



OFFICE OF THE DIRECTOR: SCHOOL ADMINISTRATION

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INTERNAL MEMORANDUM

TO : DIRECTORS (HEAD OFFICE AND DISTRICTS)
CMC HEADS
CIRCUIT MANAGERS
PRINCIPALS OF PUBLIC SCHOOLS
SCHOOL GOVERNING BODIES

FROM : DIRECTOR: SCHOOL ADMINISTRATION

SUBJECT : POLICY GUIDELINES ON REGISTRATION OF PUBLIC SCHOOLS, CURRICULUM EXTENSIONS AND CHANGE OF SCHOOL NAMES.

DATE : 25 SEPTEMBER 2024

1. The purpose of this Memorandum is to give clear guidelines on the processes that must be followed in the management of applications for registration of public schools, curriculum extensions and change of school names. The memorandum also seeks to address the problem of misdirected applications from the districts to the Head Office.
2. The Department has received incomplete and outdated applications with outstanding attachments from the districts. Unfortunately, these applications are returned to the district offices through the offices of the Cluster Chief Directors for compliance purposes. This is an error that must be corrected, hence this memorandum.



3. Circular No. 2 of 2024 gives clear guidelines on how this very important function must be managed. It has a Management Plan which contains time frames as well as a Registration Checklist to ensure that this function is properly managed (**see attached Circular**).
4. The different categories of applications submitted to the Head Office by the districts:

NATURE OF APPLICATION	OFFICE RESPONSIBLE	CLOSING DATE
Establishment of Public Schools.	School Administration.	31 March annually.
Extension of Curriculum or Grades.	School Administration.	31 March annually.
Change of School Names.	School Administration.	31 March annually.
Conversion, Realignment, Merger and Closure of schools.	Rationalization.	No specific time frames.

5. The following procedure should be followed:
 - 5.1 The Steering Committee Chairperson or principal and the Circuit Manager must always complete the official application form and have it signed by the Chairperson of the SGB before submitting it to the District Office for further recommendation by the District Director to the Head Office.
 - 5.2 No applications will be received at the Head Office without the recommendations and the signatures of the Cluster Chief Directors.
6. This memorandum and Circular No. 2 of 2024 must be brought to the attention of all those affected for their consideration because no applications will be entertained outside these policy guidelines.
7. Your cooperation in this regard will be highly appreciated.
8. For any enquiries regarding this matter please do not hesitate to contact **Mr. Makaluza @ 0605233347 or Dr. Mgebisa @ 0835747574.**

MR. M. MANCOKO
DIRECTOR: SCHOOL ADMINISTRATION

30/09/24
DATE



Province of the
EASTERN CAPE
EDUCATION

Iphondo leMpuma Kapa: Isisebe leMfundo
Provinsie van die Oos Kaap: Departement van Onderwys
Poratensele Ya Kapa: Botjhabale: Lefapha la Thuto

OFFICE OF THE HEAD OF DEPARTMENT

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CIRCULAR 2 OF 2024

TO : DEPUTY- DIRECTORS GENERAL
CHIEF DIRECTORS
DIRECTORS (HEAD OFFICE AND DISTRICTS)
CMC HEADS/CESs
CIRCUIT MANAGERS
PRINCIPALS OF PUBLIC SCHOOLS
SCHOOL GOVERNING BODIES

FROM : ACTING- HEAD OF DEPARTMENT: ECDOE

SUBJECT : POLICY GUIDELINES ON REGISTRATION OF PUBLIC SCHOOLS, CURRICULUM EXTENSIONS AND CHANGE OF SCHOOL NAMES.

1. PURPOSE

The purpose of these policy guidelines is to outline and communicate the process that must be followed in the management of applications for registration of public schools, curriculum extensions and change of school names. This circular also applies to changes that occur in the schooling system whether out of initiatives by communities.

`Policy guidelines on Registration of Public Schools, Curriculum extensions and Change of School Names`



2. BACKGROUND AND CONTEXT

2.1. In terms of Section 12(1) of the South African Schools Act No. 84 of 1996, the MEC must out of funds appropriated for this purpose by the Provincial Legislature, establish and maintain public schools for the education of all learners.

2.2. The MEC may, by notice in the Provincial Gazette, reclassify existing categories or phases of public schools, if he or she deems it necessary for education in the province.


2.3. The MEC may establish a school in the following instances:

- When a new suburb is built around one of the cities or towns and a site allocated for a school.
- Migration of communities may give rise to the need for new schools.
- Overcrowding and like conditions/circumstances flowing there from may lead to the establishment of a new school.
- The donation of a school building by business or political intervention may result in the establishment of a new school.
- The number of learners travelling long distances to reach school or faced with hazards like the busy national roads, thick bushes, flooded rivers, may lead to a need for a school to be established in their own environment.
- A community may require a school in their vicinity to afford their children diversity in education or specialized training.
- Growth in population because of an industrial rezoning or growth of an informal settlement or a new settlement.

2.4. Contrary to the above, the department has received incomplete and overdue application forms with outstanding documents from the districts. Unfortunately, these forms are returned to the district offices for compliance. This is an error that must be corrected, hence these guidelines.

3. DELIBERATIONS AND MOTIVATION

3.1.1 It has come to the attention of the department that districts and schools do not adhere to the stipulated process in managing applications for establishment of public schools. This is an indication that districts and schools do not adhere



to the stipulated process in managing applications for establishment of public schools.

3.1.2 This has resulted in a situation where this important function is difficult to control and disorganizes the schooling system in the province.

3.1.3 It is against this background that the Department communicates these guidelines to regularize the function and ensure that there is a uniform approach and system that is followed in terms of the correct application forms used, time frames for submission at each level, together with the time by which responses should be expected from Head Office.

4. REGISTRATION OF A PUBLIC SCHOOL


4.1. STEP BY STEP PROCESS

4.1.1 The application for the registration of a public school must be lodged with the office of the Circuit Manager of the area where the school is intended to be built/established. The same applies to donor funded schools.

4.1.2 Once the application from the community is received, the Circuit Manager together with the Physical Resource Section in the District must conduct a survey and needs analyses in the area where the school is to be built, to verify the information supplied by the community, establish the feasibility of a school and possible impact on other existing schools. The report of the survey must accompany the application form.

4.1.3 The application form for the registration of a school must include the following:

- The intended grades to be registered.
- The expected time schedule for the phasing in of grades.
- The proposed name of the school in order of preference (three names from which to choose should be given).
- The physical address and postal address of the school.
- The site numbers.

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- The curriculum to be followed.
 - Intended enrolment (from 200 and above).

4.1.4 In a case where a school is applying for Grade 1, it must be given Grade R as well.

4.1.5 Application should reach the Head Office not later than 30 March of every year.

4.1.6 Approval of applications by the Head Office must happen before 30 April every year to enable the Department to budget appropriately for the establishment of new schools and curriculum extensions.

5. PROVINCIAL CURRICULUM GUIDELINES (PCSG) ON CURRICULUM STREAMING, REPACKAGING AND EXTENTION IN HIGH SCHOOLS.



5.1 The Eastern Cape Department of Education (ECDoE) has the primary responsibility of ensuring that all learners are provided with quality education that includes a quality curriculum that is relevant to the times that we live in.

5.1.1 Parents and stakeholders are constantly in pursuit of education pathways that will afford their children new opportunities to compete with others locally and al on a global level. The choice of the curriculum options therefore becomes vital in these circumstances.

5.2 The department has however determined that most schools are offering streamed curricula that are counterproductive to the educational trajectory of the learners, the school, and the community it serves.

5.2.1 The following are some examples of problematic curriculum offerings made by schools i.e. The school selected a subject with an insufficient number of learners for the subject.

- The curriculum streams offered by the school do not respond to the needs of the community and interests and career paths of the learners.
- The school selected a subject without having a subject specialist teacher to offer the subject.



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- The school selected a curriculum stream that is like all the other high schools in the circuit.
 - The school offers limited or specialist curriculum stream (e.g. MST school) though being the only high school in the area.
 - The school selected a subject or curriculum stream with no availability of infrastructure, resources, classrooms, workshops, specialist rooms and equipment or LTSM for the subject option.

5.2.2 It is with this in mind that the department is striving to improve the education that is provided to learners not only in terms of learner performance but also in line with the with the career paths and interests of the learners and the changes that are taking place both locally and internationally.

5.2.3 Curriculum Instruction CD 01/2022 serves to inform the School Management Teams (SMT) and School Governing Bodies (SGB) of all High Schools of the department's intention to embark on a Curriculum Streaming process for the next three years i.e., from 2022 -2025 to ensure a more streamlined, and impactful curriculum offering in schools.

5.2.4 This means that all schools who offer a curriculum stream that is out of sync with subject field, size of school or a complimentary subject field will have the opportunity to correct their curriculum streams or packaging within the next three years.

5.2.5 A Provincial Guideline Document i.e. *Provincial Curriculum Guidelines (PCSG) on Curriculum Streaming, Repackaging and Extension in High Schools* has been developed to assist schools with the repackaging or streaming of the curriculum offerings in schools.



5.3 Examples of curriculum streams and subject combinations are attached in the PCSG and so too are the required *Applications Forms for Curriculum, Subject or Grade Changes* that will replace the current application forms used.

5.3.1 The roles and responsibilities of the various office bearers are captured within the PCSG. Thus, the timeous submission of the Curriculum Streaming application form 9 (i.e. before 30 April of a new year for implementation in the following year) will assist in the efficient and timeous management of the approval process.

5.3.2 Lastly, this guideline is intended to not only assist high schools to improve and streamline the curriculum within the applicable legislative policy framework but will also assist to prepare the system for the introduction of the Three Stream Model from Grade 8 in 2024 in targeted skills subjects and also in Special Schools and Schools of Skills. A communique for this purpose will be communicated with schools in due course.

5.4. SMTs and SGBs of High Schools are advised to thoroughly engage with the *Guideline Document for the Streaming of the Curriculum in High Schools* attached to make informed choices about their subject selection and offerings at the school.

5.4.1 The Management Plan attached as *Annexure A* in this document will guide schools around the procedure and timeframes in which this very important function should be handled. Principals are kindly requested to bring Curriculum Instruction CD:01/2022 to the attention improved curriculum delivery.

6 CHANGING THE NAME OF AN EXISTING SCHOOL

6.1.1 The school governing body must consult widely with the community and community structures to obtain a clear mandate for the proposed change of a name.

6.1.2 The SGB must recommend three names in order of preference, which must be referred to Head Office.

6.1.3 The factors which may lead to the change of an existing name include the following:

- Political – to be in line with the new political dispensation that might crop up.
- Natural attrition – the school has dissolved resulting in relocation and need a new name in view of geographic relocation/situation.
- Honouring certain important figures for their contribution to the community.
- In the case of merging of schools, neutral name may be sought.

6.1.4 The following procedure should be followed:

The principal should complete the official application form and have it signed by the Chairperson of the SGB before submitting it to the District Office for further recommendation by the District Director to the Head Office.

ANNEXURE A: MANAGEMENT PLAN: REGISTRATION OF PUBLIC SCHOOLS

NO.	ACTIVITY	TIME FRAME
1.	Submission of application forms to Head Office by districts.	30 March annually
2.	Adjudication Committee meets to verify information for approval by the Head of Department (HOD) and or Member of Executive Council (MEC).	15 April annually
4.	Issuing of approval letters to district offices.	30 May annually
5.	Submission of approved schools to EMIS for inclusion in the database of the Eastern Cape Department of Education (ECDoE).	August annually
6.	Declaration of posts (PPN) by MEC for newly established schools.	30 September annually

ANNEXURE B: REGISTRATION REQUIREMENTS CHECKLIST: ALL APPLICATIONS

NO.	DOCUMENTS	YES	NO
1.	The agenda of the meeting that decided on the application.		
2.	Minutes of the subject (aforementioned) parents/community meeting.		
3.	Attendance registers of the parents/community meetings.		
4.	Estimated learner enrolment (200+) for the new school.		
5.	Circuit Manager's land verification report and Reservation Certificate [where new school establishment is the subject].		
6.	Detailed submission signed by the District Director.		

6. Kindly note that this Circular supersedes Circular No.4 of 2021, and its contents must be brought to the attention of all those affected for their immediate attention and implementation as no applications will be entertained outside these policy guidelines.


MRS. S. MAASDORP
A/HEAD OF DEPARTMENT

5/03/2024
DATE