



**OFFICE OF THE HEAD OF DEPARTMENT**

Steve Vukile Tshwete Complex, Zone 6 Zwelitsha, 5608, Private Bag X0032, Bhisho, 5605 REPUBLIC OF SOUTH AFRICA:

Enquiries: Mrs Siwendu PN Tel: 040 608 4767 Cell: 076 413 8692

Email: [nosisa.siwendu@ecdoe.gov.za](mailto:nosisa.siwendu@ecdoe.gov.za) Website: [www.ecdoe.gov.za](http://www.ecdoe.gov.za)

**CIRCULAR No.4 OF 2024**

**TO:** ALL DEPUTY DIRECTORS GENERAL- ECDOE  
ALL CHIEF DIRECTORS- ECDOE  
ALL DIRECTORS- ECDOE  
ALL MANAGERS- ECDOE  
TEACHER UNIONS  
SCHOOL GOVERNING BODIES

**ATTENTION:** DISTRICT DIRECTORS  
CMC HEADS  
CIRCUIT MANAGERS

**FROM:** ACTING HEAD OF DEPARTMENT – ECDOE

**SUBJECT:** GENERAL NOTICES 126 127 OF 2024 & GAZETTE NOS 5087 & 5089

**DATE:** 24 APRIL 2024

1. The circular seeks to bring to the attention of Eastern Cape Department of Education (ECDOE) management, changes effected in the public schooling system in realisation of the provisions of the South African Schools Act, 1996 (SASA) no. 86 of 1986 as amended, in particular as it relates to the mandate given to the Member of Executive Authority (MEC-Education) regarding public ordinary schools.
2. In keeping with provisions of sections 12 A and 33 of the aforementioned Act, alongside Regulation 05 on Minimum Uniform Norms and Standards for Public School Infrastructure (MUNAS-PSI), promulgated, November 2013, which identifies types and sizes of schools permissible in the basic education sector, the MEC-Education has approved the publication of the five hundred and three (503) schools broken down into eighty-six (86) closed schools, one hundred and fourteen (114) merged schools and three hundred and thirty-three (303) realigned schools.

3. The General notices 126; MEC Proclamation, as well as 128, 129 and 131 of 2024 must be read in conjunction with Gazette numbers **5087** and **5089**, dated 22 and 24 April 2024 respectively.
4. Pursuant to the above processes, the management of the department of education across all levels is expected to support endeavours to wind off all outstanding tasks in relation to the affected schools as a consequence of the legislative processes referred to in the paragraphs 1 to 3 above.
5. District Directors, through Circuit Management Centre Heads and Circuit Managers must ensure that the following directives / mandatory tasks in respect of each closed / merged / realigned school are duly observed; viz Maintain as School File in respect of:
  - 5.1. Learner Migration Plan/s and execution thereof, with specification of host schools,
  - 5.2. Educator Migration and Placement Plan/s including completion status thereof,
  - 5.3. Asset redistribution and storage plans and execution thereof,
  - 5.4. Management of School Governing Bodies' amalgamation plans and execution thereof,
  - 5.5. Management of a schools' debtors and creditors,
  - 5.6. Closure of School bank accounts,
  - 5.7. Documentation confirming correspondence on the termination of municipal services, where such services are rendered by the Municipality, and ESKOM where applicable,
  - 5.8. Termination of Lease Agreements on all instances where closed school buildings have had to be leased in the intervening period between schools' closure and publication in the government gazette
  - 5.9. Manage repurposing proposals made in the intervening period since the schools' closure to the publication of the government gazette. Should there be new considerations to repurpose any of these school buildings. Such requests must be submitted to Physical Resource Management Chief Directorate / Infrastructure for due consideration.

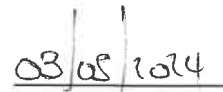
- 5.10. Handing over document/s to the Department of Public Works as a custodian of government buildings,
- 5.11. Manage rebranding of merged and realigned schools in line with School Sign Boards Branding Guidelines.
6. All managers must ensure adherence to the above outline for expediency.
7. Copies of Gazette numbers **5087** and **5089**, of 2024 are accessible in government website for ease of reference.

Yours in education transformation



**SA MAASDORP**

**ACTING HEAD OF DEPARTMENT: ECDOE**



**DATE**