithuti (fa go le maleba)					
Badiramongo					
Barutabana					
Batsadi (kopano ya nthā)					
Batsadi (kopano ya bobedi)				None	

	EE	NNYAA	DITSHWAELO
A wena jaaka Motthankedi wa Dithopho wa Sekolo (MDS) o saenile dikitsiso tsa mokgwa wa tlhalelotlhopho le dithopho tsa dikarolo TSOTLHE?			
A sekolo se thagisitse dikgopotso tsa kopano ya tlhalelotlhopho le dithopho ka puo(dipuo) tse di dirisiwang ke banalesabe ba sekolo?			
A mogokgo o rulagantse lenaane la bathophi malatsi a le 14 pele ga letlha la dithopho tsa sekolo?			

A mogokgo o thagisitse kitsiso ya malatsi a 7 a laletsa batsadi go rurifatsa dintsha tsa bona mo lenaaneng la bathophi?			
A sekolo se ne se na le motho yo o nang le metswedithuo (mofatsamogokgo)?			
A sekolo se o neng o se okametse, se ne se na le sethopho sa ditlhopho sa sekolo?			
Fa e le ee, se ne se na le ditokololo tse kae?			
A mogokgo o katisitse sethopho sa ditlhopho sa sekolo ka ga ditiro le maikarabelo a sona (Melawana ya Ditlhopho)?			
A ditokololo tsa sethopho sa ditlhopho sa sekolo di ne di itse ditiro le maikarabelo a tsona? jk. Badisadikgoro, metsofo, thurifatsa ya bathophi, ji.			
A sethopho sa ditlhopho sa sekolo se ne se baakantse ditokomane TSOTLHE tse di tshoegang tsa kopano?			
A sethopho sa ditlhopho sa sekolo se gorogile, bobotlana, metsofo e le 30 pele ga kopano?			
A mogokgo o netefaditse gore lefelo la kopano le baakantswe?			
A kopano ya tshoalelotlhopho le ditlhopho tsa batsadi e fitheletse khoramo e e tshoegang ya kopano ya ntho?			
Palo ya batsadi ba ba leng teng			
Palo ya batsadi ba ba sa tlang mofuta ope wa lekwalo ka kopano			
Letha la kopano ya tshoalelotlhopho le ditlhopho ya bobedi			

**Fa e le gore kopano e ne e se na khoramo, Mothankedi wa Ditlhopho wa Sekolo o tlaa tlatsha KAROLO A le KAROLO C FELA le go tlatsha Thempoleiti e NTŠHWA ya Mokgwa wa Tlhopho ya batsadi ya bobedi.**



**KAROLO B****TSHEDIMOSEITSO YA DIPALOPALO TSE DI KA GA TLHAOLELO TLHOPHO LE DITLHOPHO TSA DITOKOLOLO TSE DI TLHOPHILWENG**

A kopano e simolotse ka nako e e phasaladitsweng?			
Fa e le nnyaa, naya mabaka			
A dithulaganyo tse di latelang di ne di le teng kwa sekolong:			
<ul style="list-style-type: none"> <li>A lefelo la kopano le ne le baakanitswe (le le phepa le na le dithulaganyetso tsa fa go nniwang teng)?</li> </ul>			
<ul style="list-style-type: none"> <li>A lennane la bathophi le ne le teng kwa ntheng e bathophi ba neng ba rurufadiwa mo go yona fa ba ne ba tsena lefelo la kopano?</li> </ul>			
<ul style="list-style-type: none"> <li>A bathophi ba ne ba kopiwa go ntsha bosupi jwa lekwelokao fa ba ne ba tsena mo lefelong la kopano?</li> </ul>			
<ul style="list-style-type: none"> <li>Polane ya seteišene sa dithopho</li> </ul>			
<ul style="list-style-type: none"> <li>Motho yo o kailweng o tsaya dintlha tsa se se diragalang (o tsaya metsofso)</li> </ul>			
<ul style="list-style-type: none"> <li>A ditokomane tsa dithopho di teng TSOTLHE (Dimametelelelo).</li> </ul>			
<ul style="list-style-type: none"> <li>A dipampiritlithopho di ne di tempiwe fa di ne di fiwa</li> </ul>			
A Mothankedi wa Dithopho wa Sekolo o thaloseditse bathophi tsamaiso ya thaoletlithopho le dithopho?			
A Mothankedi wa Dithopho wa Sekolo o ne a letlelela bathaoletlithopho go ikitise? (Mokgwa wa Thaoletlithopho le Dithopho)			
A go ne ga thusiwa batho ba ba neng ba tlhoka thuso fa ba ne ba e kopa ka nako ya tirego ya dithopho?			

A bonthopheng ba ne ba le teng fa go balwa dibaloto?			
A go na le nyalanyo fa gare ga dipampirithopho tse di filweng le palo e e badilweng?			
1) Palogotlhe ya bathophi ba ba tshwanelegang			
2) Palo ya dipampirithopho tse di filweng			
3) Palo ya dipampirithopho tse di senyegile			
4) Palo ya dipampirithopho tse di siameng / amogeselegang			
A dipampirithopho tse di senyegile di ne tsa ilelwa?			
Fa e le ee, ke tse kae?			
A go ne go la le kganetsano/dikganetsano tse di tihagisitsweng / kwadisitsweng?			
Fa e le ee, kganetsano/dikganetsano e ne e le tsa mofuta mang, le gone o di tsibogetse jang?			
A Motlankedi wa Ditlhopho wa Sekolo boletse kopano dipholo tsa ditlhopho?			
A Motlankedi wa Ditlhopho wa Sekolo o boletse gore ditlhopho de gololesegile e bile di tekano?			

KAROLO	Tirego e e latetsweng		Diphthathiro ka karolo	Palo ya ba ba thhaoletsweng go tihophiwa	Palo ya batho ba ba tihophilweng	Bong		Letso						Bogole	
	Tlhophilwe sentle	Kgethetwe go tsena				Monna	Mosadi	Moaforika	Lekhalete	Mosweu	Mointi a	Le sele	Ee	Nnyaa	
Baithuti (Fa go le maleba)															
Badiramongo															
Barutabana															
Batsadi															
PALOGOTLHE															

**KAROLO C**

ELA TLHOKO: Fa o ka batla go fa tshedimosetso e ntsi go feta sebaka se se filweng, o amogeselega go mametlelela tsebe e nngwe ya tlaletso mo pegong e.

**DIKGWETLHO**

.....

.....

**DITSHWAELO TSA KAKARETSO/DIKATLANEGISO:**

.....

.....

Tshaeno ya Motlhankedi wa Ditlhopho: .....

Letlha: .....

SETEMPE SA SEKOLO



**MAMETLELELO: M**

**KGAOLO:** \_\_\_\_\_

**DITLHOPHO TSA TAOLO YA SEKOLO**

**LENAANETLHATHOBO LA MAEMO A IKETLEETSO**

(Tsweetswee neela lenaanetlhathobo le malatsi a le 14 pele ga letlha la tlhalelotlhopho la ntlha le ditlhopho)

**LEINA LA SEKOLO:** ..... **SEDIKA:** .....

**LEINA LA MOGOKGO:** .....

**LEINA LA MOTSAMAI SI WA SEDIKA:** .....

**PALOGOTLHE YA BATHUTI KWA SEKOLONG:** .....

**LEINA LA MOTLHANKEDI WA DITLHOPHO WA SEKOLO:** .....

Tsweetswee romela foromo e kwa Batlhankeding ba Kgaolo ba IMGD

**LENAANEFOKO**

Motlhankedi wa Ditlhopho wa Sekolo – MDS

Setlhopho sa Ditlhopho sa Sekolo – SDS

Lekgotlataolo la Sekolo – LTS

Ditokololo di tshwanetse go tlhophiwa ka karolo go ya ka Mametlelelo A le khoramo ya 15%

KAROLO	PALOGOTLHE MO LENAANENG LA BATLHOPHI	GO TLHOKEGA KHORAMO YA 15%	PALO E E TSHWANETSENG GO TLHOPHIWA	MOKGWA WA TLHOPHO	LETLHA LA TLHOPHO
Baithuti					
Badiramongo					
Barutabana					
Batsadi					

POTSO	Ee	Nnyaa	DITSHWAELO	KGATO
1. A sekolo se na le Faele ya Ditlhopho tsa LTS?				
2. A sekolo se na le khopi e saenilweng ya Melawana ya Ditlhopho tsa LTS mo faeleng?				
3. A mogokgo kgotsa motlatsamogokgo o tsenetse katiso ya MDS?				
Fa e le nnyaa, naya mabaka le gore lo tlaa fitlha jang go nna mo maemong a diteng tsa katiso				
3. A sekolo se itse gore MDS wa sona ke mang?				
4. A go na le tliaetsano fa gare ga mogokgo le MDS go nefeletsa gore tsamaiso e diragala ntle ga mathata?				
5. A mogokgo wa sekolo o tihomile Motho yo o nang le Metswedithusogo dira jaaka Motlatsa Motlhankedi wa Ditlhopho wa Sekolo				
6. A MDS o itse gore Motho yo o nang le Metswedithuso yo o tlaa dirang jaaka motlatsa motlhankedi wa ditlhopho e tlaa nna mang?				
7. A Motlhankedi wa Ditlhopho wa Sekolo o saenile dikitsiso tsa tlialelotlhopho le Ditlhopho tsa dikarolo TSOTLHE?				
8. A dikitsiso tsa tlialelotlhopho le ditlhopho di rometswe?				
<b>Fa e ke ee, leng le gone jang?</b>				

9. A sekolo se rometse matha a sona a ditlhopho a dikarolo TSOTLHE kwa ofising ya kgaolo?				
10. A lenaane la batlhophi la batsadi le dirilwe go ya ka Mametlelelo K?				
11. A sekolo se na le lefelo le le lebaneng la tihalelo tihopho le mokgwa wa tihopho wa batsadi?				
a) Fa go sa nna jalo, go tlaa tshwarelwa kae tihalelo tihopho le mokgwa wa tihopho wa batsadi?				
12. A mogokgo o phasaladitse Setlhopho sa Ditlhopho sa Sekolo (SDS)				
13. A mogokgo o katisitse Setlhopho sa Ditlhopho sa Sekolo (SDS) ka ditiro tsa sona ka bongwe le Maikarabelo (melawana ya ditlhopho)?				
14. Fa e le ee, naya letlha.				
15. A mogokgo o itsisitse Setlhopho sa Ditlhopho sa Sekolo (SDS) go Motlhankedi wa Ditlhopho wa Sekolo (MDS) le go baya dintlha tsa maikarabelo a nosi?				
16. Palo ya ditokololo tsa Setlhopho sa Ditlhopho sa Sekolo (SDS)				
17. Fa maina a ditokololo tsa setlhopho (o ka nna wa oketsa fa ba feta 10):				
1. Motlatsa MDS: .....				
2. Tlelereke ya Tsamaiso: .....				
3.....				
4.....				
5.....				
6.....				
7.....				
8.....				
9.....				
10.....				



18. A sekolo se na le leano la komonokeng le tsamaiso le le leng teng? ?				
19. A leano leo le a diragadiwa?				
<b>Fa go se jalo, naya mabaka a gore ke ka ntlha yang go na le phapogo eo</b>				..... ..... ..... ..... .....
20. A leano la kemonokeng le tsamaiso le rometswe kwa ofising ya Kgaolo?				
<b>Fa go se jalo, naya mabaka a seo:</b>				..... ..... ..... ..... .....
21. A go rulaganyeditswe kgaogo ya motlakase e e ka kgonegang kgots kgwetlho epe e sele e e ka kgoreletsang tirego ya dithopho?				
Fa e le ee, naya dintlha tsa leano.				..... ..... ..... ..... .....

22. A go na le tshegetso e e tlhokwang kwa Ofising ya Kgaolo go netefatsa gore dithopho tse di ikanyegang tsa dikarolo TSOTLHE di a tshwarwa?

.....

.....

.....

.....

DITOKOMANE TSE DI TSHWANETSENG GO MAMETLELELWA MO THEMPOLEITENG E		TSWEETSWEE TSHWAYA MO KHOLOMONG E E MALEBA
1. Dikitsiso tse di saenilweng tsa dikarolo TSOTLHE		EE
2. Thempoleiti ya Matha a Dithopho tsa LTS - Mametelelelo B		NNYAA
3. Bosupi jwa thaeletsano fa gare ga mogokgo le MDS		
4. Lekwalo la go tlhomiwa ga Motho yo o nang le Metswedithuso yo o dirang jaaka Motlatsa Motlhankedi wa Dithopho wa Sekolo		
5. Bosupi jwa katiso ya Sethopha sa Dithopho sa Sekolo (taletso, lenaane, rejisetara, jj.)		
6. Bosupi jwa dikopano fa gare ga mogokgo, MDS le SDS (taletso, metsofotso le rejisetara)		
7. Leano la Kemonokeng le Tsamaiso la Dithopho tsa Sekolo		

Nna ..... mogokgo wa ..... ke tlhomamisa gore sekkolo sa rona se iketleeditse / GA SE A iketleletsa go tshwara dithopho tse di ikanyegang.

Leina la Mogokgo: ..... Tshaeno: .....

.....

Letha: .....

Setempe sa Sekolo

UMTHETHO WEZIKOLO ZOMZANTSI AFRIKA, UMTHETHO WAMA-84 WONYAKA KA-1996 njengoko ulungiswe ngokutsha

**IMIMISELO YONYULO NOKUZIMISELA KUMGAQO-NKQUBO WEQUMRHU ELILAWULA IZIKOLO**

Mna, **Mnu. Zolile Monakali**, otyikitye apha ngasezantsi, iLungu leBhunga loLawulo (MEC) kwezeMfundo kwiPhondo loMntla-Koloni kunye nokusebenza ngokubhekiselele kwiCandelo lama-28 loMthetho weZikolo zoMzantsi Afrika, wonyaka ka-1996 (funda kunye necandelo lama-31 loMthetho wezeMfundo wePhondo loMntla-Koloni 1996), kunye ne-Candelo le-18 (1) loMthetho weZikolo zoMzantsi Afrika wonyaka ka-1996, ngako oko bashicilela olu Hlelo, IMimiselo yoNyulo yoLawulo lweZikolo eMntla-Koloni kunye neemfuneko ezizezona zincinane apho uMgaqo-siseko weQumrhu eliLawula iZikolo kufuneka uzilandele.



**Mnu. Zolile Monakali (MPL)**

**ILUNGU LEBHUNGA LOLAWULAYO: KWEZEMFUNDO**

**Isiqulatho**

1. Iinkcazelo.....	4-5
2. Indlela esebenza ngayo.....	6
3. Ukwakhiwa kwamaQumrhu oLawulo lweZikolo .....	6
4. Ukwakhiwa kwamaQumrhu oLawulo lweZikolo zoLuntu eziQhelekileyo.....	6
5. Ukwakhiwa kwamaQumrhu oLawulo lweZikolo zaBafundi abaneeMfuno eziKhethekileyo zezeMfundo.....	6-7
6. Indlela yokumelwa kwizikolo zoluntu.....	7
7. UBume beQumrhu loLawulo [Profayili] .....	7
8. UBulungu obuKhethehiweyo .....	7-8
9. IXesha lokuba sesikhundleni solawulo kumalungu nakwabo bakwi-ofisi yolawulo yequmrhu lolawulo.....	8
10. Ukufaneleka .....	8-9
11. AmaGosa oloNyulo .....	9-12
12. Indlela yokuziphatha engaVumelekanga. . .....	12
13. Ukuhlolwa kweNkqubo yoloNyulo.....	12
14. Ukubhaliswa kwabavoti .....	12-13
15. Indlela zokuTyumba nokoNyula.....	13-14
16. UMyalelo woloNyulo .....	14
17. UkuTyumba noVoto lwaMalungu eeTitshala.....	15
18. UkuTyumba noVoto lwaMalungu abaSebenzi ... ..	16
19. UkuTyumba noVoto lwaMalungu aBafundi.....	16
20. UkuTyumba noVoto lwaMalungu angabazali .....	16-17
21. IKhoram.....	17
22. Indlela yokuziphatha noVoto .....	17-18
23. UkuPhoswa kweeVoti.....	19
24. UkuBalwa kweeVoti .....	19-20
25. Indlela yoloNyulo yeMini Yonke.....	20-21
26. Indlela yoloNyulo kusetyenziswa izixhobo zohagamshekwano lwe-intanethi .....	21-23
27. UkuSonjululwa kweMbambano.....	23-24

28. INkqubo emva kolonyulo .....	24
29. UloNyulo lwaMagosa e-Ofisi .....	24-25
30. Ubhaliso lwaMalungu eQumrhu kunye neNkqubo yokuNikezelwa koLawulo .....	25-26
31. UMgaqo-siseko weQumrhu loLawulo lweZikolo.....	26
32. Amathuba omsebenzi kwiQumrhu loLawulo lweZikolo .....	26
33. UloNyulo olwenziwa ngenxa yamathuba akwiqumrhu lolawulo.....	26-27
34. Ukusebenza kwequmrhu lolawulo elitsha .....	27
35. Ukususwa okanye ukunqunyanyiswa kwaMalungu eQumrhu loLawulo e-Ofisini .....	27
36. Indlela yokuziphatha kulonyulo .....	27-28
37. Izibonelelo ngokubanzi .....	28
38. Ukuphinda kujongwe iMimiselo.....	28
39. Ukurhoxiswa kweMimiselo .....	28
40. ITayitile eMfutshane .....	28

**UHLELO**

Ukuze kunikwe inkqubo efanayo embuthweni kunye nakulonyulo lwamaqumrhu alawula izikolo, ukuze alungise futhi arhoxise eminye imimiselo yoloNyulo lweQumrhu eliLawula iSikolo [SGB] ngokubhekiselele kwizikolo zikawonke-wonke nokuba kulungiselelwe imiba edibene noko.

**1. linkcazelo**

Naliphi na igama okanye inkcazo ebekwa kwintsingiselo yoMthetho iza kuba nentsingiselo efanayo kule mimiselo., ngaphandle kokuba umxholo ubonisa okunye.

**“Inkqubo ye-CNS”** ithetha inkqubo yokutyumba umgqatswa, inkqubo ekhuselekileyo ye-intanethi eza kusetyenziswa ukunika iinkcukacha ze-intanethi kunye nemiqulu ekucingwa ngayo kule Mimiselo;

**“iintsuku”** ziintsuku zekhalenda, kuquka iMigqibelo, iiCawa kunye neeholide zikawonke-wonke;

**“igosa lolonyulo lesithili”** ligosa lesithili eliqeshiweyo yi-ofisi yesithili linoxanduva lokujonga nokulawula inkqubo yolonyulo esithilini;

**“ulonyulo nge-intanethi”** kuthethwa ngolonyulo lwequmrhu lolawulo lwesikolo apho kusetyenziswa iindlela ze-intanethi kwisigaba esinye okanye ezininzi;

**“uvoto lwe-intanethi”** kuthethwa ngolonyulo oluquka ukusetyenziswa kweendlela ze-intanethi xa kuphoswa ivoti;

**“isitishi sovoto se-intanethi”** kuthethwa ngesitishi sovoto esisekelwe ulonyulo lwe-intanethi endaweni ebekwe liGosa loloNyulo leSikolo;

**“inkqubo yovoto ye-intanethi”** into ephathekayo, engaphahekiyo kunye neenkqubo ezisebenzisa iindlela ze-intanethi ukukhetha xa kusonyulwa;

**“ititshala”** kuthethwa ngaye nawuphi na umntu, ngaphandle komntu oqeshwe ukuze enze ngokukhethekileyo imisebenzi engeyiyo eyokufundisa, otitshayo okanye oqeqesha abanye abantu okanye onika iinkonzo zoqeqesho lwabasebenzi bezemfundo, kuquka ululeko lwabasebenzi kunye neenkonzo zezemfundo ngokwasengqondweni, kwisikolo sikawonke-wonke,

**“ibhokisi yokugcina iivoti ze-intanethi”** kuthethwa ngendlela ye-intanethi apho iivoti zigcinwa lo gama zilinde ukubalwa,

**“INTloko yeSebe”** kuthethwa ngentloko yesebe lezemfundo ephondweni;

**“ilungu”** kuthethwa ngelungu lequmrhu lolawulo;

**“iLungu leKhansile yoLawulo”** kuthethwa ngeLungu leKhansile yoLawulo elinoxanduva lwezemfundo ephondweni;

**“umsebenzi olilungu ongeyiyo ititshala”** kuthethwa ngomntu oqeshwe ngokoMthetho weNkonzo yoLuntu okanye ngokoMthetho weZikolo zoMzantsi Afrika, ongenguye utitshala esikolweni;

**“umzali”** kuthethwa –

- i. Umzali ozeleyo okanye ozele ngokwamkela umntwana ngokusemthethweni okanye lowo ugcina umfundi ngokusemthethweni;
- ii. Umntu onelungelo elisemthethweni lokugcina umfundi okanye
- iii. Umntu othatha uxanduva lokuzalisekisa zonke iimfanelo zomntu okhankanywe kwimihlathi (i) no (ii) kwimfundo yomntwana esikolweni;

**“izixhobo zomntu zokuzikhusela”/ii-PPE** kuthethwa ngezixhobo ezisetyenziswa ngokubhekiselele kukhuseleko kwisifo i-COVID-19;

**“inqununu”** kuthethwa ngotitshala oqeshwe okanye osebenza endaweni esekelwe intloko yesikolo;

**“umququzeleli wonyulo lwephondo”** kuthethwa ngengosa eliqeshwe liphondo, kwi-ofisi yephondo ukuze lithathe uxanduva lokujonga nokulawula inkqubo yolonyulo ephondweni;

**“isikolo sikawonke-wonke”** singaba —

- i. sisikolo soluntu esiqhelekileyo, okanye
- ii. isikolo soluntu sabantwana abaneengxaki zemfundo zikhethekileyo; okanye
- iii. isikolo soluntu esinika imfundo siqwalasele ngokukhethekileyo kwitalente, kuquka imidlalo, imidlalo yeqonga okanye ubugcina bokuyila izinto;

**“uvoto nge-intanethi olwenza nokuba awukho”** kuthethwa ngovoto nge-intanethi apho kuphoswa ivoti ngesixhobo esilawulwa ligosa lolonyulo;

**“ikhansile yokumelwa kwabafundi”** kuthethwa ngekhansile emele abafundi, esekwe ngokubhekiselele kwiCandelo 11 loMthetho;

**“isikolo”** kuthethwa ngesikolo esiqhelekileyo sikawonke-wonke okanye isikolo sikawonke-wonke sabafundi abaneengxaki esibhalisa abafundi kwibanga elinye okanye amabanga asuka kwibanga u-R ukuya kwibanga le-12;

**“igosa lolonyulo lesikolo”** kuthethwa ngeNqununu yesinye isikolo. Kwiimeko ezikhethekileyo iNtloko-Mlawuli yeSithili ingaqesha igosa lezemfundo eliqeqeshwe ukuze lilawule inkqubo yolonyulo yesikolo;

**“uMthetho”** kuthethwa ngoMthetho weZikolo woMzantsi Afrika, 1996 (uMthetho wama-84 wonyaka ka- 1996), njengoko ulungisiwe.

**2. Indlela esebenza ngayo**

Le mimiselo iza kusebenza kuzo zonke izikolo zikawonke-wonke kwiPhondo loMntla-Koloni yaye iza kusebenza yakuba ishicilelwe kuMqulu oyiGazethi yePhondo.

**3. Ukwakhiwa kwamaQumrhu aLawula iZikolo [SGB]**

Inani lamalungu abazali, iititshala kunye nabafundi kwiqumrhu elilawulayo liza kwahluka ngokubhekiselele kuhlobo nebakala lesikolo, njengoko kuvele ngokupheleleyo **iSihlomelo “A” (i) no (ii)**.

**4. Ukwakhiwa kwamaQumrhu aLawula iZikolo zoLuntu eziQhelekileyo**

**4.1.** Iqumrhu elilawula isikolo soluntu esiqhelekileyo liquka:

- a) Amalungu akhethiweyo;
- b) INqununu, ngokwendawo yayo esemthethweni;
- c) Amalungu akhethiweyo ukuzeancedise.

**4.2.** Amalungu akhethiweyo equmrhu elilawulayo aza kuquka ilungu okanye amalungu ecandelo ngalinye kula alan-delayo:

- a) abazali babantwana abamkelwe kweso sikolo;
- b) iititshala eziqeshwe kweso sikolo;
- c) amalungu angezizo iititshala aqeshwe kweso sikolo, kunye
- d) nabafundi abakwibanga lesibhozo okanye elingasentla abamkelwe kweso sikolo.

**5. Ukwakhiwa kwamaQumrhu aLawula iZikolo zoLuntu zaBafundi abaneemfundo eziKhethekileyo zeMfundo**

IQumrhu eliLawula iSikolo (SGB) lesikolo soluntu sabantwana abaneemfundo ezikhethekileyo zokufunda liza kwenziwa njengoko kubekwe kwicandelo 24 (1)(a) - (j) loMthetho.

**5.1** Inani labantu kudidi ngalunye kwaba:

- a) Abazali babantwana esikolweni, ukuba kwenzeka kakuhle;
- b) Iititshala;
- c) Amalungu abasebenzi abasesikolweni abangezizo iititshala;
- d) kunye nabafundi abafunda kwibanga lesibhozo kunye nangasentla, ukuba kuyenzeka, kuza kuba ngokubhekiselele **kwiSihlomelo “A” (ii)**: Ukwakhiwa kwamaQumrhu aLawula iZikolo zoLuntu zabantwana abaneemfundo eziKhethekileyo zezeMfundo. Inkqubo echazwe kwimimiselo 17 – 22 iza kusebenza kulonyulo lwala macandelo.

**5.2** Amalungu ecandelo ngalinye ekubhekiswe kulo kuMhlathi 24(1) (e) – (i) woMthetho kufuneka unike lowo uyiNtloko yeSebe iileta zengqesho ezisuka kumbutho wabo, zexesha iQumrhu eliLawulayo likuloo ofisi, kwi-intsuku ezili- 14 emva kolonyulo esikolweni.



**5.3** Naliphi na ilungu lequmrhu elilawulayo elikhethiweyo okanye eliqeshwe kumacandelo abantu ekubhekiswe kubo kulo Mthetho, kuMhlathi 24 (1) (a), (e), (f), (g), (h), kunye no (i) lingathi libenguSihlalo.

## **6. Indlela yokumelwa kwezikolo zoluntu**

**6.1.** Indlela yokuphumelela elona nqanaba liphezulu lokumelwa kwamalungu equmrhu elilawulayo njengoko kubalulwe kuMhlathi 28 (e) woMthetho.

**6.2.** Ukumelwa kuya kuthetha ezi meko zilandelayo:

- a) Uhlanga;
- b) Isini;
- c) Ukukhubazeka.

**6.3** IQumrhu eliLawula iSikolo liza kushukuxa, njengenxalenye yeentlanganiso zalo kwakunye nabazali, umba wokumelwa, ukulungiselela uLonyulo lweQumrhu eliLawula iSikolo olwenziwa kwiminyaka emithathu kunye nolonyulo lwamalungu ancedisayo.

**6.4** INkqobu yokutyumba iza kubonisa imeko yokumelwa apho kwenzeka khona nalapho kufanelekileyo.

**6.5** Ngaphambi kolonyulo lwabo bakwi-ofisi yequmrhu lolawulo, iNqununu iza kwazisa amalungu equmrhu elilawulayo ngoxanduva lwawo.

## **7. UBume beQumrhu loLawulo**

linkcukacha zelungu ngalinye le- SGB mazibhalwe ngokwe**Sihlomelo “H1”** kwizikolo eziqhelekileyo zoluntu okanye **iSihlomelo “H2”** kwizikolo zoluntu zaBafundi abaneeMfuno zeMfundo eziKhethekileyo yaye zithunyelwe kwi-ofisi yesithili. Ezi nkcukacha kufuneka zimane zilungiswa ngokutsha xa kukho ulonyulo lwamalungu ancedisayo kwakhona rhoqo ngonyaka xa kunyulwa amalungu e-ofisi.

## **8. Ubulungu bokuncedisa**

**8.1.** Iqumrhu elilawulayo lesikolo soluntu esiqhelekileyo elinikezela imfundo kubafundi abaneemfuno ezikhethekileyo kufuneka, apho kwenzeka khona, lonyule umntu okanye abantu abaziincutshe ngokubhekiselele kwezo mfundo zikhethekileyo zemfundo, njengabafundi.

**8.2.** Iqumrhu elilawulayo lingakhetha ilungu okanye amalungu endawo esikuyo isikolo ukuze ancedise ukwenza imisebenzi yalo. Olo khetho lokuncedisa kufuneka lushukuxwe, lwamkelwe yaye lwaziswe ngembalelwano kwi-lungu lasekuhlaleni elifanelekileyo, oko kusenziwa liqumrhu elilawulayo. Ilungu elikhethelwe ukuncedisa okanye amalungu angeza kwintlanganiso yequmrhu elilawulayo xa indawo ayincutshe kuyo ifuneka. linkcukacha zelungu/amalungu akhethiweyo kufuneka zivele kuxwebhu lweenkcukacha zequmrhu elilawulayo, iSihlomelo H.

**8.3.** Iqumrhu elilawulayo lesikolo soluntu elikhankanywe kumhlathi 14 lingakhetha umnini wendawo yesikolo ekuhlalwa kuyo okanye lowo utyunjwe njengomele umnini-ndawo.

- 8.4. Kujongwe umqathango 8.6 amalungu atyunjiweyo akanalo ilungelo lokuvota kwiqumrhu eliLawulayo.
- 8.5. Ukuba inani labazali, kulo naliphi na inqanaba alikho ngaphezu kwenani lonke lamanye amalungu anelungelo lokuvota, iqumrhu elilawulayo kufuneka lityumbe abazali bokuncedisa abanelungelo lokuvota.
- 8.6. Ukuba umzali utyunjelwe ukuncedisa, enelungelo lokuvota, oko kutyunjwa kuyaphelelwa xa isithuba sizaliswe ngokuthi konyulwe, nto leyo kufuneka yenziwe kwiintsuku ezingama 90 emva kokuvela kwesithuba.
9. **Ixesha lokuba sesikhundleni solawulo kumalungu nakwabo basezikhundleni ze-ofisi kwiqumrhu elilawulayo.**
- 9.1. Ixesha lokuba sesikhundleni kumalungu kunye nequmrhu elilawulayo, ngaphandle komfundi aliya kudlula iminyaka emithathu.
- 9.2. Ixesha lokuba sesikhundleni lelungu lequmrhu elilawulayo elingumfundi aliya kudlula unyaka omnye.
- 9.3. Ixesha lokuba sesikhundleni legosa le-ofisi yolawulo kwiqumrhu elilawulayo aliya kudlula unyaka omnye.
- 9.4. Ilungu okanye ilungu elikwi-ofisi yolawulo yequmrhu elilawulayo lingaphinda lonyulwe okanye lityunjelwe ukuncedisa, nanjengoko kungenzeka oko, emva kokuphelelwa kwexesha lokubasesikhundleni.
10. **Ukufaneleka**
- 10.1. Umntu uya kuthi angafaneleki ukuba lilungu lequmrhu elilawulayo ukuba:
- a) uyagula ngokwasengqondweni yaye oko kuchazwe yinkundla yomthetho efanelekileyo;
  - b) akakalungiswa ukuba akwazi ukuzibhatalela amatyala;
  - c) ukhe wabekwa ityala lolwaphulo-mthetho yaye wafakwa entolongweni yinkundla yomthetho yoMzantsi Afrika okanye kwilizwe langaphandle, ngaphandle kokhetho lwentlawulo yexesha leenyanga ezidlula ezintandathu okanye akakabanjwa ukuze ajongane nesigwebo sakhe esipheleleyo sokungena entolongweni;
  - d) ubonwe engafanelanga kusebenza nabantwana njengoko kubekwe kuMthetho waBantwana [Children's Act], wonyaka u-2005 (uMthetho wama 38 wonyaka u- 2005) uMthetho woLwaphulo-mthetho [Criminal Law] (Amatyala abhekiselele kwezeSondo kunye neminye iMiba eBhekiselele koko) Sexual Offences and Related Matters) uMthetho ophinde waLungiswa wama 32 wonyaka u- 2007; okanye
  - e) ufunyenwe enetyala kwisenzo sokungaziphathi kakuhle ngokuhekiselele kwindlela enza ngayo kwimisebenzi yequmrhu lolawulo ngokubhekiselele kwiNdllela yokuZiphatha yePhondo yamalungu amaQumrhu oLawulo lwezikolo zoluntu.
- 10.2. Ukuba umntu okhethwe njengelungu lequmrhu lolawulo akakwazi ukungena kweli candelo atyunjelwe lona okanye akhethelwe lona, uya kuthi aphelelwe bubulungu kwiqumrhu lolawulo.
- 10.3. Umzali oqeshwe sisikolo akayi konyulwa njengelungu elingumzali kwiqumrhu lolawulo kweso sikolo.

- 10.4.** INqununu yesikolo ayiyi konyulwa njengelungu leetitshala kwiqumrhu lolawulo kweso sikolo.
- 10.5.** Akukho mfundi uya konyulwa ukuba kwiqumrhu lolawulo kwisikolo esiqhelekileyo, ngaphandle kokuba wamkelwe kwibanga lesibhozo okanye kwibanga elingaphezulu yaye elilungu elonyuliweyo leKhansile eMele aBafundi kweso sikolo sibandakanyekayo.
- 10.6** Kwimeko yabafundi abaneemfuno ezikhethekileyo zokufunda, abafundi bebanga lesibhozo okanye ngaphezulu bangakhethwa kuphela ukuba oko sisenzo esivakalayo.
- 10.7** Umzali uya kuthi afaneleke ukuba avote kuphela xa evotela ilungu lomzali wequmrhu lolawulo yaye uya kuba nevoti enye kumzali ngamnye ongumgqatswa.
- 10.8** Ititshala eqeshwe kwisikolo soluntu iya kufanela ukuvotela amalungu eetitshala kuphela yaye iya kuba nevoti enye kwititshala nganye engumgqatswa.
- 10.9** Ilungu elingeyiyo ititshala, elingumsebenzi, liya kufanela ukuba nevoti yabo bangengawo amalungu eetitshala yaye liya kuba nevoti enye kumgqatswa ngamnye ongeyiyo ititshala.
- 10.10** Ilungu ngalinye leKhansile eMele aBafundi liya kuthi lifanele ukuba livotele kuphela ilungu lomfundi yaye liya kuba nevoti enye kumgqatswa ngamnye otyunjiweyo kwi- RCL.
- 10.11** Luxanduva lomntu othe wachazwa njengomzali ukuba azise iNqununu xa kutshintshe iinkcukacha zakhe.

## **11. AmaGosa oloNyulo**

### **IGosa loloNyulo lePhondo**

- 11.1.1** INTloko yeSebe iza kuqesha igosa lesebe njengeGosa loloNyulo lePhondo.
- 11.1.2** Imisebenzi yeGosa loloNyulo lePhondo iya kuba koku:
- Ukuhlola inkqubo yokutyumba nokonyula yePhondo;
  - Ukulungisa uyilo lwale nkqubo ukuze lulungelane neenjongo zephondo zokuhlola;
  - Ukuxhasa amaGosa oloNyulo eSithili;
  - Ukuququzelela phakathi kweNtloko yeSebe kunye nezithili;
  - Ukuqesha amaGosa oloNyulo eZithili kusenziwa oku kunye neeNtloko-baLawuli zeSithili
  - Ukuqinisekisa ukuba siyafikeleleka isaziso sosuku lolonyulo;
  - Ukuqinisekisa ukuhambelana neenkqubo zephondo ngokubhekiselele kulonyulo;
  - Ukuphuhlisa izixhobo kunye neenkqubo zoqeqesho lwamaqela namaGosa oloNyulo eZithili neZikolo yaye kuqinisekise ukuba olu qeqesho lwenzeka njengoko lucwangcisiwe;
  - Ukugweba kuzo zonke izibheni ezivele kwinkqubo yolonyulo;

- j) Ukuhlola nokuvavanya inkqubo yolonyulo kwiPhondo;
- k) Ukuphuhlisa indawo yeenkcukacha zequmrhu le-SGB's lakuba lingene esihlalweni nokuba
- l) Kwiintsuku ezingama 30 kufunyenwe ingxelo kumagosa olonyulo esithili kunye nakwabo bahlola inkqubo yolonyulo, kwenziwe ingxelo yolonyulo eya kwiNtloko yeSebe kunye no-MEC [iLungu leKhansile yoLawulo], yaye kuleyo ngxelo kuza kuthathelwa ingqalelo iingxelo zabo bebehlola ulonyulo;
- m) Ukuphanda nokujongana nayo nayiphi na imeko eziswa phambi kwakhe lilungu lasekuhlaleni engekho mgceni yale Mimiselo.

## 11.2 IGosa loloNyulo leSithili

11.2.1 IGosa loloNyulo leSithili liza kuthi, lidibene neNtloko-mlawuli yeSithili, liqeshe iGosa loloNyulo leSithili eliya kuba ligosa eliphezulu esihlalweni sesithili eso kujoliswe kuso.

### 11.2.2 IGosa loloNyulo leSithili liya kuthi:

- a) Liqeshe iQela loloNyulo leSithili;
- b) Liququzelele iinkqubo zolonyulo zesithili;
- c) Licebise iGosa loloNyulo leSithili kuwo nawuphi umba obhekiselele kulonyulo yaye liza kuqinisekisa ukusebenza kwale mimiselo esithilini;
- d) Liqulunqe isicwangciso solawulo ukuze kwenziwe le mimiselo;
- e) Libeke amaGosa oloNyulo eSikolo kwisikolo ngasinye esithilini yaye liqinisekise kwakhona ukuba isikolo ngasinye siseke iqela lolonyulo lesikolo;
- f) Liqinisekise ukuba igosa ngalinye lolonyulo elisebenza kweso sikolo sisesithilini liqeqeshwe kakuhle ukuxhasa ulonyulo;
- g) Liqinisekise ukuba amaGosa oloNyulo eSikolo afumana iMimiselo yoloNyulo yePhondo kunye neminye imiqulu kwangexesha;
- h) Liqinisekise ukuba inkqubo yenkxaso yolonyulo eqhutywa esithilini ngokubhekiselele kwiSicwangciso sePhondo;
- i) Lihlola inkqubo yolonyulo ngokuthi lindwendwele izikolo zoluntu ngexesha lolonyulo;
- j) Liqulunqe imihla yolonyulo yezikolo zonke zoluntu esithilini ngokweSihlomelo "B";
- k) Liqinisekise ukuba amagosa oloNyulo eSikolo ayasazisa isithili ngemihla yolonyulo, amagama kunye neenkcukacha zoqhagamshelwano zabantu abakhethiweyo kwii-SGB, baziswe ngembalelwano;
- l) Liqinisekise ukuba lifumana uXwebhu lweeNkcukacha ngokweSihlomelo "H1" kwiZikolo eziQhelekileyo okanye iSihlomelo "H2" kwizikolo zoLuntu zaBafundi abaneeMfuno eziKhethekileyo zeMfundo, yaye banikezele oku kwisithili kwiintsuku ezingama 30 zentlanganiso yolonyulo yesikolo;
- m) Linike iGosa loloNyulo lePhondo uxwebhu lweeNkcukacha ze-SGB ezidityanisiweyo kwiintsuku ezingama 30 ukusukela kumhla wokugqibela wolonyulo;
- n) Liqulunqe ingxelo yolonyulo yesithili kwaye liyithumele kwiGosa loloNyulo lePhondo kwiintsuku ezingama 30 ukusukela kumhla wokugqibela wolonyulo;
- o) Lixhobise amaGosa oloNyulo eSikolo ukuze akwazi ukulawula inkqubo yesikolo yolonyulo;
- p) Lilungise iileta zokwaziswa kwamalungu anyuliweyo equmrhu elilawulayo ukuze zisayinwe yiNtloko-mlawuli yeSithili kwaye lizise ezikolweni.

**11.2.3 IQela loloNyulo leSithili liya kuquka:**

- a) IGosa loloNyulo leSithili;
- b) IQela labantu abaziincutshe zokubona ulonyulo.

**11.2.4 IQela loloNyulo leSithili liya kuthi:**

- a) Lincedise iGosa loloNyulo leSithili kwimisebenzi yolonyulo yonke;
- b) Libe noxanduva leqinga lokuxhasa ukuze liqinisekise ulonyulo lweQumrhu eLilawula iSikolo-SGB, ukuba lwaziswe kakuhle kubo bonke abachaphazelekayo esithilini.

**11.2.5** AmaGosa oloNyulo eSithili nawePhondo akayi kutyunjwa, akhethwe okanye akhethelwe ukuncedisa njengamalungu alo naliphi na iqumrhu elilawulayo laso nasiphi na isikolo eePhondweni.

**11.3 IGosa loloNyulo leSikolo kunye neNqununu**

**11.3.1** Imisebenzi yeGosa loloNyulo leSikolo ngaphambi kwentlanganiso yolonyulo iya kuba kukuba:

- a) Lidibane neNqununu ukuze kulungiswe izaziso ezinika iinkcukacha zomhla, ixesha kunye nendawo apho kuza kutyunjwa khona nendlela yolonyulo. Ubume besaziso kufuneka sime **ngokweSihlomelo "C"**.

**11.3.2** Uxanduva nemisebenzi yeNqununu ngaphambi koloNyulo kukuba:

- a) Ihambise izaziso zolonyulo kwaba bavoti bafanelekileyo balandelayo: abazali, iititshala, abasebenzi abangengobafundi kunye nabafundi kwiintsuku ezingekho ngaphantsi kwama 21 ngaphambi kosuku lolonyulo;
- b) Iqinisekise ukuba amaxwebhu okutyumba ayafumaneka ngexesha lentlanganiso yolonyulo. Ubume boxwebhu lokutyumba kufuneka lume **ngokweSihlomelo "D"**;
- c) Iqinisekise ukuba kukho indawo efanelekileyo yentlanganiso yolonyulo;
- d) Ihlole yaye isayine ukuba imiqule eqinisekisiweyo yabavoti yenziwe;
- e) Iqinisekise ukuba kusekwe iQela loloNyulo leSikolo elisebenzayo yaye elixhaswa ngamalungu asebenza esikolweni;
- f) Iqinisekise ukuba iQela loloNyulo leSikolo liyaziqonda iinkqubo ezisetyenziswayo yaye nokuba zonke iziseko eziza kufuneka kulonyulo zikhona.

**11.3.3** IGosa loloNyulo leSikolo aliya kukhethwa okanye lonyulwe njengelungu leqela elilawulayo lesikolo apho lowo mntu aligosa lolonyulo khona.

**11.3.4** Ngexesha lentlanganiso yolonyulo iGosa loloNyulo leSikolo liya kuthi:

- a) Lichaze inkqubo yokutyunjwa nokonyulwa kwabavoti;
- b) Livumele abo batyunjiweyo ukuba bazazise ngokwendlela yale mimiselo;
- c) Litsale abavoti ukuba bajonge oko kufakwe kuMthetho wale mimiselo;
- d) Lilawule inkqubo yolonyulo;
- e) Lingenelele yaye lisombulule naziphi na izibheni ngosuku lolonyulo;

- f) Lihambise ingxelo yesikolo, iziphumo zolonyulo, umqulu wabavoti kunye neenkukacha ze-SGB kwigosa lolonyulo lesithili kwiintsuku ezi 5 emva kokuqhutywa kolonyulo.

**11.3.5** IQela loloNyulo leSikolo liza kuquka aba:

- a) USeKela Nqununu weSikolo okanye umntu okhethwe yiNqununu;
- b) Unobhala wolawulo ukuzeancedise kwimisebenzi yolawulo kuquka ukwenza umqulu wabavoti;
- c) Inani leetitshala elinikwe yiNqununu

**11.3.6** IQela loloNyulo leSikolo liya kuthi:

- a) Lincediswe iNqununu kunye neGosa loloNyulo leSikolo kuyo yonke imisebenzi;
- b) Libenoxanduva lokwenza icebo lokuxhasa i-SGB ukuqinisekisa ukuba ulonyulo lwaziswe kakuhle kubo bonke abachaphazelekayo;
- c) Lincediswe kuxwebhu lwabo beze kulonyulo nakwimizuzu yentlanganisano yokutyumba nokonyula amalungu.

**12** **Indlela yokuziphatha eNgamkelekanga**

- a) Akukho mntu ungathi –  
Asebenzise kakubi isikhundla sakhe, ilungelo okanye abenegalelo, kuquka kubazali okanye igunya lengqesho lokuqeqwedisa ngokokuziphatha okanye abenegalelo kulonyulo.

**13. UkuHlolwa koloNyulo**

**13.1** IGosa loloNyulo lePhondo/iGosa loloNyulo leSithili liya kuthi liqeshe naliphi na inani labantu ukuze kuhlolwe zonke iinkqubo ngexesha loloNyulo lwe- SGB.

**13.2** Abo bantu baya kuthi:

- a. bafikelele kuzo naziphi iinkqubo ezihambelana nolonyulo kangangoko kunakho,
- b. bangaphazamisani nayo nayiphina inkqubo ebhekiselele kulonyulo;
- c. benze ingxelo ebhaliweyo yoko bakubonileyo yaye banikezele ngako kwiGosa loloNyulo lePhondo/iGosa loloNyulo leSithili kwiintsuku ezili 14 kwakugqitywa ulonyulo.

**14. Ukubhaliswa kwabavoti**

**14.1** Umqulu wabavoti walo ngalinye icandelo kufuneka ubekhona, unamagama abazali abafanelekileyo, iititshala, amalungu abasebenzi kunye nabafundi. **ISihlomelo “K”** sibonisa umqulu wabaVoti abangabazali.

- a) luxanduva lweNqununu ukuqinisekisa ukuba abazali, abafundi, iititshala kunye namalungu angezizo iititshala alungisa iinkukacha zawo xa kukho utshintsho kwiinkukacha zabo. Lonke utshintsho kunye neenkukacha ezintsha kwiziko leenkukacha le-SASAMS kufuneka kujongwe kwakhona yaye luphunyezwe yiNqununu qho ngekota ngaphambi kokuba ezo nkukacha zisiwe esithilini kwiCandelo leSithili le-EMIS;
- b) Umqulu wabavoti weetitshala kufuneka ubeneetitshala zonke eziqeshwe esikolweni,
- c) Umqulu wabavoti wamalungu angezizo iititshala kufuneka ubenabo bonke abasebenzi abaqeshwe kweso sikolo;

- d) Umqulu wabavoti wabafundi kufuneka ubenamalungu onke onyuliweyo equmrhu i-RCL esikolweni;
- e) Umqulu wabavoti wabazali, abafundi, iititshala, amalungu angezizo ititshala angabasebenzi kufuneka usekwe ngokubhekiselele kwiziko lenkcukacha eliphunyeziweyo le-SASAMS esikolweni.

**14.2** INqununu kufuneka ikhuphe isaziso seentsuku ezi 7 ukuze kuqinisekiswa iinkcukacha zabo kumqulu wabavoti. Inkqubo yokuqinisekiswa nokulungiswa kufuneka igqitywe kwiintsuku ezili 14 ngaphambi komhla wentlanganiso yoloNYULO lwe-SGB.

Ixesha lokuqinisekiswa kunye nommiselo 14.3 kufuneka uchazwe kwisaziso sesikolo esiya ebazalini.

**14.3** Isikolo siya kuthatha iinkcukacha zomzali ezikumqulu wokwamkelwa kwabafundi njengezilungileyo xa abazali bengakwazi ukulungisa iinkcukacha zabo kumqulu wokwamkelwa kwabafundi ngexesha elibekwe kummiselo 14.2.

**14.4** Iinkcukacha zabavoti zokugqibela eziqinisekisiweyo nezilungisiweyo kufuneka zibhalwe “kwi**Sihlomo J**” yaye zisayinwe yinqununu njengengxelo eyinyani yabazali bonke ababhalisiweyo.

**14.5** Bonke abo baphakamisa imibono, abaxhasayo nabo batyunjiweyo kufuneka babengabantu abakuluhlu lomqulu wabavoti. Umqulu wabavoti kuwo onke amacandelo uvalwa kwiinyure ezingama 48 ngaphambi kosuku lokuvota ukuqinisekisa ukuba igosa lolonyulo liqwalasela kwinkqubo yokutyumba nokuvota kwaye liqinisekise ukubase-mgangathweni komqulu wokuvota.

## **15. Iindlela zokonyula**

**15.1** Kukho ezi ndlela zilandelayo zokonyula:

- a) INdlela yokuTyumba nokuVota;
- b) INdlela yokoNyula yoSuku Lonke;
- c) INdlela yokoNyula ngeZixhobo ze-intanethi kunye/okanye
- d) Ukudibanisa u-(b) no (c).

**15.2** Izikolo zoluntu lonke kufuneka zifake izicelo kwiNtloko yeSebe -HOD okanye lowo amkhethileyo ngohlobo lolonyulo abaza kuluqhuba, hayi ngaphantsi kweentsuku ezingama 30 ngaphambi kolonyulo.

**15.3** Xa kunikwa imvume yohlobo lolonyulo kwiNtloko yeSebe okanye lowo amkhethileyo kufuneka aqwalasele ukuba:

- a) Uhlobo lolonyulo luza kuphakamisa iimfuno eziphambili zoluntu lwesikolo sasekuhlaleni yaye luza kuvumela ukuba abavoti bathathe inxaxheba kangangoko kwinkqubo yokuvota;
- b) Uhlobo lokuvota aluyi kucalucalula ngendlela engafanelekanga ngakuye nawuphi na umvoti okanye iqela labavoti,
- c) Kunikwa indima eyaneleyo yenkqubo yolonyulo, yaye
- d) Kukho iziseko ezaneleyo zolo hlobo lolonyulo lukhethiweyo.

- 15.4** INTloko yeSebe okanye lowo amkhethileyo kufuneka aphenndule kwiintsuku eziyi-7 emva kokuba efumene isaziso. Ukungaphenduli kuza kwaziwa ngokuba kukuvuma ukuba isikolo soluntu eso siqhubeke nolo hlobo lukhethiweyo lolonyulo.
- 15.5** Isikolo soluntu singafaka isibheni kuMphathiswa [MEC] onoxanduva lwezeMfundo ePhondweni, ngembalelwano, kwiintsuku ezisixhenxe ukusuka kumhla wesaziso sesigqibo, ngokubhekiselele kumhlathi 15.3.
- 15.6** U- MEC onoxanduva lwezeMfundo, kufuneka kwiintsuku ezisixhenxe (7) efumene isibheni, njengoko kucetywe kumhlathi 15.5, bazise isikolo soluntu, ngembalelwano malunga nesigqibo kunye nezizathu zeso sigqibo.
- 15.7** INqununu kunye neQumrhu elilawulayo [SGB] kufuneka bazise ngendlela yolonyulo kwiGosa loloNyulo leSikolo ukuze kulungiswe yaye kusayinwe izaziso eziya ebazalini ngendlela efanelekileyo.
- 15.8** IGosa loloNyulo leSikolo kufuneka lazise iGosa loloNyulo leSikolo ngohlobo lolonyulo yaye banike isicwangciso solawulo solonyulo kwiintsuku ezili 14 ngaphambi kolonyulo;
- 15.9** Isicwangciso solonyulo ekubhekiswe kuso kumhlathana 15,8 kufuneka ubuncinane sibenoku:
- a) Umhla ophakanyisiweyo wohlobo olo lolonyulo;
  - b) Ixesha lokuqala kolonyulo, amaxesha okuvula nokuvala kwezitishi zolonyulo;
  - c) Ixesha apho iivoti ziza kubalwa ngalo kunye nexesha lokwaziswa kweziphumo;
  - d) Uhlelo lwamalungu eqela lolonyulo esikolo ukuze ahlale ukuba kukho amagosa aneleyo ukuze inkqubo iqhubeke.
- 15.10** IGosa loloNyulo leSikolo kufuneka lilungise izaziso (**iSihlomelo C**) kumaxwebhu anikiweyo, apho kuza kuxelwa umhla, ixesha kunye nendawo apho konyulwa khona. Izaziso kufuneka zihanjiswe ngokommiselo we- 17, 19 nama 20.
- 15.11** IGosa loloNyulo leSikolo kufuneka liqinisekise ukuba izaziso ngokubhekiselele kulonyulo ziyahanjiswa futhi zivele njengoko kuboniswe kwimimiselo.
- 16 UMyalelo woloNyulo**
- 16.1** IGosa loloNyulo leSikolo kufuneka lilandele umgaqo wokuquka abantu, ukungafihli nto nowentando yesininzi.
- 16.2** Ukonyulwa kwecala labazali kwiqumrhu lolawulo kuza kwenziwa emva kokonyulwa kwecala leetitshala, ilungu labasebenzi kunye namalungu abafundi kwiqela lolawulo.



**17 UkuTyunjwa nokoNyulwa kwaMalungu eeTitshala**

**17.1** INqununu yesikolo kufuneka inike iGosa loloNyulo leSikolo umqulu wabavoti weetitshala.

**17.2** IGosa loloNyulo leSikolo kufuneka lidibane neNqununu ukuze kunikwe umhla, ixesha kunye nendawo yentlanganiso yolonyulo yelungu leetitshala.

**17.3** INqununu kufuneka iqiniseke ukuba iititshala esikolweni zifumana isaziso sentlanganiso yokonyulwa ubuncinane kwiintsuku ezili 14 ngaphambi komhla wentlanganiso. Ubume besaziso kunye nephepha lokuvota kufuneka zime ngokweSihlomelo “C” kunye no“E”, ngokulandelelana.

**17.4** Ukutyunjwa kwetitshala kuza kwenziwa ngokuthi kunikwe uxwebhu lokutyumba olugcwalisiweyo lwaza lwasayinwa ngutitshala oqeshwe kweso sikolo oluxhasa ukutyunjwa kunye nomgqatswa, kwiGosa loloNyulo leSikolo kwintlanganiso yokutyumba nolonyulo.

**17.5** Ukuba inani lonke labagqwatsa abatyunjiweyo bamkelwa:

a) lingaphantsi kwenani lamalungu avumelekileyo kwicandelo elithile lesikolo eso njengoko kubekwe kwiSihlomelo “A”

i. Ixesha lokutyumba liza kwandiswa ngexesha elingadluli kwimizuzu engama 30, ukuba ukutyunjwa kusengaphantsi kunenani elivumelekileyo kwelo candelo intlanganiso iza kumiswa yaye iGosa loloNyulo leSikolo kufuneka libize enye intlanganiso kwixesha elingadlulanga iintsuku ezi 7 ngaphambi kwentlanganiso yokutyunjwa kwabazali kunye nolonyulo. Amalungu atyunjwe ngaphambi kokuhlelwa kwentlanganiso, aza kuhlala etyunjelwe ulonyulo kulonyulo oluhleliweyo kodwa ulonyulo olulolunye lungathi lufunwe yaye lwamkelwe.

ii. Ukuba emva kwentlanganiso yokutyumba kwesibini ebanjwe ngokubhekiselele kummiselo 17.5 (a) inani lonke leevoti ezikhethiweyo ezilungileyo lisengaphantsi kwenani elifunekayo lamalungu eetitshala, iGosa loloNyulo leSikolo liza kwazisa abo bagqatswa batyunjiweyo ukuba bavotelwe yaye kuza kusebenza ummiselo 8: ukuba ulonyulo lwamalungu ancedisayo luza kuqhutywa kwiintsuku ezingama 60 emva kosuku lolo lonyulo.

b) lilingana nenani lamalungu ekubhekiselelwe kuwo kummiselo 17.5 (a), iGosa loloNyulo leSikolo liza kwazisa bonke abatyunjiweyo xa kusonyulwa iqumrhu elilawulayo okanye

c) lingaphezulu kunenani lamalungu ekubhekiselelwe kuwo kummiselo 17.5 (a), ulonyulo luza kwenziwa ngevoti yabucala.

**17.6** Apho isikolo sineetitshala ezimbini kuphela kubasebenzi baso, iGosa loloNyulo leSikolo lingatsala uninzi lwamanye amalungu okanye livumele ukuba kuchongwe njee ngokungacwangciswanga phakathi kwabatyunjiweyo ababambisene ngamanqaku afanayo. Oku makwenziwe elubala yaye kuvunyelwene nabo batyunjiweyo.

**18. UkuTyunjwa noVoto lweLungu elinguMsebenzi elingeyiyo iTitshala**

- 18.1** Inkqubo ebekwe kummiselo 17 iza kusebenza xa kusonyulwa ilungu elingeyiyo ititshala, ukuba indlela yesaziso sentlanganiso kunye nephepha lokuvota zihamba ngokweSihlomelo “C” no “E”, ngokulandelelana.
- 18.2** Kwiimeko apho kungekho lungu lingeyiyo ititshala kubasebenzi esikolweni, isikhundla eso sishiywa singazaliswanga.
- 18.3** Apho kukho ilungu elinye elingeyiyo ititshala, uya kuthi lowo mntu ajongwe njengosele ekhethiwe ukuya kwiqela elilawulayo.
- 18.4** Apho kukho amalungu amabini abasebenzi esikolweni, iGosa loloNyulo leSikolo liza kutsala uninzi okanye lusebenzise olunye uhlobo lwenkqubo evumela ukhetho olungacwangciswa phakathi kwabatyunjiweyo ababambene ngamanqaku. Xa kukho amalungu angezizo ititshala kufuneka kubanjwe ulonyulo lwentando yeninzi ukuze kubonwe ukuba ngubani ofanele akhethwe ukuba angene kwiqumrhu lolawulo lesikolo.

**19. UkuTyunjwa noVoto lwaMalungu aBafundi**

- 19.1** Ukutyunjwa nolonyulo kwaBafundi abakwiKhansile eMela abafundi kwi-SGB kufuneka kubanjwe ngokubhekiselele kwinkqubo ebekwe siSaziso sePhondo se- 110 sonyaka wama 2016 esipapashwe kwi-Gazethi yePhondo yama 2054. Izihlomelo "A3" (isaziso sentlanganiso), "B3" (uxwebhu lokutyumba) kunye no "C2" (iphepha lokuvota) zikwasetyenziswa ukuxhasa inkqubo.
- 19.2** Abafundi kufuneka baziswe ngeCandelo 32 loMthetho, elichaza ngobume babantwana kwiqela lolawulo lwesikolo.

**20. AMalungu aBazali awoNyulwayo**

- 20.1** IGosa loloNyulo leSikolo kufuneka, lidibene nenqununu balungise izazisozolonyulo oluza kubakho.
- a) **ISihlomelo J** "Ukuzazisa xa kungqinisiswa futhi kulungiswa iinkcukacha zomzali kumqulu wabavoti kufuneka kugcwaliswe yaye kusayinwe kwiintsuku ezili 14 ngaphambi kwentlanganiso yokutyumba nolonyulo.
  - b) Izaziso zexesha nomhla wokutyumba nokonyula kufuneka zihanjiswe ngazo zonke iindlela zonxibelelwano yaye zixhonywe kwiindawo ezaziwayo esikolweni nasekuhlaleni, ubuncinane kwiintsuku ezili 14 ngaphambi komhla wokutyumba nolonyulo. Amalungu okutyumba nolonyulo kufuneka ahambelane nohlobo lolonyulo oluza kwenziwa seso sikolo.
  - c) Kolu hlobo ukutyumba nolonyulo ziiseshoni ezimbini zentlanganiso.
  - d) Xa iseshoni yokutyumba iphela, kulandela iseshoni yolonyulo ngoko nangoko.
- 20.2** INqununu yesikolo kufuneka iqinisekise ukuba:
- a) Kunikwa isaziso esiliphepha kumfundi ngamnye ubuncinane kwiintsuku ezili 14 kwintlanganiso yokutyumba nokonyula linemiyalelo ecacileyo eyenziwa ngomlomo kumfundi ukuze anike umzali wakhe, yaye
  - b) Naluphi na uhlobo lonxibelelwano olusebenzayo kulo ndawo yesikolo yasekuhlaleni luyasetyenziswa, ukuba oko akubeki naliphina ilingu lendawo yasekuhlaleni yesikolo kwimeko embi;

- c) Isaziso kufuneka sibhalwe ngolwimi lwesikolo lokufundisa yaye apho kwenzeka khona, sibengolwimi lwasekhaya lwabafundi;
- d) Iprofayli yalowo utyunjiweyo iza kuxhonywa kwindawo efikelelekayo ukuze abazali bakwazi ukuyibona ubuncinane **kwiintsuku zesikolo ezi 7** ngaphambi koSuku loloNyulo;
- e) Yonke imithetho yolandelelwano ye-COVID 19 kufuneka ilandelwe (inani elilelona likhulu labantu kuloo ndawo, ukubulala iintsholongwane kunye nokuhlamba izandla ngesepha, ukunxitywa kweemaskhi zobuso kunye nokuma qelele mgama) kuxhomekeke kwiMiqathango neZikhokhelo ezisebenza apho ngexesha lolonyulo.

**20.3** IGosa loloNyulo leSikolo kufuneka liqinisekise ukuba:

- a) Ikhoram efunekayo ye- 15% ifikelelwe ngaphambi kokuqala inkqubo yokutyumba;
- b) Ixesha lokuqala nokuvala uvoto iboniswe ekuqaleni kwentlanganiso;
- c) Kulowo utyunjiweyo ngamnye kukhona lowo ufake isiphakamiso nalowo uxhasayo, yaye
- d) Lowo utyunjiweyo, umphakamisi nomxhasi bayavela kumqulu wabavoti yaye bakhona ngosuku lwentlanganiso yolonyula novoto.

**20.4** Ukuba intlanganiso yokutyumba yokuqala kunye neyovoto ikhoram ayifikelelwanga, uvoto kufuneka luphinde luhlelwe hayi ngaphantsi kweentsuku ezi 7 okanye ngaphezulu kweentsuku ezili 14 ukusukela ngomhla wentlanganiso yokuqala apho kukho umcimbi, inkqubo ebekwe kummiselo 20 iza kuphindwa.

**20.5** Abagqatswa abonyulwe ngaphambi kokuphinda kuhlelwe intlanganiso yolonyulo novoto, baza kuhlala bonyulelwe uvoto kwintlanganiso ephinde yahlelwa kodwa olunye ulonyulo lungaphinda lufakwe yaye lwamkele.

**20.6** Isaziso sentlanganiso yesibini yovoto kufuneka icacise kakuhle ukuba akukho khoram ifunekayo kule ntlanganiso.

**21. Ikhoram**

Ikhoram ye-15 % iyafuneka ukuze kuqinisekiseke iziphumo zoloNyulo lwe-SGB.

**22. INdlela yokutyumba nokuVota**

**UkuTyunjwa kwaMalungu aBazali**

**22.1** IGosa loloNyulo leSikolo kufuneka liqinisekise ukuba izaziso ezibhekiselele kulonyulo novoto zihanjiswa yaye zixhonywe njengoko kucaciswe kumhlathana 20.1(c) esithi sinikwe abazali njengoko kubekwe kumhlathana 20.2(a).

**22.2** IQela loloNyulo leSikolo kufuneka liqinisekise iinkcukacha zabavoti kumqulu wabavoti. Isazisi esiluhlaza nesinebhakhowudi okanye ikhadi lesazisi, ipaspoti okanye ilayisenisi yokuqhuba iza kusebenza njengobungqina bomvoti ofanelekileyo.

**22.3** Ikhoram ye- 15 % yenani lonke labazali kumqulu wabavoti iya funeka ukuze iqhubeleke inkqubo yolonyulo novoto.

- 22.4** IGosa loloNyulo leSikolo liza kubona ixesha nobude benkqubo yolonyulo: ukuba ixesha elibekiweyo alikho ngaphantsi kwemizuzu engama 30 yaye lingabi ngaphezulu kweyure.
- 22.5** Ukonyulwa komgqatswa kuza kuqhubeka ngexesha lolonyulo nelovoto ngokwendlela yale nkqubo ilandelayo:
- a) Ulonyulo lwenziwa ngexesha elivumelekileyo lolonyulo, ukuba olo lonyulo luza kuxhaswa ngomnye umzali yaye uxwebhu lolonyulo lugcwaliswe kakuhle ngulowo uphakamisa oko, umxhasi kunye nomgqatswa, yaye oko kufakwe kwiGosa loloNyulo leSikolo entlanganisweni. Umphakamisi, umxhasi kunye nomgqatswa kufuneka babekhona kwintlanganiso yolonyulo. Inkqubo yolonyulo kufuneka yenziwe ngohlobo olubhalwayo. Akuvumelekanga hlobo lokuphakamisa izandla.
  - b) Akukho kuvota ngokumelwa okuya kuvumeleka.
- 22.6** Emva kokuba ixesha lokonyula liphelelwe, iGosa loloNyulo leSikolo kufuneka:
- 22.6.1** liqwalasele ulonyulo futhi likhabe ukonyulwa komgqatswa othe:
- a) Wangonyulwa ngokubhekiselele kwinkqubo ebekwe kule mimiselo;
  - b) Wangafaneleki ukuba onyulwe ngokubhekiselele kule mimiselo;
  - c) Lazise amagama abagqatswa ekuthe ulonyulo lwabo lwamkelwa.
- 22.7** Ukuba inani labagqatswa abakhethiweyo nabamkelweyo:
- a) Lingaphantsi kunenani lamalungu avumelekileyo kwelo candela lesikolo esibekiweyo njengoko kubekwe kwi**Sihlomelo "A"**,
    - i. Ulonyulo luzawukwandiswa ngexesha elingodlulanga kwimizuzu engama 30, ukuba ulonyulo lusengaphantsi kunenani elivumelekileyo kwelo candelo, leyo ntlanganiso kufuneka imiswe yaye igosa lolonyulo lesikolo libize enye intlanganiso ebekelwe hayi ngaphantsi kweentsuku ezi 7 okanye ngaphezulu kweentsuku ezili 14 ukusukela ngomhla wentlanganiso yokuqala. Amalungu akhethwe ngaphambi kokuphinda kuhlelwe intlanganiso aza kuhlala onyulelwe uvoto kuvoto oluphinde lwahlelwa kodwa kungaphinda kufakwe olunye ulonyulo futhi lwamkelwe.
    - ii Ukuba emva kwentlanganiso yolonyulo yesibini ebanjiweyo kusekho inani eliphantsi lilonke labo batyunjweyo kunenani elifunekayo lamalungu abazali, iGosa loloNyulo leSikolo liza kwazisa ukuba abagqatswa abonyuliweyo bavotelwe yaye kuza kusebenza umhlathana 8.5 no 8.6: ulonyulo lwamalunguancedisayo luza kuqhutywa kwiintsuku ezingama 90 emva kosuku lolo voto.
  - b) Lilingana nenani lamalungu ekubhekiselelwe kuwo, iGosa loloNyulo leSikolo liya kwazisa bonke abakhethiweyo njengabavotelweyo ukuze babe kwiqumrhu lolawulo; okanye
  - c) Likhulu kunenani lamalungu ekubhekiselelwe kulowo mhlathi, uvoto luza kubanjwa ngohlobo lwevoti yabucala.

**23. UkuPhosa iiVoti**

Uvoto luza kubanjwa ngomhla, ixesha kunye nendawo eboniswe kwisaziso (**Sihlomelo C**) sentlanganiso yolonyulo.

**23.1** IGosa loloNyulo leSikolo liza kuchaza inkqubo eza kulandelwa kwintlanganiso yaye kufuneka ubuncinane lichaze ukuba wonke umgqatswa owonyuliweyo uza kuba nethuba lokuba achaze entlanganisweni:

- a) igama lakhe;
- b) amagama abantwana bakhe abasesikolweni namabanga abo;
- c) umsebenzi wakhe kunye namava okanye izakhono kunye
- d) nombono wakhe kulawulo lwesikolo, endaweni yabazali, ukwenza isigqibo esivakalayo ngexesha lenkqubo yovoto.

**23.2** Uvoto luya kuba ngohlobo lwevoti yabucala. Uhlobo lwephepha lokuvota kufuneka lube ngokwe**Sihlomelo "E"**. Amaphepha okuvota akhutshiweyo akufuneki akhutshelwe ngaphandle kwesitishi sokuvota.

**23.3** Ngaphambi kokuhambisa amaphepha okuvota, iGosa loloNyulo leSikolo kufuneka liqinisekise ukuba onke amaphepha okuvota anesitampu sesikolo kuwo.

**23.4** IGosa loloNyulo leSikolo kufuneka lichaze inkqubo yokuvota, inani eliphantsi nelona liphezulu labagqatswa ekufuneka bavotelwe nokuba kubhalwe ivoti.

**23.5** Ngaphambi kwentlanganiso yovoto, iGosa loloNyulo leSikolo liza kulungisa iphepha lokuvota elinamagama abo bonke abatyunjweyo kulo, ngendlela yokulandelelana koonobumba-magama, oku kusenziwa kujongwe iifani.

**23.6** Umvoti uya kuthi, bucala, abhale ivoti yakhe kwiphepha lokuvota yaye aze afake iphepha levoti ebhokisini okanye esinye isikhongozeli esivalwayo esibekelwe leyo njongo. .

**23.7** Umntu ofuna uncedo kufuneka, uya kuthi ngokwesicelo sakhe, ancediswe liGosa loloNyulo leSikolo okanye lilungu leqela lolonyulo ngaphambi kwengqina elikhethwe ngumvoti.

**24. Ukubalwa kweevoti**

**24.1** IGosa loloNyulo leSikolo kufuneka livule iphepha levoti phambi kwabo bahlolayo, abo baqwalasele iinkqubo kunye nabo bakhethiweyo abafuna ukubakho.

**24.2** IGosa loloNyulo leSikolo kufuneka likhabe iphepha elonakeleyo ngaphambi kokubalwa kweevoti ezibhaliweyo ukuba:

- a) Kungavelanga phawu lobuso okanye kungavelanga sitampu;
- b) Amaphepha okuvota apho kubhalwe iivoti ezininzi kunenani elonyuliweyo;

- c) Ivoti igcwaliswe ngendlela yokuba ibe ngokombono wegosa lolonyulo, aliqiniseki ukuba ivoti ibibhalelwe owuphi umgqatswa.

**24.3** Emva kokukhatywa kwamaphepha awonakeleyo, iGosa loloNyulo leSikolo kufuneka:

- a) Libale iivoti kukhona nabagqatswa bonke abafuna ukubakhona;
- b) Lazise intlanganiso yonke igama lomgqatswa ngamnye kunye neenani leevoti ezifakiweyo kuye ngamnye; yaye
- c) Ligcwalise uxwebhu **ngokweSihlomelo "F"** libonisa inani levoti umgqatswa ngamnye alifumeneyo.

**24.3** IGosa loloNyulo leSikolo kufuneka libhengeze abagqatswa abavotelweyo, ukuqala konevoti yenani elincinane ngokwenani leevoti ezifunyenweyo.

**24.4** Apho babambene ngeenani leevoti ezifunyenweyo, abagqatswa ababini okanye ngaphezulu yaye oku kuchaphazela iziphumo zovoto, iGosa loloNyulo leSikolo liza kutsala uninzi ukuqinisekisa iziphumo okanye lisebenzise enye indlela evumela ukukhetha okungacwangciswanga phakathi kwabatyunjiweyo ababambeneyo. Oku kufuneka kwenziwe elubala ngokwesivumelwano sabo batyunjiweyo kwaye phambi kwabo bahlolayo, abaqwalaselayo kunye nabo batyunjiweyo ukuba bafuna ukubakhona.

**24.5** IGosa loloNyulo leSikolo liza kugqiba ngemiba yonke ebhekiselele ekutyunjweni nasekuvotelweni kwabantu.

**24.6** IGosa loloNyulo leSikolo liza kugcwalisa uxwebhu lokuvuma ulonyulo ngokwe**Sihlomelo "G"** emva kwentlanganiso yokuvota yabazali yaye liyithumele kwigosa lolonyulo lesithili.

## **25. Indlela yoloNyulo yeMini Yonke**

- a) Olu hlobo luhlobo olwenziwa ngesandla losoku olupheleleyo apho kuqalwa ukuvotwa ngesandla ngexesha elibekiweyo yaye kuqhutyekwe ukuya kwixesha elandisiweyo njengoko kubonwe ligosa lolonyulo le-sikolo.
- b) Ukubalwa kweevoti kungaqhubeka kuphela ukuba inani leevoti ezifakwe xa kuphela xa kuvalwa iindawo zokuvota zibonakala ukuba kufikelelwe kwi-15% lekhoram.

### **25.1 UkoNyulwa kwaMalungu aBazali**

- a) IGosa loloNyulo leSikolo kufuneka liqinisekise ukuba izaziso ngokubhekiselele kulonyulo novoto zihanjiswe yaye zaxhonywa njengoko bekucetywe kumhlathana 20.1(c) yaye zibe zihanjiswe kubazali njengoko kubekwe kumhlathana 20.2(a).
- b) Umzali kufuneka abe utyunjiwe (**Sihlomelo D**) yaye waxhaswa kuphela ngumzali womfundi weso sikolo kujoliswe kuso nekufuneka avele kumqulu wabavoti ngokuthi azazise kwiGosa loloNyulo leSikolo, hayi ngaphantsi kweentsuku ezi 7 ngaphambi kokuqala kosuku lokuvota, uxwebhu lolonyulo lugcwaliswe kakuhle ngulowo ubefake isiphakamiso, oxhasileyo kunye nalowo ubetyunjiwe;

- c) Lowo utyumbileyo kufuneka anike ezi nkcukacha zilandelayo ukuze zikhaphe uxwebhu lolonyulo ukuze lunikwe abazali ngaphambi koSuku lokuVota:
  - i. Ifoto esandula kuthathwa elinganiselwe isazisi
  - ii. Amagama apheleleyo
  - iii. Amagama namabanga abantwana abasesikolweni/umntwana osesikolweni;
  - iv. Umsebenzi, ubugcisa kunye namava angabanegalelo esikolweni; kunye
  - v. Nombono ngesikolo walowo utyunjiweyo.
- d) Iincwadana zeenkukacha zabo bonke abagqatswa kufuneka zinikwe abazali bonke kwiintsuku ezi 3 ngaphambi koSuku lokuVota.

## 25.2 UloNyulo lwaMalungu aBazali

- a) IGosa loloNyulo leSikolo kufuneka lilungise amaphepha okuvota anamagama abo bonke abagqatswa ngohlobo loonobumba bamagama (**Sihlomelo E**). La maphepha ovoto kufuneka abenesitampu sesikolo kuwo okanye olunye uphawu olucacileyo olunqanda iphepha lovoto ukuba kuphazanyiswane nalo.
- b) Abagqatswa abatyunjiweyo kufuneka banikwe iinombolo ezihambelana nenani elisecaleni kwamagama abo kwiphepha lokuvota.
- c) Umzali ngamnye okumqulu wokuvota kufuneka afumane iphepha lokuvota ukuze alifake uphawu ekusitheleni, ephawula ukuya kwinani eliphezulu labazali njengoko kuboniswe (**kwiSihlomelo A**).
- d) Iphepha lokuvota eliphawuliweyo kufuneka liqotywe yaye libekwe ebhokisini okanye kwisikhongozeli esivalwayo esibekelwe le njongo.
- e) Umntu ofuna uncendo angathi, ngokokuzicelela, ancediswe liGosa loloNyulo leSikolo kukho ingqina elikhethwe ngumvoti.

## 25.3 Ukubalwa kweevoti

- a) Xa kubalwa iivoti, kuza lulandelwa inkqubo ecetywe kummiselo 24.
- b) Ukubala kungaqala emva kokuba kuqinisekiswa ukuba ikhoram ye-15% yeevoti sele zifakiwe.
- c) Ukuba ikhoram ayifikelelwanga kusuku lokuqala olupheleleyo, uvoto kufuneka luphinde luhlelelwe iintsuku ezingekho ngaphantsi kwezi 7 okanye ngaphezu kwezili 14 ukusukela ngomhla wentlanganiso yokuqala apho kulowo mcimbi, inkqubo esekwe kumhlathi 23 iza kulandelwa. Ikhora ayiyi kufuneka kwintlanganiso yesibini.

## 26. INdlela yoloNyulo kusetyenziswa izixhobo zoqhagamshelwano lwe-intanethi

INdlela yoloNyulo kusetyenziswa izixhobo zoqhagamshelwano ze-intanethi luhlobo lovoto apho kusetyenziswa uhlobo lwe-intanethi kwisigaba esinye okanye kwizigaba ezininzi. Olu hlobo lolonyulo lungakhethwa kuphela zizikolo ezinamandla okunika olu lonyulo nokuba umntu akekho ngenxa yezixhobo ezikhona yaye zinequmrhu labazali abaninzi abafikelela kubuxhaka-xhaka obufunekayo ukuze ungenele ulonyulo.

**26.1 INdlela yoVoto kusetyenziswa i-intanethi – limfuno zenkqubo**

- 1) Ukutyunjwa kwamalungu kufuneka kusebenze ngokubhekiselele kumhlathi 25.1.
- 2) Isitishi sovoto lwe-intanethi kufuneka sisekwe endaweni ebekwe liGosa loloNyulo leSikolo apho uvoto nge-intanethi lungaqhubeka khona.
- 3) Uvoto lwe-intanethi kunye novoto nge-intanethi ungekho kufuneka luqhutywe ngomhla kunye nexesha kunye nendawo ebekwe liGosa loloNyulo leSikolo.
- 4) INqununu kufuneka ubuncinane kwiintsuku ezili 14 ngaphambi komhla wovoto lwe-intanethi:
  - a) Yazise abavoti, ngolwimi olucacileyo nolulula ngendlela uvoto oluzoqhuba ngayo yaye nawo nawaphi na amanqanaba umvoti ekungafuneka awathathe ukuze athathe inxaxheba avote, yaye
  - b) Anike uluhlu olusemthethweni lwenkqubo esetyenziswa yikhompyutha eza kusetyenziswa kuvoto olo. Ebuncinaneni iza kubonisa inkqubo esetyenziswa yikhompyutha esetyenzisiweyo kunye nenkcazo emfutshane.
- 5) Ukuvota ungekho akuyi kuqala kwixesha elingaphambilana kunexesha lokuvula kwesitishi sovoto lwe-intanethi esikolweni sikawonke-wonke.
- 6) Ngaphambi kokuba kuqale uvoto lwe-intanethi, igosa lolonyulo lesikolo liza kuqinisekisa ngokwalo ukuba inkqubo yovoto lwe-intanethi iyasebenza kakuhle yaye ngokulungileyo nokuba amanyathelo okhuseleko afunekayo ekubhekiswe kuwo kumhlathi 26.2 akhona.
- 7) Kwinkqubo ngaye yovoto lwe-intanethi, amalungiselelo enkxaso nesikhokelo ngeenkqubo zovoto kufuneka aseke yaye enziwe abekhona kumvoti, kwimeko yokuvota ungekho, lawo malungiselelo aza kubakho kwakhona kwinkqubo eyahlukileyo, ebanzi nefumaneka ngonxibelelwano.
- 8) IGosa loloNyulo leSikolo kufuneka liqinisekise ukuba:
  - a) Ubuxhakaxhaka bangaphakathi bekhompyutha kunye neenkonzo bungasetyenziswa ngabavoti bonke; yaye
  - b) Abasebenzisi benkqubo banikwe iinkqubo ezongezelelweyo, nanini na apho kwenzekayo yaye kufunekayo, njengokujongana nenkqubo okukhethekileyo okanye ezinye iziseko ezilinganayo ezifana nokuncediswa ngabantu.
- 9) Kufuneka kubekho ukulingana kwimeko yokubekwa kwalo lonke ukhetho lovoto kwisixhobo esisetyenziswayo ukufaka ivoti nge-intanethi.
- 10) Uluhlu lwabo batyunjiweyo ekufuneka luchaze ubuncinane:
  - a) Ifoto esandula kuthathwa elingana nefoto yesazisi
  - b) Igama lakhe;
  - c) Amabanga okanye ibanga lomntwana/abantwana abasesikolweni;
  - d) Umsebenzi kunye namava okanye isakhono;
  - e) Umbono ngesikolo eso kwaye
  - f) kufuneka lwenziwe lubekhona yaye lunikezelwe ngokulinganayo kuzo zonke iinkqubo zeenkqubo zovoto lwe-intanethi yaye luza kuthi kwakhona lwenziwe lubekhona eluntwini ngezinye iintlobo phambi kovoto lwe-intanethi.
- (11) IGosa loloNyulo leSikolo kufuneka liqinisekise ukuba inkqubo yovoto lwe-intanethi inika amaphepha aqinisekisiweyo ukuba ngawenene kumvoti. Kwimeko apho umntu avota engekho, umvoti uzakwaziswa



malunga neemeko ukuze aqinisekise ukuba ukuqhagamshelana nesinikezeli-nkonzo esisemthethweni sisekiwe yaye kunikwe iphepha eliqinisekisiweyo.

## **26.2 Ubuxhakaxhaka beemfuno zenkqubo yovoto lwe-intanethi:**

- a) Ukuze kuqinisekise ulonyulo olukhululekileyo, iindawo zokuvota ze-intanethi zohlobo lokuvota nge-intanethi kufuneka zisebenziseke yaye ziqondakale kubantu abaninzi kangangoko.
- b) Inkqubo yovoto lwe-intanethi kufuneka iqinisekise ukufaneleka komvoti ngaphambi kokufaka ivoti.
- c) Inkqubo yovoto lwe-intanethi iza kuqinisekisa umvoti yaye iza kuqinisekisa ukuba kuphela linani elifanelekileyo kumvoti ngamnye elithi lifakwe yaye ligcinwe kwibhokisi ye-intanethi yephepha lokuvota.
- d) Inkqubo yevoti ye-intanethi iza kuqinisekiswa kufakwe ukhetho olululo ncam lomvoti yaye iphepha litywiniwe laza lafakwa kwibhokisi yamaphepha ovoto lwe-intanethi.
- e) Inkqubo yovoto lwe-intanethi iza kugcina kufumane iivoti ngendlela elungileyo. Iza kuthi kwakhona igcine imfihlo yeevoti yaye izigcine zitywiniwe kude kugqitywe inkqubo yokubala.
- f) Emva kokuphela kwexesha levoti, akukho voti ziza kuvunyelwa ukuba zifikelele yinkqubo yovoto lwe-intanethi.
- g) Inkqubo yovoto lwe-intanethi iza kuquka amanyathelo okugcina iinkonzo zenkqubo zikhona ngexesha lenkqubo yevoti. Iza kunyamezela, ingakumbi, ukungasebenzi kakuhle okanye ufuphelelwa kwenkqubo.
- h) IGosa loloNyulo leSikolo liza kuqesha ubuncinane umntu omnye, ngokujonga ubugcisa obuthile, oza kufikelela kubuxhakaxhaka obungaphakathi kwiqonga leze-intanethi kunye neenkukacha zovoto. Imisebenzi enobugoci-goci iza kwenziwa ngulo mntu. Kangangoko kunakho, leyo misebenzi iza kwenziwa ngaphandle kwamaxesha okuvota.
- i) Inkqubo yokubala iya kuthi:
- j) Ibale kakuhle iivoti yaye ukubalwa kweevoti kuya kuthi ikwazi ukukopeka okanye yenziwe kwakhona;
- k) Igcinwe ukubakho kunye nokulunga kwebhokisi yamaphepha okuvota e-intanethi yaye isiphumo senkqubo yokubala kangangoko kufuneka.
- l) Inike ukukwazi ukujonga nkalo zonke yaye iqinisekise inkqubo elungileyo yokuvota nge-intanethi kwaneziphumo ezizizo, ukubona ubuqhophololo kwiivoti, ukuvota kaninzi ngumntu omnye yaye ibonise ukuba zonke iivoti ezibaliweyo ziqinisekisiwe yaye zonke iivoti zibaliwe.
- m) Inike ukukwazi ukuqinisekisa ukuba uvoto lwe-intanethi luhambe ngeenkqubo ezisetyenziswayo zomthetho, injongo ikukuqinisekisa ukuba iziphumo zimele iivoti eziqinisekisiweyo.
- n) Kuya kuqwalaselwa, xa kuphuhliswa iimveliso ezintsha, ngokubhekiselele ekubeni ihambisane kwiinkqubo ebezihleli zikhona, kuquka nezo ezisebenzisa ubuchwepheshe obuyilelwe ukunceda abantu abanokukhubazeka.

## **27. Ukusomjululwa kweMbambano**

**27.1** IGosa loloNyulo leSikolo liza kugqiba ngazo zonke iimeko ezidibene nokutyunjwa kwabagqatswa kunye noku-vota.

**27.2** Zonke iimbambano ziza kuxelwa kwiGosa loloNyulo leSikolo ngexesha lovoto.

- 27.3** IGosa loloNyulo leSikolo linegunya lokuzama ukusombulula zonke iimpikiswano lize liqinisekise ukuba bonke abantu abavotayo bakhululekile yaye baphathwa ngokufanayo.
- 27.4** Ukuba iGosa loloNyulo leSikolo liye alakwazi ukusombulula impikiswano ethile, lifanele liyeke uvoto luqhubeke lize emva koko lidlulisele loo mpikiswano kwiGosa loloNyulo leNgingqi kwiintsuku eziyi-7 zolonyulo.
- 27.5** Ukuba ummangali akanelisekanga sisigqibo esenziwe liGosa loloNyulo leSikolo, unokudlulisela isikhalazo sakhe kwigosa lolonyulo lengingqi zingekapheli iintsuku eziyi-7 efumene isigqibo esibhalwe phantsi esenziwe liGosa loloNyulo leSikolo.
- 27.6** Ukuba ummangali akoneliseki sisigqibo esenziwe liGosa loloNyulo leNgingqi, unokubhena kwiLungu leBhunga eliLawulayo zingekapheli iintsuku eziyi-7 efumene isigqibo esibhalwe phantsi esenziwe liGosa loloNyulo leNgingqi.
- 27.7** Izigqibo ekuthethwe ngazo ku-27.4, 27.5 no-27.6 zifanele zenziwe zingekapheli iintsuku eziyi-30 kubheniwe.
- 27.8** Nasiphi na isikhalazo esifakwe emva kwayo yonke le nkqubo ichazwe ku-27.7 siza kuthathwa njengesimangalo ibe kuza kusetyenziswa ummiselo 11.1.2 (m).
- 28. Inkqubo yasemva kovoto**
- 28.1** Emva kokuba kuvotelwe iqumrhu elilawula isikolo, iGosa loloNyulo leSikolo lifanele lithathe zonke iimpepha, kuquka namaphepha ebekuvotwa ngawo, lizifake kwiimvulophu, lizivale lize lizidlulisele kwiNqununu kwiintsuku eziyi-5 zentlanganiso yovoto.
- 28.2** Inqununu ifanele izigcine endaweni ekhuselekileyo kangangeminyaka emi-3.
- 28.3** IGosa loloNyulo leSikolo lifanele libhalele inqununu amagama neenombolo zefowuni zabantu abaye bavotelwa, lize libhale nokuba inqununu ifanele ichazele abazali ngeziphumo zovoto zingekapheli iintsuku ezi-5 kuvotiwe.
- 29 Ukuvotelwa kwabaGcini-Zihlalo**
- 29.1** Ngaphambi kokuba kuvotelwe abagcini-zihlalo, iNqununu ifanele ichazele amalungu equmrhu elilawula isikolo ukuba ithini imisebenzi yawo aze aqinisekise ukuba abagcini-zihlalo abakhethwanga bangabesini esinye kuphela yaye bakhethwe ngendlela ebonisa ukuba zonke iintlanga zamkelekile kweso sikolo. Umsebenzi weNqununu kukuncedisa iqumrhu elilawula isikolo kwimisebenzi elifanele liyenze ngokutsho kweCandelo 16 A loMthetho.
- 29.2** INqununu ifanele ibize intlanganiso yokuqala yequmrhu elilawula isikolo zingekapheli iintsuku ezisi-7 kukhutshwe iziphumo zovoto.

- 29.3** Kwintlanganiso yokuqala yequmrhu elilawula isikolo, amalungu alo afanele akhethe phakathi kwawo abagcini-zihlalo abaquka ubuncinane uSihlalo, uNondyebo noNobhala: ukuba loo Sihlalo ngumzali olilungu lequmrhu elilawula isikolo ongaqashwanga kweso sikolo.
- 29.4** Ukuba kuye kwakho umgcini-sihlalo ophumayo nangasiphi na isizathu, iqumrhu elilawulayo liza kusebenzisa le migaqo ingasentla kwintlanganiso yokuqala emva kokuba loo mgcini-sihlalo ephumile, lize likhethe omnye kumalungu equmrhu ukuba angene ezihlangwini zalowo uphumileyo kangangexesha ebelishiyekile esaza kuba kweso sihlalo.
- 29.5** INqununu iza kukhokela kuloo ntlanganiso ukuba akekho uSihlalo nesekele lakhe.
- 29.6** Kucetyiswa ukuba angadluli kwisibini amalungu equmrhu elilawulayo angabagcini-sihlalo abe engootitshala kwangaxeshanye;
- 29.7** Kucetyiswa ukuba ilungu lequmrhu elilawulayo lingabi nezihlalo ezingaphezu kwesinye ngexesha;
- 29.8** INqununu ifanele ngokuvisisana nale mimiselo ibhalele uMlawuli weNgingqi ochaphazelekayo umhla namagama abantu abavotelweyo, qho emva kwentlanganiso ekuye kwavotelwa kuyo abagcini-sihlalo. Kufanelwe kugcwaliswe **i-Annexure "H"** ize inikwe umlawuli wengingqi zingekapheli iintsuku eziyi-5 emva kwentlanganiso.
- 29.9** (1) Iqumrhu elilawulayo  
(a) linokumisela iikomiti, kuquka ikomiti ephetheyo; lize  
(b) Lifake abantu abangengomalungu equmrhu elilawulayo kwezoo komiti ngenxa yobuchule abanabo, kodwa lilungu lequmrhu elilawulayo elifanele libe ngusihlalo kwezo komiti.  
(2) Iqumrhu elilawulayo lesikolo esiqhelekileyo sikarhulumente esifundisa abantwana abakhubazekileyo lifanele libe nekomiti ejongene nezinto ezichaphazela ukufundisa abantwana abakhubazekileyo .
- 30 Ukubhaliswa kwaMalungu eQumrhu Elilawulayo neNkqubo Yokudlulisela iintambo**
- 30.1** Kiwntlanganiso yokuqala iNqununu imele iqinisekise ukuba iinkcukacha zawo onke amalungu amatsha equmrhu elilawulayo ziyavela kwifomu yenkcazelo ekuthethwa ngayo kummiseselo 7.
- 30.2** Kufuneka zithi zingekapheli iintsuku eziyi-5 kuvotelwe abangcini-zihlalo, iNqununu idlulisele ifomu yenkcazelo **(i-iSihlomelo H)** kuMlawuli weNgingqi.
- 30.3** INqununu kufuneka imchazele uMlawuli weNgingqi ngalo naluphi na utshintsho oluye lwakho kumalungu equmrhu elilawulayo zingekapheli iintsuku eziyi-14.
- 30.4** INqununu kufuneka ilungiselele iququzelele inkqubo yokudlulisela iintambo nokuvisisana **no-Annexure "I"**.

- 30.5** INqununu ifanele ikhokele kule nkqubo yokudlulisela iintambo ngokunika ngokusemthethweni ilungu elitsha zonke iifayile zequmrhu elilawulayo;
- 30.6** Iqhube inkqubo yokubekwa kwamalungu amatsha ize;
- 30.7** Iphendule yonke imibuzo esenokubuzwa liqurha elilawulayo elitsha.
- 31 UMgaqo-siseko weQumrhu Elilawula Isikolo**
- 31.1** UMgaqo-siseko weQumrhu Elilawula Isikolo (i-SGB) sikarhulumente ufanele ube nezi zinto zilandelayo, kodwa ezingaphelelanga apha:
- 31.1.1** ingxelo yemiqweni yekamva kunye nengxelo yenjongo yesikolo;
- 31.1.2** imisebenzi yabagcini-zihlalo;
- 31.1.3** ukubekwa kweekomiti nemisebenzi yazo ecacileyo;
- 31.1.4** iinkqubo ezilandelwayo kwiintlanganiso nokuba zibanjwa kangaphi;
- 31.1.5** inkqubo yokusingatha utshintsho kuMgaqo-siseko.
- 32. Izihlalo ziza kuvuleka xa ilungu:**
- a) Libhala phantsi ukuba liyaphuma;
  - b) Lisweleka;
  - c) Liye alafaneleka ngokuvumelana nommiselo 10;
  - d) Lingabikho kwiintlanganiso ezimbini nangaphezulu ezilandelelanayo zequmrhu elilawulayo lingakhange livunyelwe liqumrhu elilawulayo yaye kungakhange kulandelwe inkqubo efanele ilandelwe;
  - e) Lehliswe esihlalweni ngokuvumelana nomgaqo wokuziphatha okwiCandelo 18A loMthetho;
  - f) Lingasekho kwiqela labantu ebelibamele ngexesha lovoto;
  - g) Emva kophando olwenziwe ligosa lovoto kufumaniseke ukuba ikhona into engenziwanga kakuhle xa be-livotelwa.
- 33. Uvoto lokuvala izikhewu kwiqumrhu elilawulayo**
- 33.1** Ukuba kuvuleke isihlalo ngokutsho kommiselo 32, iNqununu kufuneka yazise uMlawuli weNgingqi ngaloo nto ngokumbhalela zingekapheli iintsuku eziyi-14.
- 33.2** Kufuneka kumiselwe iGosa loloNyulo leSikolo qho kukho uvoto lokuvala izikhewu.
- 33.3** Uvoto lokuvala izikhewu lumele lubekho nanini na:
- a) inani labazali abangamalungu equmrhu elilawulayo lilingana okanye lingaphantsi kwelamanye amalungu equmrhu;
  - b) inani lamalungu awayevotelwe xa kwakusekwa iqumrhu elilawulayo lilingana okanye lingaphantsi kwenani labantu ekufuneka babekho kwintlanganiso yequmrhu elilawulayo ukuze iqhubeke; okanye

- c) ilungu elimela iqela lamalungu equmrhu elilawulayo elichazwe kwicandelo 23 okanye 24 loMthetho lingasekho kwiqumrhu elilawulayo

- 33.4** Nanini na kuvela isihlalo ngokutsho kommiselo 32, kufuneka kubekho uvoto lokuvala izikhewu zingekapheli iintsuku ezingama-90 kuvele eso sihlalo.
- 33.5** Kuza kusetyenziswa inkqubo echazwe kummiselo 17– 21 xa kusenziwa uvoto lokuvala izikhewu.
- 33.6** Umntu okhethwe ngokwale nkqubo ichazwe kwesi siqendu uza kuba sesihlalweni de kuphele ixesha ebeza kuhlala ngalo lowo angene ezihlangwini zakhe.
- 33.7** Xa kuvela isihlalo ebesiseselungu elingumzali elivotelweyo ngokutsho kommiselo 33.4, iqumrhu elilawula isikolo liza kukhetha umzali oza kuba lilungu elinelungelo lokuvota kangangeentsuku ezingaphantsi kwezingama-90.
- 33.8** Xa kuvela isikhewu kumaqela amalungu ekuthethwe ngawo kummiselo 4.2 (b), (c) no-(d) amalungu afanelekayo elo qela aza kubamba uvoto lokuvala eso sikhewu zingekapheli iintsuku ezingama-90.
- 33.10** Ukukhethwa komzali ekuthethwe ngaye kummiselo 33.8 akufanelanga kudlule kwiintsuku ezingama-21.
- 33.11** Ilungu lequmrhu elilawulayo elinomntwana okwibanga lokugqibela (ele-7 okanye ele-12) ufanele abhalele uSihlalo wequmrhu elilawulayo neNqununu abazise kwiinyanga ezintathu ngaphambi kokuba uphele unyaka.
- 33.12** Ukuba iNtloko yeSebe ifumanise ukuba iqumrhu elilawulayo aliwenzanga umsebenzi walo ngokutsho koMthetho okanye alenzanga umsebenzi omnye okanye emibini, ifanele ilandele inkqubo echazwe kwiCandelo 22 no-25 loMthetho.

**34. Ukusebenza kwequmrhu elilawulayo elitsha**

Iqumrhu elilawulayo elitsha lifanele liqalise ukusebenza ngokukhawuleza emva kokuba kugqityiwe ukuvotwa.

**35. Ukususwa okanye ukuyekiswa kwaMalungu eQumrhu Elilawulayo**

Ilungu lequmrhu elilawulayo lesikolo sikarhulumente linokususwa esihlalweni ngokuvisisana necandelo 18A loMthetho weZikolo zaseMzantsi Afrika.

**36. Umgao wokuziphatha wovoto**

Akakho umgqatswa obhalisiweyo omele athethe okanye enze into:

- enokuphazamisa okanye yenze kubekho ubundlobongela xa kuvotwa; okanye
- eyoyikisa abanye abagqatswa okanye abavoti;
- ekhuthaza abazali ababhalisele ukuvota ukuba baye okanye bangayi kwintlanganisano yovoto; okanye
- bavote okanye bangavoti nangayiphi na indlela; okanye
- bangafuni ukukhethwa babe ngabagqatswa okanye barhoxe kuvoto; okanye

- f. basebenzise igunya abanalo okanye ukuhlonitshwa kwabo, njengokuba ngumzali okanye uhlobo lwempan-gelo ukuze baphazamisane neziphumo zovoto.

**37. Imigaqo esebenza jikelele**

**37.1** Ukuphembelela okungafanelekanga:

- 1) Phantsi kwale mimiselo akukho mntu ufanele athintele omnye ukuba asebenzise ilungelo lakhe elikule mimiselo.
- 2) Akukho mntu ofanele athi esazi ukuba umntu othile akanalungelo lokubhalisa njengomzali ofanele-
  - a) enze lo mntu acinge ukuba unalo ilungelo lokubhalisa njengomzali; okanye
  - b) achazele abanye abantu ukuba lo mntu unelungelo lokubhalisa njengomzali.
- 3) Akukho mntu ofanele athi esazi ukuba umntu othile akanalungelo lokuvota ufanele-
  - a) ancedise, anyanzele okanye enze lo mntu afune ukuvota; okanye
  - b) achazele abanye abantu ukuba lo mntu unelungelo lokuvota.

**38. Ukuhlolwa kwakhona kwemiMiselo**

Le mimiselo inokuphinda ihlolwe nanini na.

**39. Ukususwa kwemimiselo**

ImiMiselo yeQumrhu eliLawulayo yeZikolo zikaRhulumente ekwiSaziso 35 sika-2017 neSaziso 166 sika-2017 ezipapashwe kuMqulu wamaPhondo we-24 Aprili 2017 nowe-27 Novemba 2017 isusiwe.

**40. Umxholo Omfutshane**

Le miMiselo imele yaziwe ngemiMiselo yoMgaqo-siseko nokuVotelwa kwamaQumrhu Alawulayo kwiZikolo zikaRhulumente eMntla-koloni, ibe iza kuqalisa ukusebenza xa ipapashwe kuMqulu wamaPhondo.

**IITHEMPLEYTHI**

<b>ISIHLOMELO</b>	<b>Ukuma kweethempleythi</b>
A	Ukukhethwa kwamaqumrhu alawulayo ngokohlobo nomgangatho wesikolo
B	UCwangciso Lokuvotelwa kwe-SGB
C	Ukuvotelwa kwamalungu equmrhu elilawulayo ISaziso sokuvotelwa kwe-SGB
D	Ifomu Yokukhethwa
E	Iphepha Lokuvota
F	Amaphepha Okuvota Abaliweyo neNani Labavoti
G	Ifomu Yovoto
H1	Ifomu yeenkcukacha ze-SGB yeZikolo eziQhelekileyo zikaRhulumente
H2	Ifomu yeenkcukacha ze-SGB yeSikolo sikaRhulumente Esifunda Abantwana Abakhubazekileyo
I	Isatifiketi Sokudlulisela Iintambo
J	Uluhlu lweenkcukacha zabazali abaza kuvota eziqinisekisiweyo nezihlaziyiweyo
K	Uluhlu lwabazali abaza kuvotela iqumrhu elilawula isikolo
L	Indlela amaGosa oloNyulo eZikolo anokubhala ngayo ingxelo
M	Ukulungela Ukuvotelwa kwe-SGB



## ISEBE LEZEMFUNDO LASEMNTLA KOLONI



### ISIHLOMELO "A" (I)

1 Uhlobo lwesikolo	2 Inani labafundi ababhalisi weyo	3 Inani lamalungu angabazali	4 Inani lamalungu angootitshala	5 Inani lamalungu angabafundi	6 Inani lamalungu angabaqesh wa	7 Inqununu	8 Inani lamalungu xa ewonke
1. Izikolo Eziqhelekileyo Zamabanga Aphantsi	<80	4	1	0	1	1	7
	80-159	4	1	0	1	1	7
	160-719	5	2	0	1	1	9
	720+	6	3	0	1	1	11
2. Izikolo Eziqhelekileyo Zamabanga Aphezulu	<630	7	2	2	1	1	13
	630+	9	3	3	1	1	17
3. Izikolo Zamabanga Aphantsi Naphezulu	<500	7	2	2	1	1	13
	500+	9	3	3	1	1	17

### INDLELA AYIYO AMAQUMRHU ALAWULAYO ESIKOLO ESIQHELEKILEYO SIKARHULUMENTE

1. Inani lamalungu equmrhu elilawulayo lesikolo sikarhulumente lahlula-hlulwe ngokwamaqela aboniswe kule tafle ingezantsi.
2. Inani lamalungu eqela ngalinye alizukufana ngokuvisisana nommiselo 4 (2), kuxhomekeka kuhlobo lwesikolo nomgangatho waso njengoko kubonisiwe kumhlathi 1 no-2 ngezantsi.
3. Kwisikolo esingenabo abanye abaqeshwa ngaphandle kootitshala, inani labazali eliboniswe kumhlathi 4 ngezantsi liza kwehla ngomntu omnye, lize inani lamalungu xa ewonke lehle ngabantu ababini.
4. Iqumrhu elilawulayo lesikolo esiqhelekileyo sikarhulumente samabanga aphantsi naphezulu okanye elesikolo sazo zonke iintlobo zabantwana liza kufana nelesikolo esiqhelekileyo sikarhulumente samabanga aphezulu.



**ISIHLOMELLO "A" (II) Indlela Ayiyo Amaqhumi Alawulayo Ezikolo Zikarhulumente Ezifunda Abantwana Abakhubazekileyo –Inani lamalungu akhethiweyo lifanele lifakwe zingekapheli iintsuku ezili-14 emva kovoto.**

1. Inani lamalungu equmrhu elilawulayo lesikolo sikarhulumente esifunda abantwana abakhubazekileyo lahlula-hlulwe ngokwamaqela aboniswe kule tafile ingezantsi.
2. Inani lamalungu eqela ngalinye alizukufana ngokuvisisana nommiselo 5 (1), kuxhomekeka kuhlobo lwesikolo nomgangatho waso njengoko kubonisiwe kumhlathi 1 no-2 ngezantsi. Izikolo ezinamalungu angaphezu kwe-30 angengotitshala zinokukhetha abameli abayi-2.
3. Kwisikolo esingenawo amalungu angabafundi, inani labazali eliboniswe kumhlathi 5 ngezantsi liza kwehla ngabantu abathathu.
4. Naliphi na ilungu elivotelwe okanye elimiselwe lithathwa kumaqela ekuthethwa ngawo kuMthetho, iCandelo 24 (1) (a), (e), (f), (g), (h), no-(i) linokuba ngusihlalo.
5. Kwisikolo samabanga aphantsi naphezulu esinabafundi abayi-150 nangaphezulu kodwa singenabo abafundi abanokuba kwi-SGB, inani lamalungu liza kwehla ngabantu ababini.

1 Uhlobo lwesikolo	2 Inani Labafundi Ababhalisiweyo Esikolweni	3 Inqununu	4 Inani Lama- lungu An- gootitshala	5 Inani Lam- alungu An- gabazali	6 Inani Lama- lungu Angen- gotitshala	7 Inani Lama- lungu Anga- bafundi	8 Inani Lama- lungu Avotelweyo
Isikolo sa- mabanga aphantsi	1 ukuya ku-149	1	1	5	1		8
Isikolo sa- mabanga aphantsi naphezulu	150 ngan- gaphezulu	1	2	5	1		9
Isikolo sa- mabanga aphantsi naphezulu	150 nan- gaphezulu	1	2	8	1	2	14
<b>La maqela abantu achazwe ngezantsi afanele abe nomntu owamelayo kwiqumrhu elilawulayo lesikolo esifunda abantwana abakhubazekileyo</b>							
<b>Amacandelo</b>							
(e) abameli babaxhasi, ukuba bakhona;							
(f) abameli bemibutho yabazali babantwana abakhubazekileyo, ukuba ikhona;							
(g) abameli bemibutho yabantu abakhubazekileyo, ukuba ikhona;							
(h) abantu abakhubazekileyo, ukuba bakhona; kunye							
(i) nabantu abanobuchula ekufundiseni abantwana abakhubazekileyo.							
<b>Inani xa liphelele liquka namalungu amiselweyo:</b>							



# ISEBE LEZEMFUNDO LASEMNTLA KOLONI



## I-SIHLOMELO: B

### IMIHLA ELUNGISELELWEYO YOKUVOTELWA KWE-SGB EVUNYIWEYO YI-SEO

IGAMA LESIKOLO			
IGAMA LENGINGQI		ISIPHALUKA	

### UMHLA WOKU-1 WOVOTO

ABAVOTELWAYO	UMHLA	IXESHA	INDLELA YOKUVOTA	INDAWO
OOTITSHALA				
ABANGENGOTIT-SHALA				
ABAFUNDI (UKUBA BAKHONA)				
ABAZALI				

### UMHLA WESIBINI WOVOTO LWABAZALI

ABAVOTELWAYO	UMHLA	IXESHA	INDLELA YOKUVOTA	INDAWO
ABAZALI				

IGAMA LEGOSA LOLONYULO LESIKOLO	
UTYOBELO	
IGAMA LENQUNUNU	
UTYOBELO	
UMHLA	

ISTAMPU SESIKOLO



## ISEBE LEZEMFUNDO LASEMNTLA KOLONI



### ISIHLOMELI- C

#### UKUVOTELWA KWAMALUNGU EQUMRHU ELILAWULAYO ISAZISO SOKUVOTELWA KWE-SGB

IGAMA LESIKOLO: \_\_\_\_\_

Abavotelwayo: (Nceda ubhale u-X kwibhokisi efanelekileyo)

UTITSHALA: ☐ ONGENGOTISHALA: ☐ UMZALI: ☐

Kukhutshwa isaziso sokuba kuza kubakho intlanganiso yokukhetha/yokuvotela amalungu equmrhu elilawulayo lesikolo esichazwe ngasentla, ibe kuza kuvotwa ngale ndlela ichazwe ngezantsi (Nceda ubhale u-X kwibhokisi efanelekileyo).

UKUKHETHA NOKUVOTA: ☐ UVOTO LWEMINI YONKE: ☐ UKUVOTA NGEKHOMPYUTHA: ☐

nge \_\_\_\_\_ ngo \_\_\_\_\_ e \_\_\_\_\_

(umhla)

(ixesha)

(indawo)

Abagqatswa (ekumele ibe ngabazali babantwana abafunda kweso sikolo nabangaqeshwanga/abangengotitshala kweso sikolo/aban-gaphangeli kweso sikolo/abangengobafundi kweso sikolo) banokukhethwa kwintlanganiso yokukhetha nokuvota ngokunika igosa lolonyulo ifomu yokukhetha egcwaliswe ngumgqatswa kunye nomntu omkhethileyo okanye omxhasayo. Loo mntu ukhethileyo nalowo uxhasayo bafanele babe ngabantu abanelungelo lokuvota kweso sikolo.

Kwindlela yokuvota eyiNtlanganiso Yokukhetha Nokuvota, abantu bakhethwa kuphela ngexesha xa kuqhuba intlanganiso. Umntu okhethayo, umxhasi wakhe kunye nalowo ukhethiweyo BAFANELE babekhona kule ntlanganiso yokukhetha.

Kuza kubakho intlanganiso yokuvota nokukhetha ngalo mhla uchazwe ngasentla. Kufuneka umntu aphaathe isazisi ukuze akwazi ukukhetha nokuvota (incwadi yesazisi eluhlaza okanye isazisi esilikhadi, ipaspoti okanye ilayisensi yokuqhuba esebenzayo; impepha-mvume zokuhlala/zokusebenza).

**Qaphela.** Ngabazali abamele baqinisekise ukuba amagama abo akhona kwincwadi yesikolo yokubhalisa abanokuyifumana esikolweni.

Ukuze intlanganiso yokukhetha nokuvota iqhubeka kufuneka kubekho ubuncinane i-15% yabantu abafanelekayo. Kwizikolo ezikhetha uvoto lwemini yonke okanye ukuvota ngekhompyutha, kufuneka kubekho i-15% yabantu abafanelekayo xa kuza kubalwa iivoti. Xa lingaphelelanga inani labantu abafanelekayo ekufuneka babekhona, kumele kuphinde kusetyenziswe indlela yokuvota kwakhona (ukukhetha nokuvota, uvoto lwemini yonke okanye ukuvota ngekhompyutha) zingekapheli iintsuku eziyi-7 ukuya kweziyi-14.

UTYOBELI LWEGOSA LOLONYULO

UMHLA



# ISEBE LEZEMFUNDO LASEMNTLA KOLONI



## ISIHLOMELO D

### IFOMU YOKUKHETHA AMALUNGU EQUMRHU ELILAWULAYO AZA KUVOTELWA

UMGQATSWA (Nceda ubhale u-X kwibhokisi efanelekileyo)

UTITSHALA:

☐

ONGENGOTITSHALA

☐

UMZALI:

☐

IGAMA LESIKOLO: \_\_\_\_\_

LOWO UKHETHAYO: Mna, \_\_\_\_\_

(Igama nefani)

wase \_\_\_\_\_

(Idilesi)

(khetha efanelekayo) njengomzali womfundi,

☐

njengotitshala,

☐

njengomqeshwa ongengotitshala,

☐

wesi sikolo sichazwe ngasentla, ndikhetha u:-

(igama lomgqatswa)

ukuba abelilungu lequmrhu elilawulayo lesikolo esichazwe ngasentla.

UTYOBELI LOMNTU OKHETHAYO

UMHLA

NOMXHASI WAKHE: I, \_\_\_\_\_

(igama nefani)

wase \_\_\_\_\_

(idilesi)

(Khetha efanelekileyo)

☐

njengomzali womfundi,

☐

njengotitshala

☐

njengomqeshwa ongengotitshala wesikolo

esichazwe ngasentla, ndikhetha:

(igama lomgqatswa)

Ukuba abelilungu lequmrhu elilawulayo lesikolo esichazwe ngasentla.

UTYOBELI LOMKHETHWA OVUMAYO

UMHLA

Mna \_\_\_\_\_

(igama nefani)

wase \_\_\_\_\_

(idilesi)

Njengomzali ☐ womfundi, utitshala ☐ umqeshwa ongengotitshala ☐ wesikolo esichazwe ngasentla, ndi-yakwamkelwa

ukukhethwa yaye ndiyavuma ukuba:

- Andiphazamisekanga engqondweni ibe akukho nkundla efanelekayo etshoyo;
- Andisuswanga sikhundleni ngenxa yokuba imali nokuqhatha;
- Akukho nkundla yaseMzantsi Afrika okanye eyelinye ilizwe endibekwe ityala yaza yandigweba ukuba ndivalelwe, ndingavumelekanga ukuba ndihlawule kangangeenyanga ezingaphezu kwezintandathu, ibe andinasigwebo ndingekasigqibi;
- Akukho nto ethi andifaneleki ukusebenza nabantwana ngokutsho koMthetho Wabantwana, 2005 (uMthetho 38 ka-2005) okanye uMthetho (Iimeko Eziphathelele Ukuxhaphaza Ngesondo) Ohlaziywelyo 32 ka-2007.
- Andikho kumaqela amalungu abumba iqumrhu elilawulayo;
- Akasekho phantsi kweqela labantu ebebamela ngexesha avotelwa ngalo; ibe
- Andisuswanga esihlalweni ngokuvisisana nomgaqo wokuziphatha ekuthethwa ngawo kwiCandelo 18A loMthetho.

UTYOBELI LOMKHETHWA

UMHLA

(Khetha efanelekileyo) Ndiyakwamkela ukukhethwa/ andikwamkeli

IGAMA LEGOSA LOLONYULO: \_\_\_\_\_

UTYOBELI LWEGOSA LOLONYULO

UMHLA



# ISEBE LEZEMFUNDO LASEMNTLA KOLONI



## ISIHLOMELLO E

### IPHEPHA LOKUVOTA (IIFANI ZIBHALWE NGOKULANDELELANA KOONOBUMBA)

IGAMA LENGINGQI: \_\_\_\_\_

IGAMA LESIKOLO: \_\_\_\_\_

UMGQATSWA (Nceda ubhale u-(X) kwibhokisi efanelekileyo)

UTITSHALA: ☐ ONGENGOTITSHALA: ☐ UMZALI: ☐

KHETHA UMGQATSWA NGOKUBHALA U-X KWIBHOKISI ESECALENI KOMGQATSWA OMKHETHAYO umzk.. ☒

Inom-bolo.	Amagama Abagqatswa	Bhala u-(X) wakho kulo mhlathi
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

ISITAMPU SESIKOLO

UMHLA

ISITAMPU SESIKOLO



## ISEBE LEZEMFUNDO LASEMNTLA KOLONI



### ISIHLOMELO F

#### AMAPHEPHA OKUVOTA ABALIWEYO NOKUCHAZWA KWENANI LEEVOTI

IGAMA LENGINGQI: \_\_\_\_\_

IGAMA LESIKOLO: \_\_\_\_\_

UMGQATSWA (Nceda ubhale u-(X) kwibhokisi efanelekileyo)

UTITSHALA: ☐ ONGENGOTITSHALA: ☐ UMZALI: ☐

UMHLA WOVOTO OKHETHIWEYO: .....

Inombolo	Amagama abagqatswa (Ukuqala koyena uneevoti ezininzi)	Inani leevoti xa zizonke
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

INANI LABANTU ABANELUNGELO LOKUVOTA: .....

INANI LEEVOTI EZIFAKIWEYO: .....

AMAPHEPHA ONAKELEYO: .....

ISITAMPU SESIKOLO

IGAMA LEGOSA LOLONYULO

UTYOBELU LWEGOSA LOLONYULO

UMHLA



## ISEBE LEZEMFUNDO LASEMNTLA KOLONI



### ISIHLOMELO G

#### IFOMU YOLUHLU LOVOTO

IGAMA LENGINGQI: \_\_\_\_\_

IGAMA LESIPHALUKA: \_\_\_\_\_

IGAMA LESIKOLO: \_\_\_\_\_

IGAMA LEGOSA LOLONYULO: \_\_\_\_\_

#### UMHLA WOKUVOTELA:

Umgqatswa ongumzali: \_\_\_\_\_

Umgqatswa ongutitshala: \_\_\_\_\_

Umgqatswa ongengotitshala: \_\_\_\_\_

Umgqatswa ongumfundi: \_\_\_\_\_

#### Gcwalisa kwindawo efanelekileyo

#### ICANDELO A: Uvoto Olungenazikhalazo

NjengeGosa loloNyulo oluchazwe ngasentla ndazisa ukuba akukho zikhalazo ngabo bonke abantu abavotelweyo.

Utyobelo: \_\_\_\_\_ Umhla: \_\_\_\_\_

#### ICANDELO B: Uvoto Olunezikhaziso

NjengeGosa loloNyulo oluchazwe ngasentla ndazisa ukuba ukuvotelwa kwaba bagqatswa balandelayo kunezikhaziso

\_\_\_\_\_

Ibe nazi iinkcukacha zezo zikhaziso.

\_\_\_\_\_

Utyobelo: \_\_\_\_\_

Umhla: \_\_\_\_\_





**ISEBE LEZEMFUNDO  
LASEMNTLA KOLONI**

## ISIHLOMELO “H1”

(Imele igcwaliswe zizikolo Eziqhelekileyo **Zodwa**)

### IFOMU YENKCAZELO YEQUMRHU ELILAWULAYO LESIKOLO

(Qaphela: Le fomu kufuneka ifakwe emva konyulo lwesikolo naqho emva kokuba kuvalwe isithuba ngovoto yiNqununu yeSikolo kuquka nokuhlaziya i-SASAMS Governance Model)

INGINGQI: \_\_\_\_\_

IGAMA LESIKOLO: \_\_\_\_\_ INOMBOLO YE-EMIS. \_\_\_\_\_ ISIPHALUKA: \_\_\_\_\_

UMPHATHI WESIPHALUKA: \_\_\_\_\_

ISTAMPU SESIKOLO

Ifani nonobumba wokuqala wegama	Inombolo yesazisi/ Yeempepha-mvume zokuhlala	Isini		Uhlanga				Ukukhu- bazeka		Inombolo yefowuni	Ifayile ye- SGB	Ikomiti ye- SGB	Iminyaka yamava okuba kwi-SGB
		IBHIN QA	IN- DODA	UMNY AMA	UNGOWE- BALA	UM- HLOPHE	IN- DIYA	EW E	HA YI				

Inqununu														
Abazali														
1.														
2.														
3.														
4.														
5.														
6.														
7.														
8.														
9.														
Ootitshala														
1.														
2.														
3.														
Abangengotitshala														

Ifani nonobumba wokuqala wegama	Inombolo yesazisi/ Yeempepha zemvume yokuhlala	Isini		Uhlanga				Ukukhu-bazeka		Inom-bolo yefo wuni	Ifayile ye-SGB	Ikomiti ye-SGB	Iminyaka yamava okuba kwi-SGB
		IBHIN QA	IN-DODA	UMNY AMA	UNGOWE-BALA	UM-HLOPHE	IN-DIYA	EW E	HA YI				
Abafundi													
1.													
2.													
3.													
Amalungu anyuliweyo (chaza ubuchule bokufundisa abantwana onyulwe ngenxa yabo - ezantsi kwegama)													
1.													
Ubuchule bokufundisa abantwana abakhubazekileyo													
2.													
Ubuchule bokufundisa abantwana abakhubazekileyo													
Amalungu Asekuhlaleni Onyuliweyo (chaza umsebenzi we-SGB onyulwe ukuzeancedise kuwo – ezantsi kwegama)													
1.													
Umsebenzi we-SGB:													
2.													
Umsebenzi we-SGB:													

Ifani nonobumba wokuqala wegama	Inombolo yesazisi/ Yeempepha zemvume yokuhlala	Isini			Uhlanga				Ukukhu-bazeka	Inombolo yefowuni	Ifayile ye-SGB	Ikomi ti ye-SGB	Iminyaka yamava okuba kwi-SGB
		IBHIN QA	IN- DODA	AMA	UMNY UNGOWE- BALA	UM- HLOPHE	IN- DIYA	EWE HAYI					

Abantu abamiselweyo kwiikomiti ze-SGB (Chaza ubuchule afakwe ngenxa yabo kwiKomiti – ezantsi kwegama )

1.

Ubuchule:

2.

Ubuchule:

INANI LABAFUNDI ABABHALISIWEYO ESIKOLWENI	Abamnyama	Abamhlophe	Abebala	AmaNdiya	Xa be-bonke
---	-----------	------------	---------	----------	-------------

INANI LAMALUNGU E-SGB (Kuquka neNqununu): \_\_\_\_\_

ISIPHALUKA: \_\_\_\_\_

UMPHATHI WESIPHALUKA: \_\_\_\_\_

ISITAMPU SESIKOLO



**ISEBE LEZEMFUNDO  
LASEMNTLA KOLONI**



## ISIHLOMELO- "H2"

(Imele igcwaliswe siSikolo sikaRhulumente igcwaliselwa abafundi abaneemfuno ezikhethekileyo **kuphela**)

### IFOMU YENKCAZELO YEQUMRHU ELILAWULAYO LESIKOLO

(Qaphela: Le fomu kufuneka ifakwe emva konyulo lwesikolo naqho emva kokuba kuvalwe isithuba ngovoto yiNqununu yeSikolo kuquka nokuhlaziya i-SASAMS Governance Model)

INGINGQI: \_\_\_\_\_

IGAMA LESIKOLO: \_\_\_\_\_ INOMBOLO YE-EMIS. \_\_\_\_\_ ISIPHALUKA: \_\_\_\_\_

UMPHATHI WESIPHALUKA: \_\_\_\_\_

ISTAMPU SESIKOLO

Ifani nonobumba wokuqala wegama	Inombolo yesazisi/ Yeempepha-mvume zokuhlala	Isini		Uhlanga				Ukukhu- bazeka		Inombolo yefowuni	Ifa- yile ye- SGB	Ikomi ti ye- SGB	Iminyaka yamava okuba kwi-SGB
		IBHINQ A	IN- DODA AMA	UN- GOWE- BALA	UM- HLOPHE	IN- DIYA	EWI HAYI						
Inqununu													
Abazali													
1.													
2.													
3.													
4.													
5.													
6.													
7.													
8.													
9.													
Ootitshala													
1.													
2.													
3.													
Abangengotitshala													

Ifani nonobumba wokuqala wegama	Inombolo yesazisi/ Yeempepha-mvume zokuhlala	Isini		Uhlanga				Ukukhu-bazeka	Inombolo yefowuni	Ifayile ye-SGB	Ikomi ti ye-SGB	Iminyaka yamava okuba kwi-SGB
		IBHIN QA	IN-DODA	UMNY AMA	UN-GOWE-BALA	UM-HLOPHE	IN-DIYA					

<b>Abafundi</b>														
1.														
2.														
3.														
<b>Amalungu equmrhu elilawulayo amiselwe kumaqela abantu ekuthethwa ngawo kuMthetho, iCandelo 24 (1) (a), (e), (f), (g), (h), no-(i) (izikolo zabakhubazekileyo)</b>														
<b>Amalungu Anyuliweyo (chaza ubuchule ezantsi kwegama)</b>														

> QAPHELA: Apho kumiselwe abantu ekuthethwa ngabo kwiCandelo 24 (a), (e), (f), (g) no-(i) loMthetho, Nceda ufake iikopi														
INANI LABAFUNDI ABA-BHALISWEYO ESIKOLWENI	Abamny ama	Abam-hlophe	Abe-bala	AmaNdiya	Xa bebonke									

Zeeleta ezisemthethweni ezisuka kwimibutho/kubxhasi ezibancomela ukuba babengabameli kwiQumrhu Eilawulayo.

INANI LAMALUNGU E-SGB (Kuquka neNqununu): \_\_\_\_\_



## ISEBE LEZEMFUNDO LASEMNTLA KOLONI



### ISIHLOMELO I

UKUNIKEZELWA KWEEMPEPHA ZISUKA KUSIHLALO WE-SGB OPHUMAYO ZINIKWA KUSIHLALO WE-SGB OSANDA KU-VOTELWA

(Ezi mpepha zezesikolo ibe zimele zigcinwe kakuhle yiNqununu yeSikolo.)

(Ikopi yeli phepha ifanele inikwe iOfisi yeNgingqi zingekapheli iintsuku ezintlanu emva kwenkqubo yokudlulisela iintambo)

SIKOLO : \_\_\_\_\_

INGINGQI : \_\_\_\_\_

Mna, \_\_\_\_\_ (igama nefani), onguhlalo omtsha weQumrhu Elilawulayo Lesikolo  
\_\_\_\_\_ (igama lesikolo) ndiyaqinisekisa ukuba ndizifumene ezi mpepha zilandelayo kulowo ebengu-  
sihlalo:

ICANDELO	IIMPEPHA	Bhala u-(X) kwindawo efanelekileyo	
		EWE	HAYI
<b>1. UMTHETHO</b>	1.1 UMthetho Wezikolo ZaseMzantsi Afrika(SASA), 1996 (UMthetho84 ka-1996)		
	1.2 Umgaqo wokuvumela amaqumrhu alawulayo enze umgaqo-nkqubo wokuziphatha kwabafundi (Isaziso Jikelele sika-15 Meyi 1998)		
	1.3 Iindlela eziqhelekileyo elizweni zokuncedisa izikolo ngemali ezihlaziyeiweyo (Isaziso Jikelele no. 646 of 27 Agasti 2012)		
	1.4. AmaCandelo Anento yokwenza ne- EEA - PAM umzk. ISAHLUKO B		
	1.4 Isetyhula 74/ 2009 – ukuqhuba iingxoxo zoluleko nabafundi.		
	1.5 Isaziso seOfisi 10 sika-2007 – Isaziso esiphathelele ukuziphatha kakubi kakhulu kwizikolo zikarhulumente eMntla-Koloni nezinto ezihambisana naloo nto.		
	1.6 Isaziso esiseMthethweni 27 sika-2005 – umgaqo-nkqubo wokuziphatha kwamalungu equmrhu elilawulayo kwizikolo zikarhulumente.		
	1.7 Umgaqo-siseko weQumrhu Elilawula Isikolo		
	1.8 Ingxelo yeminqweno yekamva kunye nengxelo yenjongo yesikolo		
	1.9 Iplani yokwenza izinto esekelwe kuphuhliso lwesikolo		



ICANDELO	IIMPEPHA	Bhala u-(X) kwindawo efanelekileyo	
		EWE	HAYI
<b>2. IMIGAQO-NKQUBO</b>	2.1 Umgaqo-nkqubo wokufaka abantwana esikolweni		
	2.2 Umgaqo-nkqubo ophathelele ezemidlalo nenkcubeko esikolweni		
	2.3 Umgaqo-nkqubo ophathelele ukusetyenziswa kwezakhiwo nezinto zesikolo ngamalungu asekuhlaleni		
	2.4 Umgaqo-nkqubo wezempilo emsebenzini noKhuseleko		
	2.5 Umgaqo-nkqubo wezenkolo		
	2.6 Umgaqo-nkqubo wolwimi		
	2.7 Umgaqo-nkqubo we-HIV ne-AIDS		
	2.8 Umgaqo wokuziphatha kwabafundi		
	2.9 Umgaqo-nkqubo wesikolo ngokuphathelele ukubhatalwa kwemali yesikolo nokuthelekiswa kwemirholo ukuze kubonwe ukuba ngubani onokungabhatali ngamanye amaxesha		
<b>3. IZIXHOBO ZEZEZIMALI</b>	3.1 I-Finance Com minute book		
	3.2 Ikopi yokubhaliswa kwezinto zesikolo		
	3.3 Incwadi yezezimali		
	3.7 lincwadi zetshekhi (ezindala) (i-Serial numbers ...)		
	3.4 Incwadi yeerisithi (eyakutshanje) (i-Serial number ...)		
	3.5 lincwadi zerisithi (ezigqityiweyo) (ii-Serial numbers ....)		
	3.6 Incwadi yetshekhi (eyakutshanje) (i-Serial number:.. )		
	3.7 lincwadi zetshekhi (ezindala) (i-Serial numbers ...)		
	3.8 Imali yokuthenga iintwana-ntwana (Yimalini:....)		
	3.9 lingxelo zebhanki ezisusela nge-1 kaJanuwari ukuya kwi-30 kaJuni wonyaka-mali esikuwo		
	3.10 Iimpepha zotyalo-mali (ukuba lwenziwe)		
	3.11 Uluhlu lwee-NGO/lwamaqabane anconyelwayo yingqingqi nasebenzayo ezikolweni		
	3.12 Ikopi yobalo-manani losuku lwe-10 lwesikolo		
	3.13 likopi zezivumelwano zabo bonke abaqeshwa abaqeshwe yi-SGB		
	3.14 lingxelo Zemali Eziphicothiweyo ezisusela kwi-1 kaJanuwari ukuya kwi-31 kaDisemba yonyaka ophelileyo		

ICANDELO	IIMPEPHA	Bhala u-(X) kwindawo efanelekileyo	
		EWE	HAYI
	3.15 Umgako-nkqubo wemali wesikolo		
	3.16 Uhlahlo-lwabiwo mali lwesikolo oluvunyiweyo lwalo nyaka-mali sikuwo		
<b>4. INDLELA ABAQHUBA NGAYO ABAFUNDI</b>	4.1 Iikopi zohlolisiso lweziphumo zeminyaka emithathu egqithileyo (amabanga 1 ukuya ku-12)		
	4.2 Icebo lokunceda abafundi bapase ngcono		
	4.3 Iplani yokuphuhlisa isikolo		
5. Nokuba zeziphi ezinye iimpepha			

**Usihlalo Ophumayo:**

Igama: \_\_\_\_\_

Utyobelo: \_\_\_\_\_

Umhla: \_\_\_\_\_

**Usihlalo Ovotelweyo:**

Igama: \_\_\_\_\_

Utyobelo: \_\_\_\_\_

Umhla: \_\_\_\_\_

**Inqununu**

Igama: \_\_\_\_\_

Utyobelo: \_\_\_\_\_

Umhla: \_\_\_\_\_

ISITAMPU SESIKOLO



**ISEBE LEZEMFUNDO  
LASEMNTLA KOLONI**



**ISIHLOMELO K**

**ULUHLU LWABAZALI ABIZA KUVOTELA IQUMRHU ELILAWULAYO LESIKOLO**

UMHLA (OLUGQIBELE NGAWO UKUHLAZIYWA): ..... UMHLA OLUPRINTWE NGAWO: .....

Ifani Yomfundi	Igama	Inombolo yesazisi	Ibanga akulo	Ifani	Igama	Inombolo yesa-zisi/ Yeempepha zemvume	Utyobelo lwenani la-bantu ekufu-neka bekhona	Utyobelo lokungqina ukufunyanwa kwephepha lokuvota

**Isibhengezo:**

Mna: (Igama neFani), njengenqununu yesikolo ndazisa ibe ndiqinisekisa ukuba:

- Uluhlu lovoto lwabazali luthathwe kwincwadi ekubhaliswe kuyo bonke abafundi besikolo njengoko ineenkcukacha ezihlaziyweyo kwi-SASAMS;
- Ndiye ndaqinisekisa ndaza ndahlaziya zonke iinkcukacha ezikwi-SASAMS yesikolo ngaphambi kokuba ndiprinte olu luhlu lovoto lwabazali.

**Utyobelo lweNqununu**

SCHOOL STAMP



# ISEBE LEZEMFUNDO LASEMNTLA KOLONI



ISIHLOMELO: L

INGINGQI:

## ITHEMPLEYTHI YOKUFAKA INGXELO YAMAGOSA OLONYULO EZIKOLO

IGAMA LESIKOLO (APHO UBULIGOSA KHONA): .....

IGAMA LEGOSA LOLONYULO LESIKOLO: .....

INANI LABAFUNDI ABABHALISIWEYO: .....

UHLOBO LWENDLELA YOKUVOTA: BONISA NGOKUBHALA U-(X)

UKUKHETHA NOKUVOTA: ☐ UVOTO LWEMINI YONKE: ☐ UKUVOTA NGEKHOMPYUTHA: ☐

**QAPHELA:** IGosa Lolonyulo Lesikolo lifanele ukuba kuye kwakho intlanganiso yesibini, lidlulisele le thempleyithi zingekapheli iintsuku eziyi-5 emva kwayo apha: Aba-lawuli Bengingqi be-IMGD

**INXALENYE A**

Nceda ugcwalise le tafle ingezantsi

UMGQATSWA	Umhla wovoto	IXESHA	Inombolo ekuluhlu lwabavoti	Inani labantu eli-funekayo	ABANTU EBEKEKHONA
Abafundi (ukuba bakhona)					
Ilungu labaqaqeshwa					
Ootitshala					
Abazali (intlanganiso yoku-1)					
Abazali (intlanganiso yesi-2)				Alikho	

	EWE	HAYI	AMAGQABAZA
Ngaba wena njenge-SEO uye wazisayina izaziso zabo BONKE abagatswa zokukhetha nokuvota?			
Ngaba isikolo sizikhuphule izikhumbuzo zentlanganisano yokukhetha nokuvota ngolwimi oluthethwa ekuhlaleni?			
Ngaba inqununu iye yalwenza uluhlu lwabavoti kwiintsuku eziyi-14 ngaphambi komhla wovoto?			
Ngaba inqununu iye yasikhupha isaziso seentsuku eziyi-7 esimema abazali ukuba bazokuqinisekisa iinkukacha zabo kuluhlu lwabavoti?			
Ngaba isikolo besinaye umntu oluncedo (isekela lenqununu)?			
Ngaba isikolo obuligosa kuso besinalo iqela lesikolo elijongene no-voto?			
Ukuba besinalo, belinamalungu amangaphi?			
Ngaba inqununu ibiliqeqeshile eli qela kwimisebenzi yalo (Imimiselo Yovoto)?			
Ngaba amalungu eli qela lesikolo lijongene novoto ebeyazi imisebenzi yawo?			
umzkl. Abagcini-mnyango. amanqaku, ukuqinisekiswa kwabavoti nji.			
Ngaba iqela lesikolo elijongene novoto liye lazilungiselela ZONKE iimpepha ezifunekayo kwintlanganisano?			

Ngaba iqela lesikolo elijongene novoto liye lafika ubuncinane kwimizuzu eyi-30 ngaphambi kwentlanganisiso?			
Ngaba inqununu iye yaqinisekisa ukuba indawo ekuza kubanjelwa kuyo intlanganisiso ilungisiwe?			
Ngaba inani labantu elifunekayo belikhona xa bekusenziwa intlanganisiso yabazali yokukhetha nokuvota okokuqala?			
Inani labazali ebebekhona			
Inani labazali ebebengaphethanga kwasazisi entlanganisweni			
Umhla wesibini wentlanganisiso yokukhetha nokuvota			

Ukuba belingaphelanga inani labantu abafunekayo kwintlanganiso, iGosa lolonyulo leSikolo liza kugcwalisa KUPHELA INXALENYE A neNXALENYE C lize liqwalise iThempleyithi ENTSHA yeNdlela Yokuvotela abazali.

#### INXALENYE B

#### IINKCUKACHA-MANANI ZOKUKHETHA NOKUVOTA KUNYE NAMALUNGU AVOTELWEYO

Ngaba intlanganiso iqale ngexesha ebelichaziwe?			
Ukuba akunjalo, chaza izizathu			
Ngaba le nkqubo ilandelayo iye yalandelwa esikolweni: <ul style="list-style-type: none"> <li>• Ngaba indawo yentlanganiso ibilungisiwe (icocekile yaye inezitulos)?</li> <li>• Ngaba uluhlu lwabavoti belukhona kula ndawo abavoti be-beqinisekiswa kuyo ngaphambi kokuba bangene?</li> <li>• Ngaba abavoti bebezahelwa ukuba baveze isazisi ngaphambi kokuba bangene kwindawo yentlanganiso?</li> <li>• Indlela emi ngayo indawo yokuvota</li> <li>• Umntu okhethiweyo obhala amanqaku entlanganiso</li> <li>• Bezikhona ZONKE iimpepha zovoto (ii-Annexure).</li> <li>• Bezikhona ZONKE iimpepha zovoto (ii-Annexure).</li> <li>• Kukhishwe amaphepha okuvota anesitampu</li> </ul>			
Ngaba iGosa lolonyulo leSikolo sibacacisele abavoti ukuba ihamba njani inkqubo yokukhetha nokuvota?			
Ngaba iGosa lolonyulo leSikolo libavumele abantu abakhethiweyo ukuba bazazise? (Ukukhetha Nokuvota)			
Xa abantu bebecela uncedo ngexesha lovoto baye balufumana?			



Ngaba abagqatswa bebhkhona xa kubalwa amaphepha okuvota?			
Ngaba ayadibana amanani amaphepha okuvota akhutshiweyo nalawo abaliweyo?			
1) Inani labantu abanelungelo lokuvota			
2) Inani lamaphepha okuvota akhutshiweyo			
3) Inani lamaphepha onakeleyo			
4) Inani lamaphepha okuvota enziwe kakuhle/amkele-kileyo			
Ngaba amaphepha okuvota onakeleyo aye athathwa ngokuba awafaneleki?			
Ukuba kunjalo, mangaphi?			
Ngaba sikhona isikhalazo esiye saphakama?			

Ukuba sikhona besisithini ibe usiphendule njani? ..... ..... ..... ..... ..... ..... ..... ..... .....				
Ngaba iGosa loloNyulo leSikolo liye lazichaza iziphumo zovoto entlanganisweni?				
Ngaba iGosa loloNyulo leSikolo lichaze ukuba wonke umntu uvote ngokukhululekileyo yaye khangе kubekho mkhethe?				

UMGQATSWA	Inkqubo elandelweyo		Inani lezikhewu zabagqat-swa	Inani labakhe-thiweyo	Inani labavote lweyo	Isini		Uhlanga					Ukukhuba-zeka	
	Konyulwe ngokufanelekileyo	Kuvotelwe				IBHIN QA	IN-DODA	UMNY AMA	UNGOWE-BALA	UM-HLOPHE	ULIN DIYA	Olun ye	EWE	HAYI
Abafundi (Ukuba bakhona)														
Ilungu labaqeshwa														
Ootitshala														
Abazali														
<b>XA BEBONKE</b>														

# **INXALENYE C**

**QAPHELA:** Ukuba ufuna ukubhala into edlulayo kule migca uyibekelweyo ungabhala kwelinye iphepha ulidibanise nale ngxelo.

## **IINGXAKI**

.....

.....

.....

.....

.....

.....

## **AMAGQABAZA/UNCOMELO:**

.....

.....

.....

.....

.....

.....

Utyobelo lweGosa Lolonyulo: .....

Umhla: .....

ISITAMPU SESIKOLO



# ISEBE LEZEMFUNDO LASEMNTLA KOLONI



ISIHLOMELO: M

INGINGQI: \_\_\_\_\_

UVOTO LOLAWULO LWESIKOLO  
ULUHLU OLUBONISA UKULUNGELA UVOTO

(Ucelwa ukuba udlulisele olu luhlu kwiintsuku eziyi-14 ngaphambi komhla wokugala wokukhetha nokuvota)

IGAMA LESIKOLO: ..... ISIPHALUKA: .....

IGAMA LENQUNUNU: .....

IGAMA LOMPHATHI WESIPHALUKA: .....

INANI LABAFUNDI BESIKOLO: .....

IGAMA LEGOSA LOLONYULO LESIKOLO: .....

Nceda uthumele le fom u kuBalawuli Bengingqi be-IMGD

## INGCACISO YAMAGAMA

IGosa loloNyulo leSikolo – SEO

IQela leSikolo Elijongene Novoto – SET

IQumrhu Elilawula Isikolo – SGB

## Amalungu amele avotelwe ngokwezikhundla zabagqatswa ngokutsho kwe-Annexure A kuze kubekho i-15% yabantu abafunekayo

ABAGQATSWA	INANI ELIPHELELEYO KULUHLU LWABAVOTI	I-15% YABANTU ABAFUNEKAYO	INANI ELIZA KUVOTELWA	INDLELA YOKUVOTA	UMHLA WOVOTO
Abafundi					
Ilungu labaqeshwa					
Ootitshala					
Abazali					

UMBULO	Ewe	Hayi	AMAGQABAZA	ISENZO
1. Ngaba isikolo sinayo ifayile yovoto lwe-SGB?				
2. Ngaba isikolo sinayo ikopi esayiniweyo yefayile yemiMiselo yoVoto lwe-SGB?				
3. Ngaba inqununu nesekele layo bebekho xa bekuqeqeshwa I-SEO?				
Ukuba bebengekho chaza ukuba banokuyifumana njani yonke la nkcazelo yoqeqesho				
.....				
.....				
.....				
.....				

3. Ngaba isikolo siyayazi ukuba ngubani i-SEO yaso?					
4. Ngaba inqununu ne-SEO bayanxibelelana ukuze izinto zihambe ngaphandle kwamagingxi-gingxi?					
5. Ngaba inqununu seyimkhethile umntu oluncedo oza kuba lisekela leGosa loloNyulo leSikolo?					
6. Ngaba i-SEO iyamazi ukuba ngubani lo mntu uluncedo of whom the Resource Person to act as a deputy electoral officer will be?					
7. Ngaba iGosa loloNyulo leSikolo lizisayinile izaziso zokukhetha nokuvota zabo BONKE abagqatswa?					
8. Ngaba izaziso zokukhetha nokuvota zikhutshiwe?					
<b>Ukuba zikhutshiwe, zikhutshwe nini yaye njani?</b>					
9. Ngaba isikolo siyithumele imihla yovoto yabo BONKE abagqatswa kwofisi yengingqi?					
10. Ngaba uluhlu lovoto lwabazali lwenziwe ngendlela ekutshiwo ngayo kwi-Annexure K?					
11. Ngaba isikolo sinayo indawo efanelekileyo ekunokwenzelwa kuyo ukukhetha nokuvota kwabazali?					
a) Ukuba ayikho, kuza kwenzelwa phi ukukhetha nokuvota kwabazali?					
12. Ngaba inqununu iye yaliseka iQela Lesikolo Elijongene No-voto(SET)					
13. Ngaba inqununu iye yayiqeqesha i-SET kwimisebenzi yayo (imimiselo yovoto)?					
14. Ukuba kunjalo, chaza umhla.					
15. Ngaba inqununu iyazisile i-SET kwi-SEO yaza yacacisa imisebenzi yayo?					

16. Inani lamalungu eQela Lesikolo Elijongene Novoto			
17. Bhala amagama amalungu eqela (ungongeza ukuba angaphezu kwe-10): 1. Isekela le-SEO: ..... 2. Unobhala: ..... 3..... 4..... 5..... 6..... 7..... 8..... 9..... 10.....			
18. Ngaba isikolo sinayo Iplani yokuba bonke abantu banikelwe ingqalelo xa bechaza izinto ezibalulekileyo kubo?			
19. Ngaba iyalandelwa?			
<b>Ukuba akunjalo, chaza ukuba kutheni kukho ukungavisisani</b>	..... ..... .....		

20. Ngaba le plani seyidluliselwe kwiOfisi yengingqi?				
<b>Ukuba akunjalo, chaza izizathu:</b>	..... ..... .....			
21. Ngaba akhona amalungiselelo enziweyo ukuze lungaphazamiseki uvoto xa kunokumka umbane?				
Ukuba akhona, chaza iinkcukacha.	..... ..... .....			
22. Ngaba ikhona into iOfisi yeNgingqi ekufuneka incedise kuyo ukuze bonke abagqatswa bavotelwe ngendlela eyiyo?	..... ..... .....			



IIMPEPHA EKUFUNKA ZIDITYANISWE NALE THEMPLEYTHI		NCEDA UBEKE UPHAWU KUMHLATHI OFANELEKAYO	
		EWE	HAYI
1. Izaziso ezisayiniweyo zabo BONKE abagqatswa			
2. IThempleythi Yemihla Yovoto lwe-SGB - i-Annexure B			
3. Ubungqina bonxibelelwano oluphakathi kwenqununu ne-SEO			
4. Ileta emisela uMntu Oluncedo olisekela leGosa loloNyulo leSikolo			
5. Ubungqina bokuba iQela Lesikolo Elijongene Novoto liqeqeshiwe (Isimemo, ucwangciso, uluhlu lwabekho, njl njl.)			
6. Ubungqina beentlanganiso zenqununu, I-SEO ne-SET (Isimemo, amanqaku noluhlu lwabebekho)			
7. Iplani yokuba zonke izimvo zabantu zivakale ngexesha lovoto			

Mna..... oyingqununu yase ..... ndiyaqinisekisa ukuba isikolo sethu silulungele/asilulungelanga uvoto olufanelekileyo.

Igama leNqununu: ..... Utyobelo: .....

Umhla: .....

Isitampu Sesikolo





Printed by and obtainable from the Government Printer, Bosman Street, Private Bag X85, Pretoria, 0001.  
Contact Centre Tel: 012-748 6200. eMail: [info.egazette@gpw.gov.za](mailto:info.egazette@gpw.gov.za)  
Publications: Tel: (012) 748 6053, 748 6061, 748 6065

Also available at the **Northern Cape Provincial Legislature**, Private Bag X5066, Nobengula Extension,  
Kimberley, 8301. Tel. : (053) 839-8073. Fax: (053) 839-8094.