



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

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**TO: HEADS OF PROVINCIAL EDUCATION DEPARTMENTS
PROVINCIAL BEEI PROJECT MANAGERS
HEADS OF FINANCE UNITS IN PEDS
SCHOOL PRINCIPALS**

HR CIRCULAR NO. 2 OF 2021

PAYMENT OF DECEMBER 2020 AND JANUARY 2021 STIPENDS FOR EAs AND GSAs APPOINTED UNDER THE BEEI AND RETURN TO WORK

1. The purpose of this Circular is to provide guidance to Provincial Education Departments (PEDs) and schools in relation to the payment of December 2020 and January 2021 stipends for Education Assistants (EAs) and General School Assistants (GSAs), and their return to work.
2. In a media briefing held on 15 January 2021, the Department of Basic Education (DBE) announced a postponement of the reopening of schools to 15 February 2021 for learners. In terms of this announcement, School Management Teams (SMTs) shall report for duty on Monday, 25 January 2021, while teachers shall follow on Monday, 01 February 2021.
3. EAs and GSAs should return to school with Principals and SMTs on **25 January 2021**. They should be guided to prepare for the return of all educators and learners. During this time, their duties should include, but not limited to ensuring compliance with the health, safety and social distancing requirements. They should also assist with the preparation; distribution and make arrangements with the parents, caregiver or designated family member for the safe collection of learning materials for all learners who are unable to return to school.

4. PEDs have reported on their training plans for EAs and GSAs. Therefore, the period between now and the reopening of schools, should be used to implement the planned training programmes. In implementing the training, all COVID 19 regulations and protocols should be adhered to. Training should thus be facilitated in small groups to ensure adequate social distancing. Where possible, online training should be prioritised.
5. To support Government's effort towards curbing the spread of COVID infections, schools are required to ensure that all EAs and GSAs are provided with orientation around the Standard Operating Procedure for the containment and management of COVID-19.
6. It is essential that all young people employed through the Basic Education Employment Initiative (BEEI) are prepared to work with children. To this end, the DBE has arranged a 2-hour online course on the National School Safety Framework, giving particular focus on the Protocol for the Management and Reporting of Sexual Abuse and Harassment in Schools. This is to empower these young people with some knowledge about school safety and ensure that they understand the practical steps to follow, should they identify a case of sexual abuse and harassment in school. Provinces, Districts and Schools are advised to make arrangements for the young people to access the online course. Each young person who completes the course successfully will receive an automated certificate of completion and the DBE will be able to track how many have taken the course in each province.
7. Furthermore, the DBE has made various training material available on the Teacher Connect WhatsApp platform. Principals are requested to advise their young recruits to add the Teacher Connect number to their cellphone contact lists **(060-060-3333)** in order to access these useful resources. The young recruits should be engaged with these various material while waiting for learners to return to school. This is in addition to the training that is planned by the Province, and is meant to further equip the EAs and GSAs.

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8. In terms of the payment of stipends, PEDs are advised to ensure that all EAs and GSAs whose contracts were confirmed before the announcement of the postponement of the resumption of the 2021 academic year are paid their December 2020 and January 2021 stipends.
9. The National Treasury has confirmed that those employed under the [Presidential Employment Stimulus] as [EAs and GSAs] at schools should still be paid for December and January if their contracts were confirmed before this. Furthermore, the fact that schools were closed for the holidays and now due to the [second] wave should not detract from the need for them to be paid – just like teachers are paid during school holidays.
10. It should be noted that the funds allocated for the implementation of the BEEI are for job protection and creation as part of the emergency relief package in response to the devastation of the COVID-19 pandemic in South Africa.



MR HM MWELI

DIRECTOR-GENERAL

DATE: 20/01/2021

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