



**OFFICE OF THE HEAD OF DEPARTMENT**

Steve Vukile Tshwete Complex, Zone 6 Zwelitsha, 5608, Private Bag X0032, Bhisho, 5605 REPUBLIC OF SOUTH AFRICA:  
Enquiries: **Mr N. Mtshotane** . Email: [nkosikho.mtshotane@ecdoe.gov.za](mailto:nkosikho.mtshotane@ecdoe.gov.za)  
Website: [www.eceducation.gov.za](http://www.eceducation.gov.za)

**INTERNAL MEMORANDUM**

**TO : SCHOOL GOVERNING BODIES  
SCHOOL PRINCIPALS  
CLUSTER CHIEF DIRECTORS  
DISTRICT DIRECTORS  
CIRCUIT MANAGERS**

**FROM : ACTING HEAD OF DEPARTMENT**

**DATE : 06 MAY 2024**

**SUBJECT : ACCESS TO SCHOOLS DESIGNATED AS VOTING SITES**

1. The above matter refers.
2. As you are aware, the National elections is scheduled to take place on **Wednesday, 29 May 2024**.
3. All School Governing Bodies and School Principals are to ensure that schools designated as voting sites are accessible and remain open until the conclusion of the election processes.
4. Principals to ensure that the caretaker is on site and has keys to the facilities.
5. Principals to ensure that there is access to the ablution facilities.
6. Cluster Chief Directors, District Directors and Circuit Managers to ensure that this communication reaches all schools.

Yours faithfully,

**MS.S. MAASDORP  
ACTING HEAD OF DEPARTMENT**

**DATE:** 06.05.24

Access to schools designated as voting sites