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CONTENTS:

INHOUD:

	Page		Bladsy
GOVERNMENT NOTICE:		GOEWERMENSKENNISGEWING:	
No. 137 Education Regulations	1	No. 137 Onderwysregulasies	1

Government Notice

Goewermenskennisgewing

The following Government Notice is published for information.

Die volgende Goewermenskennisgewing word vir algemene inligting gepubliseer.

J. F. GREEBE
Secretary for South West Africa

J. F. GREEBE
Sekretaris van Suidwes-Afrika

Administration of South West Africa
Windhoek.

Administrasie van Suidwes-Afrika
Windhoek.

No. 137 3 August 1979

No. 137 3 Augustus 1979

The Executive Committee has under and by virtue of the provisions of section 105 of the Education Ordinance, 1975 (Ordinance 21 of 1975) made the following regulations:

Die Uitvoerende Komitee het kragtens en ingevolge die bepalings van artikel 105 van die Onderwysordonnansie, 1975 (Ordonnansie 21 van 1975) die volgende regulasies uitgevaardig:

EDUCATION REGULATIONS

ONDERWYSREGULASIES

Arrangement of Regulations

Indeling van die regulasies

Chapter 1: Definitions
Regulation 1

Hoofstuk 1: Woordomskrywing
Regulasie 1

Chapter 2: School Committees
Regulations 2—19

Hoofstuk 2: Skoolkomitees
Regulasies 2 — 19

Chapter 3: Advisory Boards
Regulations 20—31

Hoofstuk 3: Adviesrade
Regulasies 20 — 31

Chapter 4: State Hostels
Regulations 32—75

Hoofstuk 4: Staatskoshuise
Regulasies 32 — 75

Chapter 5: Financial aid to private schools for white pupils
Regulations 76-82

Chapter 6: Conditions of service of teachers
Regulations 83—110

Chapter 7: Bursaries and study grants
Regulations 111—120

Chapter 8: Medical Inspections
Regulations 121—126

Chapter 9: Purchases on the R-for-R basis
Regulation 127

Chapter 10: General provisions
Regulations 128-129

CHAPTER 1

DEFINITIONS

1. Any word or expression which is defined in the Ordinance shall have the same meaning wherever it occurs in these regulations except where expressly otherwise indicated and, unless the context indicates otherwise —

- (i) “accommodation” means lodging, bedding, meals and liquid refreshments and the washing and ironing of laundry of any combination thereof, but with the exclusion of alcoholic liquor and the drycleaning of clothing;
- (ii) “annual course” means the subjects taken by a bursary holder during a specific year of his study course;
- (iii) “assistant superintendent” means a teacher who is appointed in accordance with regulation 38 to exercise direct supervision and control of a block of dwelling units in a government hostel
- (iv) “boarder” means any pupil attending a government school and who has been admitted to a government hostel in terms of regulation 66(2) or 67;

or

a person receiving board and lodging or only lodging at a government hostel but is not a member of the hostel staff or a pupil;
- (v) “board” means meals without lodging;

Hoofstuk 5: Geldelike bystand aan private skole vir blanke leerlinge
Regulasies 76 — 82

Hoofstuk 6: Diensvoorwaardes van Onderwysers
Regulasies 83 — 110

Hoofstuk 7: Beurse en studietoelaes
Regulasies 111 — 120

Hoofstuk 8 : Mediese Inspeksie
Regulasies 121 — 126

Hoofstuk 9: Aankope op die Rand-vir-Rand Basis
Regulasie 127

Hoofstuk 10: Algemene Bepalings
Regulasie 128 — 129

HOOFSTUK 1

WOORDOMSKRYWING

1. Enige woord of uitdrukking wat in die Ordonnansie omskryf word, het, waar dit ook al in hierdie regulasies voorkom, dieselfde betekenis behalwe waar uitdruklik anders aangedui, en tensy dit uit die samehang anders blyk, beteken —

- (i) “amptelike doeleindes” met betrekking tot afwesigheid van hoofkwartier en met betrekking tot reise, in diens wat geskied in opdrag van die Direkteur;
- (ii) “assistent-superintendent” ’n onderwyser wat ingevolge regulasie 38 aangestel is om die direkte toesig en beheer oor ’n blok woon-eenhede in ’n staatskoshuis uit te oefen;
- (iii) “beurshouer” ’n persoon aan wie ’n studie-beurs ingevolge hierdie regulasies toegeken is, ongeag of hy nog studeer of reeds sy goedgekeurde studiekursus voltooi of laat vaar het;
- (iv) “die Ordonnansie” die Onderwysordonnansie, 1975 (Ordonnansie 21 van 1975);
- (v) “erkende vorige ondervinding” werksondervinding (as onderwyser of instrukteur of in enige ander hoedanigheid) wat die Direkteur in sy uitsluitlike diskresie bevredigend ag en vir salarisdoeleindes erken;
- (vi) “gas” ’n persoon wat tydelik by ’n lid van die koshuispersoneel van ’n staatskoshuis kuier;
- (vii) “gekwalfiseerde ambagsman” ’n persoon wat bewys kan lewer van —

- (vi) "Bursary-holder" means a person to whom a study bursary has been awarded in terms of these regulations, irrespective of whether he is still studying or has completed or given up his approved study course;
- (vii) "calender month" means a period extending from the first day up to and including the last day of any of the twelve months of the year;
- (viii) "calender quarter" means a period of three calender months beginning on 1 January, 1 April, 1 July or 1 October of any year;
- (ix) "calender year" means a year extending from 1 January to 31 December;
- (x) "called up" means ordered to undergo training or perform duty which is compulsory by law;
- (xi) "chief medical inspector of education" means the Director of Health Services of the Administration of the Territory or such other person designated by the Executive Committee;
- (xii) "correspondence course" means a full study course or single subject offered by a university or other body by means of written lectures meant for home study;
- (xiii) "cycle" means one of an infinite series of periods of three years each whereof the first begins or began on 1 January 1959, the second on 1 January 1962 and the subsequent ones in multiples of 3 years after 1 January 1959;
- (xiv) "domestic staff" means those members of the hostel staff which are not on the teaching staff and are also not servants;
- (xv) "election" means the election of school committee members during a meeting of parents of the pupils in a primary or secondary government school;
- (xvi) "exclusion" means expulsion in the circumstances referred to in regulation 126;
- (xvii) "guest" means a person temporarily visiting a member of the hostel staff of a government hostel;
- (xviii) "headquarters" means the town, village or place where the main duties of a teacher are performed or which may be designated as his headquarters by the Director;
- (xix) "hostel committee" means a hostel committee as referred to in regulation 32;
- (a) die suksesvolle voltooiing deur hom van 'n vakleerlingskap; of
- (b) die suksesvolle aflegging van 'n bedryfstoets in sy bedryf van 'n standaard wat deur die Direkteur as bevredigend aanvaar word;
- (viii) "geskikte onderrig" onderrig wat in die lig van 'n leerling se aanleg, vermoë of beroepskeuse gepaste onderrig is;
- (ix) "herberg" slaapplek, beddegoed, etes en vloeibare verversings, en die was en stryk van wasgoed, of enige kombinasie daarvan, maar met uitsluiting van alkoholiese drank en die droogskoonmaak van klere;
- (x) "hoof" en "hoofonderwyser" die onderwyser wat ten aansien van 'n bepaalde onderwysinrigting beklee is met verantwoordelikheid vir die interne bestuur en beheer van sodanige inrigting;
- (xi) "hoofkwartier" die stad, dorp of plek waar die vernaamste werk van 'n onderwyser verrig word, of wat deur die Direkteur as sy hoofkwartier aangewys word;
- (xii) "huishoudelike personeel" daardie lede van die koshuispersoneel wat nie tot die onderwyspersoneel behoort nie en ook nie bediendes is nie;
- (xiii) "huishouding van 'n onderwyser" —
 - (a) die vrou van sodanige onderwyser;
 - (b) sy kinders (insluitende aangenome kinders) wat permanent by hom inwoon en van hom afhanklik is;
 - (c) enige ander familielid wat permanent by hom inwoon en van hom afhanklik is; en
 - (d) hoogstens twee bediendes (insluitende kinderoppassers) wat voltyds in sy diens is;
- (xiv) "instrukteur" 'n gekwalifiseerde ambagsman wat in die onderwyspersoneel aangestel word maar nie oor 'n professionele onderwyserskwalifikasie beskik nie;
- (xv) "inwoning" indien dit aan 'n persoon verskaf word, huisvesting sonder etes;
- (xvi) "jaarkursus" die vakke deur 'n beurshouer gedurende 'n bepaalde jaar van sy studiekursus geneem;

- (xx) "hostel staff" means all those persons appointed to perform duties in a government hostel
- (xxi) "hostel term" means a school term which has been extended by two days at the beginning and two days at the end thereof;
- (xxii) "household of teacher" means —
 - (a) the wife of such a teacher;
 - (b) his children (including adopted children) who are permanently resident with and dependent upon him;
 - (c) any other relative who is permanently resident with and dependent upon him; and
 - (d) not more than two servants (including children's nurses) employed by him on a full-time basis;
- (xxiii) "incremental date" means the date when the salary of a teacher is increased by one notch of the salary scale applicable to him;
- (xxiv) "instructor" means a qualified artisan appointed on the teaching staff but who does not possess a professional teaching qualification;
- (xxv) "leave gratuity" means a cash amount payable to a teacher in respect of the vacation leave to his credit under the conditions and for the number of days stipulated in regulation 108, and which is calculated on the grounds of the emoluments which such a teacher received immediately before terminating his services with the Department;
- (xxvi) "lodging" means if supplied to a person, accommodation without meals;
- (xxvii) "medical" includes dental surgery;
- (xxviii) "medical inspector" means the Chief Medical Inspector of Education or any registered medical practitioner or dentist designated and authorised by him;
- (xxix) "month" means a period extending from one day in a calendar month up to and including the day preceding the numerically corresponding date of the following calendar month;
- (xxx) "official purposes" means in connection with absence from headquarters and journeys, when rendering service on the instructions of the Director;
- (xvii) "kalenderjaar" 'n jaar wat strek van 1 Januarie tot 31 Desember;
- (xviii) "kalenderkwartaal" 'n tydperk van drie kalendermaande wat begin op 1 Januarie, 1 April, 1 Julie of 1 Oktober van enige jaar;
- (xix) "kalendermaand" 'n tydperk wat van die eerste tot en met die laaste dag van enigeen van die twaalf maande van die jaar strek;
- (xx) "keurkomitee" 'n komitee ingevolge regulasie 112(3) deur die Direkteur ingestel;
- (xxi) "kiesbeampte" 'n kiesbeampte soos in regulasie 3 beoog;
- (xxii) "korrespondensiekursus" 'n volledige studiekursus of enkele vak wat deur 'n universiteit of ander instansie aangebied word hoofsaaklik by wyse van geskrewe lesings wat bedoel is vir tuisstudie;
- (xxiii) "kosganger" enige leerling wat 'n staatskool besoek en ingevolge regulasie 66(2) of 67 tot 'n staatskoshuis toegelaat is;
- (xxiv) "koshuiskomitee" 'n koshuiskomitee soos in regulasie 32 beoog;
- (xxv) "koshuispersoneel" al daardie persone wat aangestel is om in 'n staatskoshuis werk te verrig;
- (xxvi) "koshuistermyn" 'n skooltermyn wat verleng is met twee dae aan die begin en twee dae aan die einde daarvan;
- (xxvii) "loseerder" 'n persoon wat in 'n staatskoshuis inwoning en losies of slegs losies ontvang maar nie lid van die koshuispersoneel of 'n kosganger is nie;
- (xxviii) "losies" etes sonder inwoning;
- (xxix) "maand" 'n tydperk wat strek van een dag in 'n kalendermaand tot en met die dag in die volgende kalendermaand wat die dag voorafgaan wat numeriek ooreenstem met die eersgenoemde dag;
- (xxx) "medies" ook tandheelkundig;
- (xxxi) "Mediese Hoofinspekteur van Onderwys" die Direkteur van Gesondheidsdienste van die Administrasie van die Gebied, of sodanige ander persoon as die Uitvoerende Komitee aanwys;

- (xxxii) "pedagogical research" means research in education or a subject or a study course in connection with education;
- (xxxiii) "personal effects" means the movable goods of a teacher and his household which are normally utilised for personal use including private vehicles, but excluding livestock, domestic animals or pets;
- (xxxiiii) "presiding officer" means the person referred to in regulation 4 under whose personal supervision the election of a school committee takes place;
- (xxxv) "Principal" and "headmaster" mean the teacher who in respect of a specific educational institution is responsible for the internal management and control of such institution;
- (xxxvi) "qualified artisan" means a person who can supply proof of —
- (a) the successful completion by him of an apprenticeship; or
 - (b) the successful completion of a trade test by him in his trade, of a standard which is accepted by the Director as satisfactory;
- (xxxvii) "rand-for-rand basis" means a basis of aid to state educational institutions by the Department whereby the Administration pays half of the cost of any item and the state educational institution buying the item, the other half;
- (xxxviii) "recognised previous experience" means practical experience (as a teacher or an instructor or in any other capacity) which the Director in his exclusive discretion considers to be satisfactory and recognises for salary purposes;
- (xxxix) "returning officer" means a returning officer in terms of regulation 3;
- (xl) "salary incremental period" means a period of twelve calendar months, or another period determined by the Director, which must lapse before a salary can be increased in accordance with a prescribed salary scale;
- (xli) "school calendar" means a calendar showing the dates of beginning and ending of the school terms in any specific calendar year;
- (xlii) "Secretary" means the Secretary for South West Africa;
- (xxxii) "mediese inspekteur" die Mediese Hoof-inspekteur van Onderwys, of enige geregistreerde geneesheer of tandarts deur hom aangewys en gemagtig;
- (xxxiii) "onderwysondervinding" enige tydperk van diens as onderwyser wat deur die Direkteur erken word;
- (xxxiv) "opgeroep" aangesê om opleiding te ondergaan of diens te verrig wat by wet verpligtend is;
- (xxxv) "opsigter" 'n onderwyser wat ingevolge regulasie 47 aangestel is om toesigdiens in 'n staatskoshuis te verrig;
- (xxxvi) "opvoedkundige navorsing" navorsing in opvoedkunde of 'n vak of studierigting wat met onderwys in verband staan;
- (xxxvii) "persoonlike besittings" die roerende goed van 'n onderwyser en van sy huishouding wat normaalweg vir persoonlike gebruik aangewend word, met inbegrip van privaat voertuie, maar uitsluitende lewende hawe, huis- of troeteldiere;
- (xxxviii) "presiderende beampte" die persoon in regulasie 4 bedoel onder wie se persoonlike toesig 'n verkiesing van 'n skoolkomitee gehou word;
- (xxxix) "rand-vir-rand basis" 'n basis van ondersteuning aan staatsonderwysinrigtings deur die Departement waarvolgens die Administrasie die helfte van die koste van enige item betaal en die staatsonderwysinrigting wat dit aankoop die ander helfte;
- (xl) "salarisverhogingstydperk" 'n tydperk van twaalf kalendermaande, of 'n ander tydperk deur die Direkteur bepaal, wat moet verstryk voordat salaris volgens 'n bepaalde salarisskaal verhoog kan word;
- (xli) "Sekretaris" die Sekretaris van Suidwes-Afrika;
- (xlii) "skoolkalender" 'n kalender wat die begin- en einddatums van die skooltermyne in enige bepaalde kalenderjaar aantoon;
- (xliii) "staatsinrigting" 'n staatskoshuis of ander inrigting wat deur die staat bedryf word en losies of inwoning verskaf;
- (xliv) "staatsmotorvervoer" vervoer met staatsmotorvoertuie (met uitsluiting van motorvoertuie van die Suid-Afrikaanse Spoorweë en Hawens), waarvoor ook die brandstof deur die staat verskaf word;

- (xlii) "selection committee" means a committee instituted by the Director in terms of regulation 112(3);
- (xliii) "state institution" means a government hostel or other institution run by the state and providing board and lodging;
- (xliv) "state motor transport" means transport by state vehicle (excluding vehicles of the South African Railways and Harbours) for which also the fuel is provided by the state;
- (xlv) "study bursary" means an amount of money awarded to a person either as a single amount or divided in different amounts which are payable yearly in the course of a fixed number of years, and which is, by means of internal full-time study, intended to assist him in qualifying as a teacher or improving his qualifications;
- (xlvi) "study course" means the full series or grouping of subjects which must be passed by a person at a university or college to obtain a degree or diploma;
- (xlvii) "study grants" means a grant in terms of regulation 120(1);
- (xlviii) "subsistence allowance" means the subsistence allowance in terms of regulation 95(1);
- (xlix) "suitable tuition" means instruction which in the light of a pupil's ability, potential or choice of profession, is suitable instruction;
- (l) "superintendent" means a teacher appointed in terms of regulation 37 to exercise direct supervision and control of a government hostel;
- (li) "supervisor" means a teacher appointed in terms of regulation 47 to perform supervising duties at a government hostel;
- (lii) "teaching experience" means any period of service as a teacher recognised by the Director;
- (liii) "the Ordinance" means the Education Ordinance, 1975 (Ordinance 21 of 1975);
- (liv) "transfer on the Director's initiative" also means the promotion of a teacher, already in the service of the Department, to a post of a higher grade for which he has applied;
- (lv) "voting paper" means the ballot paper in terms of regulation 9(1).
- (xlv) "studiebeurs" 'n bedrag geld wat aan 'n persoon toegeken word en aan hom óf as 'n enkelbedrag óf verdeel in verskeie bedrae wat jaarliks oor 'n bepaalde aantal jare betaalbaar is, en wat bedoel is om hom te help om deur interne, voltydse studie homself as 'n onderwyser te bekwaam of beter te bekwaam;
- (xlvi) "studiekursus" die volledige reeks of groepering van vakke wat deur 'n persoon geslaag moet word aan 'n universiteit of kollege om 'n graad of diploma te behaal;
- (xlvii) "studietoelae" 'n toelae soos in regulasie 120(1) beoog;
- (xlviii) "stembriefie" die stembriefie in regulasie 9(1) bedoel;
- (xlix) "superintendent" 'n onderwyser wat ingevolge regulasie 37 aangestel is om die direkte toesig en beheer oor 'n staatskoshuis uit te oefen;
- (l) "tydkring" een van 'n oneindige reeks tydperke van 3 jaar elk waarvan die eerste op 1 Januarie 1959, die tweede op 1 Januarie 1962, en die daaropvolgende in veelvoude van 3 jaar na 1 Januarie 1959 begin het of begin;
- (li) "uitsluiting" in die omstandighede in regulasie 126 genoem, uitsetting;
- (lii) "verblyftoelae" die verblyftoelae in regulasie 95(1) beoog;
- (liii) "verhogingsdatum" die datum waarop die salaris van 'n onderwyser met een kerf op die salarisskaal wat op hom van toepassing is, vermeerder;
- (liv) "verkiesing" die verkiesing van lede van 'n skoolkomitee tydens 'n vergadering van die ouers van die leerlinge van 'n primêre of sekondêre staatskool;
- (lv) "verlofgratifikasie" 'n kontantbedrag wat ten aansien van sy vakansieverlofkrediet aan 'n onderwyser betaalbaar is in die omstandighede en vir die aantal dae soos in regulasie 108 uiteengesit, en wat bereken word op die grondslag van die besoldiging wat sodanige onderwyser net voor die beëindiging van sy diens by die Departement ontvang het;
- (lvi) "verplasing op inisiatief van die Direkteur" ook die bevordering van 'n onderwyser, wat reeds in die diens van die Departement is, na 'n pos van 'n hoër gradering waarvoor hy aansoek gedoen het.

CHAPTER 2

SCHOOL COMMITTEES

2. In this chapter, unless the context indicates otherwise, "parent" means somebody who is in terms of section 10(4) of the Ordinance entitled to vote at the time of an election of members of a school committee;

"school" means a government school for primary education and a government school for secondary education.

3. When —

- (a) a school committee is instituted in terms of section 7 of the Ordinance or is reinstituted in terms of section 17 thereof;
- (b) a general election of members of school committees shall take place;
- (c) a new school committee in terms of the provisions of regulation 15(4) is to be elected;
- (d) the election of a school committee is set aside by the Director in terms of the provisions of regulation 16(1) and a new election is to be held,

the Director shall nominate an officer of the Department to act as returning officer.

4. At the election of a school committee for a school, the principal of such school shall act as presiding officer: Provided that if for any reason the principal is unable to act as presiding officer he shall inform the returning officer, and the returning officer shall then nominate another teacher or person as presiding officer.

5. The Director determines the day, time and place for the election of a school committee for a school.

6. (1) For the purpose of electing a school committee for a school, a meeting of the parents of children in such school, shall be convened.

(2) The returning officer shall furnish the principal at least four weeks before the day referred to in regulation 5, with sufficient copies of a notice to parents as prescribed in the form as set out in Annexure B to these regulations.

(3) The returning officer shall also furnish the principal with an adequate supply of nomination forms in the form as prescribed in Annexure C of these regulations.

HOOFSTUK 2

SKOOLKOMITEES

2. In hierdie hoofstuk, tensy uit die samehang anders blyk, beteken —

"Ouer" iemand wat ingevolge artikel 10(4) van die Ordonnansie by die verkiesing van lede van 'n skoolkomitee geregtig is om te stem;

"skool" 'n staatskool vir primêre onderwys en 'n staatskool vir sekondêre onderwys.

3. Wanneer —

- (a) 'n skoolkomitee ingevolge die bepalings van artikel 7 van die Ordonnansie ingestel of ingevolge artikel 17 daarvan heringestel word;
- (b) 'n algemene verkiesing van lede van skoolkomitees moet plaasvind;
- (c) 'n nuwe skoolkomitee ingevolge die bepalings van regulasie 15(4) verkies moet word; en
- (d) die verkiesing van 'n skoolkomitee deur die Direkteur ingevolge die bepalings van regulasie 16(1) ter syde gestel is en 'n nuwe verkiesing gehou moet word,

wys die Direkteur 'n beampte van die Departement aan om as kiesbeampte op te tree.

4. By die verkiesing van 'n skoolkomitee vir 'n skool tree die hoofonderwyser van sodanige skool as presiderende beampte op: Met dien verstande dat indien sodanige hoofonderwyser om enige rede nie as presiderende beampte kan optree nie, hy die kiesbeampte daarvan in kennis moet stel, en die kiesbeampte wys dan 'n ander onderwyser of persoon as presiderende beampte aan.

5. Die Direkteur bepaal die dag, tyd en plek vir die verkiesing van 'n skoolkomitee vir 'n skool.

6. (1) Ten einde 'n skoolkomitee vir 'n skool te verkies moet 'n vergadering van die ouers van die kinders in sodanige skool belê word.

(2) Die kiesbeampte voorsien die hoofonderwyser minstens vier weke voor die dag in regulasie 5 bedoel van voldoende afskrifte van 'n kennisgewing aan ouers in die vorm in Bylae B van hierdie regulasies uiteengesit.

(3) Die kiesbeampte voorsien ook aan die hoofonderwyser voldoende nominasievorms op die vorm in Bylae C van hierdie regulasies uiteengesit.

4. The principal shall despatch copies of the notice referred to in subregulation (2) to the parents of all the pupils in his school so as to reach them at least two weeks before the day fixed for the meeting of parents.

7. (1) At the meeting of parents referred to in regulation 6(1), the presiding officer shall —

- (a) draw the attention of the parents present, to the provisions of sections 9 and 10(4) of the Ordinance;
- (b) announce the number of members to be elected to the school committee;
- (c) make available to the parents present, the nomination forms referred to in regulation 6(3); and
- (d) call for nominations.

(2) Only those candidates in respect of whom properly completed nomination forms are handed in to the presiding officer at the meeting, will be considered by him for the election: Provided that the presiding officer can waive the qualification that a candidate must accept his nomination in writing, if such candidate is not present at the meeting and the presiding officer has reason to believe that the nominated candidate —

- (a) is prevented by circumstances from attending the meeting;
- (b) is qualified for election as a member of the school committee; and
- (c) would be willing to serve as a member of the school committee.

(3) When the presiding officer is satisfied that all nominations have been received, he shall declare that the nominations are closed and announce the names of the properly nominated candidates.

8. If after the closing of nominations —

- (a) the number of properly nominated candidates is less than the number of members to be elected, the presiding officer shall declare such candidates to be elected members of the school committee and notify the returning officer of the results of the election so that the Executive Committee may in terms of section 10(b) of the Ordinance appoint a sufficient number of members to fill the vacancies on the school committee;
- (b) the number of duly nominated candidates is equal to the number of members to be elected, the

(4) Die hoofonderwyser stuur afskrifte van die kennisgewing in subregulasie (2) bedoel aan die ouers van alle leerlinge in sy skool sodat dit hulle kan bereik minstens 2 weke voor die dag bepaal vir die vergadering van ouers.

7. (1) Op die vergadering van ouers in regulasie 6(1) bedoel, moet die presiderende beampte —

- (a) die aandag van die teenwoordige ouers vestig op die bepalings van artikels 9 en 10(4) van die Ordonnansie;
- (b) bekendmaak welke aantal skoolkomiteelede verkies moet word;
- (c) die nominasievorms in regulasie 6(3) bedoel tot beskikking van die aanwesige ouers stel; en
- (d) vir nominasies vra.

(2) Alleenlik daardie kandidate ten opsigte van wie behoorlik voltooide nominasievorms by die presiderende beampte op die vergadering ingelewer word, word deur hom vir die verkiesing in aanmerking geneem: Met dien verstande dat die presiderende beampte kan afsien van die vereiste dat 'n kandidaat sy nominasie skriftelik moet aanvaar indien sodanige kandidaat nie op die vergadering aanwesig is nie en die presiderende beampte rede het om te glo dat die genomineerde kandidaat —

- (a) weens omstandighede verhinder is om die vergadering by te woon;
- (b) bevoeg is om as lid van die skoolkomitee verkies te word; en
- (c) bereid sal wees om as lid van die skoolkomitee te dien.

(3) Nadat die presiderende beampte homself daarvan vergewis het dat hy alle nominasies ontvang het, moet hy verklaar dat nominasies gesluit is, en die name van die behoorlik genomineerde kandidate bekendmaak.

8. Indien, na die sluiting van nominasies, —

- (a) die aantal behoorlik genomineerde kandidate minder is as die aantal lede wat verkies moet word, verklaar die presiderende beampte sodanige kandidate tot verkose lede van die skoolkomitee, en maak die uitslag van die verkiesing aan die kiesbeampte bekend sodat die Uitvoerende Komitee ingevolge artikel 10(6) van die Ordonnansie 'n voldoende aantal lede kan aanstel om die tekort op die skoolkomitee uit te wis;
- (b) die aantal behoorlik genomineerde kandidate gelyk is aan die aantal lede wat verkies moet

presiding officer shall declare such candidates to be elected members of the school committee;

- (c) more candidates than the number of members to be elected have been duly nominated, a poll shall be taken in accordance with the provisions of regulation 9.

9. (1) A poll shall be conducted by means of ballot-papers issued by the presiding officer to the parents present. The ballot-papers will be endorsed by the presiding officer with a distinctive mark.

(2) On such ballot-paper every parent who may vote, shall be required to write the names of the candidates for whom he wishes to record his vote, and every such parent shall have as many votes as the number of members to be elected for the school committee, but he may only vote once in respect of any particular candidate.

(3) A ballot-paper which is not properly completed in accordance with the provisions of subregulation (2) shall be rejected by the presiding officer and retained in a separate envelope: Provided that a ballot-paper may not be rejected merely because fewer names appear thereon than the number of members of the school committee to be elected.

(4) A new ballot-paper to replace a ballot-paper that has inadvertently been spoiled, may at the request of the parent concerned be issued by the presiding officer to such parent before the counting of the votes has started.

(5) After ascertaining the results of the poll the presiding officer shall declare to be elected as members of the school committee those candidates who received the highest number of votes in respect of the vacancies to be filled: Provided that in the event of an equality of votes, the presiding officer must determine by the drawing of lots which candidate is to be declared elected.

10. (1) After the meeting of parents, the presiding officer must dispatch to the returning officer a report on such meeting and, in the event of an election having taken place, also all ballot-papers per registered or certified post.

(2) The presiding officer shall compile a list of the names and addresses of the members of the school committee elected and if he is not the principal he shall hand it over to the principal.

(3) The principal shall —

- (a) if the school committee is constituted in terms of regulation 8(a), on receipt of the names of the

word, verklaar die presiderende beampte sodanige kandidaat tot verkose lede van die skoolkomitee;

- (c) meer kandidaat behoorlik genomineer is as die aantal lede wat verkies moet word, moet 'n stemming plaasvind ingevolge die bepalings van regulasie 9.

9. (1) 'n Stemming moet plaasvind met stembrieffies deur die presiderende beampte aan die aanwesige ouers uitgereik, en daarop moet 'n onderskeidingsteken verskyn wat deur genoemde presiderende beampte daarop aangebring is.

(2) Op sodanige stembrieffie moet elke ouer wat mag stem die name skrywe van die kandidaat op wie hy sy stemme uitbring, en elke sodanige ouer het soveel stemme as die aantal skoolkomiteelede wat verkies moet word, maar hy mag nie meer as een stem op enige bepaalde kandidaat uitbring nie.

(3) 'n Stembrieffie wat nie behoorlik volgens die bepalings van subregulasie (2) voltooi is nie, moet deur die presiderende beampte verwerp en in 'n afsonderlike koevert bewaar word: Met dien verstande dat 'n stembrieffie nie verwerp mag word bloot omdat daar minder name daarop verskyn as die aantal skoolkomiteelede wat verkies moet word nie.

(4) 'n Nuwe stembrieffie in die plek van 'n stembrieffie wat onopsetlik bederf is, mag op versoek van die betrokke ouer deur die presiderende beampte aan sodanige ouer uitgereik word indien daar nog nie begin is om die stemme te tel nie.

(5) Nadat die uitslag van die stemming bepaal is, moet die presiderende beampte daardie kandidaat wat die grootste aantal stemme ontvang het tot soveel as die aantal vakatures op die skoolkomitee wat gevul moet word, tot verkose skoolkomiteelede verklaar: Met dien verstande dat in die geval van 'n gelykop stemming, die presiderende beampte deur loting moet beslis watter kandidaat verkose verklaar moet word.

10. (1) Na die vergadering van ouers moet die presiderende beampte 'n verslag oor sodanige vergadering, en, indien 'n stemming gehou is, ook alle stembrieffies per aangetekende of gesertifiseerde pos aan die kiesbeampte stuur.

(2) Die presiderende beampte maak 'n opgaaf van die name en adresse van die verkose skoolkomiteelede en as hy nie die hoofonderwyser is nie, oorhandig hy dit aan die hoofonderwyser.

(3) Die Hoofonderwyser moet —

- (a) as 'n skoolkomitee ingevolge regulasie 8(a) saamgestel word, by ontvangs van die name van

member appointed by the Executive Committee notify such members of their appointment and convene a first meeting of the new school committee;

- (b) if a school committee has been constituted in terms of regulation 8(b) or 8(c) convene a first meeting of the new school committee as soon as possible after the meeting of the parents:

Provided that if the period of office has not yet expired, the first meeting of the new school committee shall be convened only after such period has expired.

(4) The Director —

- (a) keeps a register of the members and office bearers of each school committee instituted in accordance with the Ordinance; and
- (b) retains the ballot papers referred to in subregulation (1) for at least six months after the poll, after which such ballot papers must be destroyed.

11. (1) The quorum of a school committee consists of —

- (a) two members if its membership is three;
- (b) three members if its membership is five; and
- (c) four members if its membership is more than five.

(2) No matters shall be settled at a meeting of a school committee unless a quorum is present.

12. (1) A school committee shall at its first meeting —

- (a) select one of its members to be chairman of the committee and another to be vice-chairman thereof; and
- (b) nominate some person, other than a teacher or officer of the Department, but not necessarily a member of such committee, as secretary thereof.

(2) Immediately after the first meeting of a school committee, the secretary thereof must submit to the Director the names and addresses of the chairman, vice-chairman and secretary.

(3) The chairman and vice-chairman of a school committee shall, subject to the provisions of subregulations (8) and (9), remain in office for a period of twelve months from the date of their election as chairman and vice-chairman and are thereafter eligible for re-election.

die lede deur die Uitvoerende Komitee aangestel sodanige lede van hul aanstelling verwittig en die eerste vergadering van die nuwe skoolkomitee belê;

- (b) as 'n skoolkomitee ingevolge regulasie 8(b) of 8(c) saamgestel is so spoedig moontlik na die vergadering van ouers die eerste vergadering van die nuwe skoolkomitee belê: Met dien verstande dat indien 'n bestaande skoolkomitee se ampstermyn nog nie verstryk het nie, die eerste vergadering van die nuwe skoolkomitee belê moet word nadat sodanige termyn verstryk het.

(4) Die Direkteur —

- (a) hou 'n register van die lede en ampsbekleërs van elke skoolkomitee kragtens die Ordonnansie ingestel; en
- (b) bewaar die stembriefies in subregulasie (1) bedoel vir 'n tydperk van minstens ses maande na die verkiesing, waarna bedoelde stembriefies vernietig moet word.

11. (1) 'n Kworum van 'n skoolkomitee bestaan uit —

- (a) twee lede indien die ledetal daarvan drie is;
- (b) drie lede indien die ledetal daarvan vyf is; en
- (c) vier lede indien die ledetal daarvan meer as vyf is.

(2) Geen sake mag op 'n vergadering van 'n skoolkomitee verrig word nie tensy 'n kworum teenwoordig is.

12. (1) 'n Skoolkomitee moet op sy eerste vergadering —

- (a) een uit sy geledere tot voorsitter van die komitee kies en 'n ander tot ondervoorsitter daarvan; en
- (b) iemand, uitgesonderd 'n onderwyser of beampte van die Departement, maar nie noodwendig 'n lid van sodanige komitee nie, tot sekretaris daarvan benoem.

(2) Direk na die eerste vergadering van 'n skoolkomitee moet die sekretaris daarvan die name en adresse van die voorsitter, ondervoorsitter en sekretaris aan die Direkteur verstrek.

(3) Die voorsitter en ondervoorsitter van 'n skoolkomitee behou hul ampte, behoudens die bepalings van subregulasies (8) en (9), vir twaalf maande met ingang van die datum van hulle verkiesing as voorsitter en ondervoorsitter, en is daarna herkiesbaar.

(4) The secretary of a school committee shall without delay, report any changes with regard to the office bearers of such school committee, to the Director.

(5) If the chairman is absent from a school committee meeting, the vice-chairman shall preside and if both the chairman and vice-chairman are absent, the members present shall elect one of their number to preside at such meeting as acting chairman.

(6) The powers and duties of the chairman shall in his absence be exercised by the vice-chairman or, if he is also absent, by the acting chairman.

(7) The person who is presiding as chairman at a meeting of the school committee shall have a deliberative as well as a casting vote.

(8) The chairman or vice-chairman may during his term of office as chairman or vice-chairman resign as such by giving written notice to the secretary of the school committee concerned.

(9) In the event of a resignation by virtue of subregulation (8) or if the office of chairman or vice-chairman becomes vacant for any other reason, the school committee shall at its first meeting after such vacancy has occurred, elect one of its members to fill the vacancy for the unexpired period of office of his predecessor.

13. (1) Minutes of every meeting of a school committee shall be kept by the secretary thereof who shall at the request of the Director furnish him with a copy of the minutes of any meeting held.

(2) The minutes of every meeting of a school committee shall be submitted to the school committee concerned at its first subsequent meeting for acceptance.

(3) The minutes of school committee meetings shall be open for inspection by any member of such committee and the principal of the school concerned at all reasonable times.

14. (1) The Principal of a school shall attend every meeting of the school committee of his school but shall not have the right to vote thereat and he must leave such meeting if the school committee so decides.

(2) A school committee may request any member of the school staff concerned to attend a meeting of the school committee when matters which fall within the duties and powers of a school committee are discussed and such member of the school staff shall then attend

(4) Die sekretaris van 'n skoolkomitee moet enige verandering met betrekking tot die ampsbekleërs van sodanige skoolkomitee sonder verwyl aan die Direkteur rapporteer.

(5) As die voorsitter by 'n skoolkomiteevergadering afwesig is, moet die ondervoorsitter as voorsitter optree en indien beide die voorsitter en ondervoorsitter afwesig is, moet die aanwesige lede uit hul geledere iemand kies om as waarnemende voorsitter op daardie vergadering op te tree.

(6) Die bevoegdhede en pligte van die voorsitter word tydens sy afwesigheid deur die ondervoorsitter uitgeoefen of, indien ook hy afwesig is, deur die waarnemende voorsitter.

(7) Die persoon wat as voorsitter op 'n vergadering van 'n skoolkomitee optree, het 'n gewone sowel as 'n beslissende stem.

(8) Die voorsitter of ondervoorsitter kan tydens sy amptstermyn as voorsitter of ondervoorsitter as sodanig bedank deur skriftelike kennisgewing daarvan aan die sekretaris van die betrokke skoolkomitee te gee.

(9) Ingeval van 'n bedanking ingevolge subregulasie (8), of indien 'n voorsitterskap of ondervoorsitterskap om enige ander rede vakant raak, moet die skoolkomitee op sy eerste vergadering na so 'n vakature ontstaan het, een uit sy geledere kies om die vakature vir die onverstreke ampstermyn van sy voorganger te vul.

13. (1) Die sekretaris van 'n skoolkomitee moet notule van alle vergaderings van sodanige komitee hou en hy moet op versoek van die Direkteur 'n afskrif van die notule van enige vergadering aan die Direkteur verskaf.

(2) Die notule van elke vergadering van 'n skoolkomitee moet op die eerste daaropvolgende vergadering aan bedoelde komitee vir aanname voorgelê word.

(3) Die notule van vergadering van 'n skoolkomitee is op alle redelike tye beskikbaar ter insae van enige lid van sodanige komitee en die hoofonderwyser van die betrokke skool.

14. (1) Die hoofonderwyser van 'n skool moet alle vergaderings van die skoolkomitee van sy skool bywoon maar het nie die reg om daarop te stem nie en hy moet sodanige vergadering verlaat as die skoolkomitee aldus besluit.

(2) 'n Skoolkomitee kan versoek dat enige lid van die personeel van die betrokke skool 'n vergadering van die skoolkomitee bywoon wanneer sake wat binne die pligte en bevoegdhede van skoolkomitees val, bespreek word en so 'n personeellid moet dan die vergadering bywoon, maar hy kan nie deur die skoolkomitee verplig word om

that meeting, but he cannot be compelled to furnish information or to reply to a charge against him.

15. (1) When a member of a school committee —

- (a) is disqualified in terms of Section 9 of the Education Ordinance to remain in office as a member of a school committee; or
- (b) absents himself without leave from three consecutive meetings of such committee; or
- (c) resigns in writing as a member of the committee, he shall cease to be a member of such committee.

(2) When a vacancy occurs in the membership of a school committee as mentioned in subregulation (1) or if a member dies, the remaining members thereof shall elect a competent person to fill such vacancy: Provided that if such vacancy concerns a member appointed by the Executive Committee to represent a minority group, the secretary of the school committee shall without delay report the vacancy to the Director in order that the necessary steps can be taken to fill the vacancy.

(3) A member elected or appointed in terms of subregulation (2) will be deemed elected or appointed for the remainder of the period of office of the school committee concerned.

(4) If the number of vacancies in the membership of a school committee is at any time such that the remaining members do not constitute a quorum, such school committee ceases to exist and a new school committee shall be elected as provided for in these regulations.

16. (1) The Director may at any time within a period of three months from the date of the election of a school committee set aside such election if he is of the opinion that there has been any irregularities in the conducting of such election.

(2) If an election has been set aside in terms of subregulation (1), a new school committee must be elected in accordance with these regulations.

(3) Notwithstanding the setting aside of an election in terms of subregulation (1) all action taken by the school committee concerned before such setting aside shall be deemed to have been valid.

17. If the school committee is requested by the Director to make a recommendation in terms of regulation 83(3)(b) in respect of the appointment of a principal for such school, the chairman must convene an extraordinary meeting of the school committee with the purpose of recommending one of the applicants selected by the Director, for appointment as principal.

inligting te verskaf of op 'n aanklag teen hom te antwoord nie.

15. (1) Wanneer 'n lid van 'n skoolkomitee —

- (a) ingevolge artikel 9 van die Onderwysordonnansie onbevoeg word om lid van 'n skoolkomitee te bly; of
- (b) van drie agtereenvolgende vergaderings van so 'n komitee sonder verlof daarvan afwesig is; of
- (c) skriftelik as lid van die komitee bedank, hou hy op om lid van so 'n komitee te wees.

(2) Indien 'n vakature in die ledetal van 'n skoolkomitee ontstaan soos in subregulasie (1) bedoel, of indien 'n lid sterf, moet die oorblywende lede daarvan 'n bevoegde persoon kies om so 'n vakature te vul: Met dien verstande dat indien so 'n vakature een is ten opsigte van 'n lid wat deur die Uitvoerende Komitee benoem is om 'n minderheidsgroep te verteenwoordig, die sekretaris van die skoolkomitee die vakature sonder verwyl aan die Direkteur moet rapporteer sodat stappe gedoen kan word om die vakature te vul.

(3) 'n Lid van 'n skoolkomitee wat ingevolge subregulasie (2) gekies of benoem is, word geag gekies of benoem te wees vir die oorblywende ampstermyn van die betrokke skoolkomitee.

(4) Indien die aantal vakatures in die ledetal van 'n skoolkomitee te eniger tyd sodanig is dat die oorblywende lede nie 'n kworum uitmaak nie, hou sodanige skoolkomitee op om te bestaan en 'n nuwe skoolkomitee moet verkies word soos in hierdie regulasies bepaal.

16. (1) Die Direkteur kan te eniger tyd binne drie maande van die datum van 'n verkiesing van 'n skoolkomitee so 'n verkiesing ter syde stel indien daar na sy mening enige onreëlmatigheid by die hou van so 'n verkiesing was.

(2) Indien 'n verkiesing ingevolge subregulasie (1) ter syde gestel is, moet 'n nuwe skoolkomitee ingevolge hierdie regulasies verkies word.

(3) Ondanks die tersydestelling van 'n verkiesing ingevolge subregulasie (1) word alle handeling deur die betrokke skoolkomitee verrig voor sodanige tersydestelling geag geldige handeling te wees.

17. Wanneer die skoolkomitee van 'n skool deur die Direkteur versoek word om ingevolge regulasie 83(3)(b) 'n aanbeveling met betrekking tot die aanstelling van 'n hoofonderwyser vir sodanige skool te maak, belê die voorsitter 'n buitengewone vergadering van die skoolkomitee met die doel om uit die applikante deur die Direkteur gekeur een aan te beveel vir aanstelling as hoofonderwyser.

18. (1) The school committee of a school may, after consulting the principal thereof, visit such a school, or delegate some of its members to visit it.

(2) A report of a visit to a school by a school committee or delegates, must be included in the minutes of the committee concerned, and if such report is, in the opinion of the committee, unfavourable, a copy thereof is to be forwarded to the Director.

19. (1) The chairman, or if he is not available, the vice-chairman of a school committee may of his own accord or if requested by the Director, at any time with reasonable notice, convene an extraordinary meeting of such a committee.

(2) The chairman, or if he is not available, the vice-chairman of a school committee, must convene an extraordinary meeting of such committee if so requested by three or more members thereof.

CHAPTER 3

ADVISORY BOARDS

20. An advisory board shall consist of seven members.

21. A member of an advisory board shall hold office for a period of three years.

22. A quorum at every meeting of an advisory board is four members.

23. (1) An advisory board shall at its first meeting —

(a) select one of its members as chairman of the advisory board and another as vice-chairman thereof; and

(b) nominate some person other than a teacher or officer of the Department, but not necessarily a member of such advisory board, as secretary thereof.

(2) Immediately after the first meeting of an advisory board, the secretary thereof must submit the names and addresses of the chairman, vice-chairman and secretary of such advisory board to the Director.

(3) The chairman and vice-chairman of the advisory board shall, subject to the provisions of subregulations (8) and (9), remain in office for a period of twelve months from the date of their election as such and are thereafter eligible for re-election.

18. (1) Die skoolkomitee van 'n skool kan, na oorlegpleging met die hoofonderwyser daarvan, as waarnemers sodanige skool besoek, of van sy lede afvaardig om dit te besoek.

(2) 'n Verslag van 'n besoek aan 'n skool deur 'n skoolkomitee of afgevaardigdes daarvan moet in die notule van die betrokke komitee opgeneem word, en indien sodanige verslag na die mening van die komitee ongunstig is, moet 'n afskrif daarvan aan die Direkteur gestuur word.

19. (1) Die voorsitter, of indien hy nie beskikbaar is nie, die ondervoorsitter van 'n skoolkomitee kan uit eie beweging of op versoek van die Direkteur te eniger tyd met redelike kennisgewing 'n buitengewone vergadering van sodanige komitee belê.

(2) Die voorsitter, of indien hy nie beskikbaar is nie, die ondervoorsitter van 'n skoolkomitee moet 'n buitengewone vergadering van sodanige komitee belê as hy deur drie of meer van die lede daarvan daartoe versoek word.

HOOFSTUK 3

ADVIESRADE

20. Elke adviesraad bestaan uit sewe lede.

21. 'n Lid van 'n adviesraad beklee sy amp vir 'n tydperk van drie jaar.

22. 'n Kworum by enige vergadering van 'n adviesraad is vier lede.

23. (1) 'n Adviesraad moet op sy eerste vergadering —

(a) een uit sy geledere tot voorsitter van die adviesraad en 'n ander tot ondervoorsitter daarvan kies; en

(b) iemand, uitgesonderd 'n onderwyser of beampte van die Departement, maar nie noodwendig 'n lid van sodanige adviesraad nie, tot sekretaris daarvan benoem.

(2) Direk na die eerste vergadering van 'n adviesraad moet die sekretaris daarvan die name en adresse van die voorsitter, ondervoorsitter en sekretaris van sodanige adviesraad aan die Direkteur verstrek.

(3) Die voorsitter en ondervoorsitter van 'n adviesraad behou hulle ampte, behoudens die bepalings van subregulasies (8) en (9), vir twaalf maande met ingang van die datum van hulle verkiesing as sodanig, en is daarna herkiesbaar.

(4) The secretary of an advisory board shall without delay, report any changes with regard to the office bearers of such advisory board, to the Director.

(5) If the chairman is absent from a meeting of the advisory board, the vice-chairman shall preside and if both the chairman and vice-chairman are absent, the members present shall elect one of their number to preside as acting chairman at such meeting.

(6) The powers and duties of the chairman shall in his absence be exercised by the vice-chairman or, if he is also absent, by the acting chairman.

(7) The person who presides as chairman at a meeting of the advisory board, shall have a deliberative as well as a casting vote.

(8) The chairman or vice-chairman of an advisory board may during his term of office as chairman or vice-chairman, as the case may be, resign, by giving written notice thereof to the secretary of the advisory board concerned.

(9) In the event of a resignation in terms of subregulation (8) or if the office of chairman or vice-chairman becomes vacant for any other reason, the advisory board shall at its first meeting after such vacancy has occurred, elect one of its members to fill the vacancy for the unexpired period of office of his predecessor.

24. (1) The secretary of an advisory board shall keep minutes of every meeting held by such advisory board and he shall at the request of the Director furnish him with a copy of the minutes of any meeting held.

(2) The minutes of every meeting of an advisory board shall be submitted to the advisory board concerned at its first subsequent meeting for acceptance.

(3) The minutes of meetings of the advisory board shall at all reasonable times be open for inspection by any member of such advisory board and the principal of the educational institution for which such advisory board has been instituted.

25. (1) The principal of an educational institution shall attend every meeting of the advisory board for such institution but shall not have the right to vote thereat and he must leave such meeting if the advisory board so decides.

(2) An advisory board may request any member of the staff of an educational institution for which it has been instituted, to attend a meeting of the advisory board when matters which fall within the duties and powers of an advisory board are discussed and such

(4) Die sekretaris van 'n adviesraad moet enige verandering met betrekking tot die ampsbekleërs van die sodanige adviesraad sonder verwyl aan die Direkteur rapporteer.

(5) As die voorsitter by 'n adviesraadvergadering afwesig is, moet die ondervoorsitter as voorsitter optree, en as beide die voorsitter en ondervoorsitter afwesig is, moet die aanwesige lede uit hulle geledere iemand kies om as waarnemende voorsitter op daardie vergadering op te tree.

(6) Die bevoegdhede en pligte van die voorsitter word tydens sy afwesigheid deur die ondervoorsitter uitgeoefen of, indien ook hy afwesig is, deur die waarnemende voorsitter.

(7) Die persoon wat as voorsitter op 'n vergadering van 'n adviesraad optree, het 'n gewone sowel as 'n beslissende stem.

(8) Die voorsitter of ondervoorsitter van 'n adviesraad kan tydens sy ampstermyn as voorsitter of ondervoorsitter, na gelang van die geval, bedank deur skriftelike kennisgewing daarvan aan die sekretaris van sodanige adviesraad te gee.

(9) In die geval van 'n bedanking ingevolge subregulasie (8), of indien 'n voorsitterskap of ondervoorsitterskap om enige ander rede vakant word, moet die adviesraad op sy eerste vergadering nadat sodanige vakature ontstaan het, iemand uit sy geledere kies om die vakature vir die onverstreke ampstermyn van sy voorganger te vul.

24. (1) Die sekretaris van 'n adviesraad moet notule van alle vergaderings van sodanige adviesraad hou, en hy moet op versoek van die Direkteur 'n afskrif van die notule van enige vergadering aan die Direkteur verskaf.

(2) Die notule van elke vergadering van 'n adviesraad moet op die eerste daaropvolgende vergadering van bedoelde adviesraad vir aanname voorgelê word.

(3) Die notule van vergaderings van 'n adviesraad is op alle redelike tye beskikbaar ter insae van enige lid van sodanige adviesraad en die hoofonderwyser van die onderwysinrigting waarvoor sodanige adviesraad ingestel is.

25. (1) Die hoofonderwyser van 'n onderwysinrigting moet alle vergaderings van die adviesraad vir sodanige inrigting op uitnodiging bywoon maar het nie die reg om daarop te stem nie en hy moet sodanige vergadering verlaat as die adviesraad aldus besluit.

(2) 'n Adviesraad kan versoek dat enige lid van die personeel van die onderwysinrigting waarvoor dit ingestel is, 'n vergadering van die adviesraad bywoon wanneer sake wat binne die pligte en bevoegdhede van adviesrade val, bespreek word en so 'n personeellid moet

member of the staff must then attend that meeting, but he cannot be compelled by the advisory board to furnish information or to reply to a charge against him.

26. A person who, in terms of Section 9 of the Ordinance, is incompetent to be a member of a school committee, is also incompetent to be a member of the advisory board.

27. (1) When a member of the advisory board —

- (a) becomes incompetent in terms of regulation 26 to be a member of the advisory board; or
- (b) absents himself without leave from three consecutive meetings of the advisory board; or
- (c) resigns in writing as member of the advisory board and the Director accepts such resignation,

he shall cease to be a member of such an advisory board.

(2) If a vacancy occurs in the membership of the advisory board as mentioned in subregulation (1) or if a member dies, the secretary of such advisory board shall notify the Director without delay.

(3) A member of the advisory board appointed by the Executive Committee to fill the vacancy which occurred referred to in subregulation (1), or if a member dies, will be deemed to be appointed for the remainder of the period of office of such advisory board.

(4) If the number of vacancies in the membership of an advisory board is at any time such that the remaining members do not constitute a quorum, such advisory board ceases to exist.

28. A member of the advisory board receives no remuneration, but expenses incurred with the approval of the Director in the execution of his powers or in the fulfilment of his duties as member of the advisory board, may be refunded to him.

29. (1) The advisory board must hold at least one meeting every three months.

(2) The first meeting of an advisory board will be held at a time and place determined by the Director, and each subsequent meeting will be held at a time and place determined by the chairman of such advisory board.

(3) The chairman, or if he is not available, the vice-chairman of an advisory board, may of his own accord or if requested by the Director, at any time with reasonable notice to members thereof, convene an extraordinary meeting of such advisory board.

dan daardie vergadering bywoon, maar hy kan nie deur die adviesraad verplig word om inligting te verskaf of op 'n aanklag teen hom te antwoord nie.

26. 'n Persoon wat ingevolge artikel 9 van die Ordonnansie onbevoeg is om lid van 'n skoolkomitee te wees, is ook onbevoeg om lid van 'n adviesraad te wees.

27. (1) Wanneer 'n lid van 'n adviesraad —

- (a) ingevolge regulasie 26 onbevoeg word om lid van 'n adviesraad te wees; of
- (b) van drie agtereenvolgende vergaderings van so 'n adviesraad sonder verlof daarvan afwesig is; of
- (c) skriftelik as lid van die adviesraad bedank en die Direkteur sodanige bedanking aanvaar,

hou hy op om lid van so 'n adviesraad te wees.

(2) Indien 'n vakature in die ledetal van 'n adviesraad ontstaan soos in subregulasie (1) bedoel, of indien 'n lid sterf, moet die sekretaris van sodanige adviesraad die Direkteur sonder verwyl in kennis stel.

(3) 'n Lid van 'n adviesraad wat deur die Uitvoerende Komitee aangestel word om 'n vakature bedoel in subregulasie (2) te vul, word geag aangestel te wees vir die oorblywende ampstermyn van sodanige adviesraad.

(4) Indien die aantal vakatures in die ledetal van 'n adviesraad te eniger tyd sodanig is dat die oorblywende lede nie 'n kworum uitmaak nie, hou sodanige adviesraad op om te bestaan.

28. 'n Lid van 'n adviesraad ontvang geen besoldiging nie, maar uitgawes wat hy met die goedkeuring van die Direkteur aangegaan het by die uitoefening van sy bevoegdheid of die vervulling van sy pligte as lid van 'n adviesraad, mag aan hom vergoed word.

29. (1) 'n Adviesraad moet minstens een vergadering elke drie maande hou.

(2) Die eerste vergadering van 'n adviesraad word gehou op 'n tyd en plek deur die Direkteur bepaal, en elke daaropvolgende vergadering word gehou op die tyd en plek deur die voorsitter van sodanige adviesraad bepaal.

(3) Die voorsitter, of indien hy nie beskikbaar is nie, die ondervoorsitter van 'n adviesraad kan uit eie beweging of op versoek van die Direkteur te enige tyd met redelike kennisgewing aan die lede daarvan 'n buitengewone vergadering van sodanige adviesraad belê.

(4) The chairman, or if he is not available, the vice-chairman of an advisory board, must convene an extraordinary meeting of such advisory board if so requested by three or more members thereof.

30. When the advisory board of an educational institution is requested by the Director to make a recommendation by virtue of regulation 83(3)(b) in respect of the appointment of a principal for such educational institution, the chairman shall convene an extraordinary meeting of such advisory board with the purpose of recommending one of the applicants selected by the Director, for appointment as principal.

31. (1) The advisory board of an educational institution may, after consultation with the principal thereof, visit such educational institution as observers, or delegate some of its members to visit it.

(2) The report of a visit to an educational institution by an advisory board or delegates thereof, must be included in the minutes of the advisory board concerned, and if such report is unfavourable in the opinion of the advisory board, a copy thereof is to be forwarded to the Director.

(3) (a) An advisory board shall advise the Director on educational and other matters in general, particularly in connection with the welfare of pupils and staff of the institution for which it was appointed.

(b) An advisory board may advise the Director on and make recommendations to him in regard to —

(i) policy and planning in respect of special education provided at the institution or institutions;

(ii) the planning, erection and use of buildings; and

(iii) any matter referred to the advisory board by the Director.

(c) An advisory board shall consider the reports of the principal or principals and departmental inspection reports submitted to it and shall supervise the income and expenditure from funds controlled by the institution or institutions themselves and shall make recommendations to the Department on matters arising therefrom.

(d) The advice referred to in paragraphs (a) and (b) may also be given to the Executive Committee via the Director by the advisory board concerned, and likewise may the advisory board be approached by the Executive Committee for advice.

(4) Die voorsitter, of indien hy nie beskikbaar is nie, die ondervoorsitter van 'n adviesraad moet 'n buitengewone vergadering van sodanige adviesraad belê as hy deur drie of meer van die lede daarvan daartoe versoek word.

30. Wanneer die adviesraad van 'n onderwysinrigting deur die Direkteur versoek word om ingevoegte regulasie 83(3)(b) 'n aanbeveling met betrekking tot die aanstelling van 'n hoofonderwyser vir sodanige onderwysinrigting te maak, belê die voorsitter 'n buitengewone vergadering van sodanige adviesraad met die doel om uit die applikante deur die Direkteur gekeur een aan te beveel vir aanstelling as hoofonderwyser.

31. (1) Die adviesraad van 'n onderwysinrigting kan, na oorlegpleging met die hoofonderwyser daarvan, as waarnemers sodanige onderwysinrigting besoek, of van sy lede afvaardig om dit te besoek.

(2) 'n Verslag van 'n besoek aan 'n onderwysinrigting deur 'n adviesraad of afgevaardigdes daarvan moet in die notule van die betrokke adviesraad opgeneem word, indien sodanige verslag na die mening van die adviesraad ongunstig is, moet 'n afskrif daarvan aan die Direkteur gestuur word.

(3) (a) 'n Adviesraad gee die Direkteur, advies oor onderwys- en ander aangeleenthede in die algemeen, veral in verband met die welsyn van leerlinge en personeel van die inrigting of inrigtings waarvoor hy aangestel is.

(b) 'n Adviesraad kan die Direkteur advies gee en by hom aanbevelings doen oor —

(i) beleid en beplanning ten opsigte van buitengewone onderwys wat by die inrigting of inrigtings verskaf word;

(ii) die beplanning, oprigting en gebruik van geboue; en

(iii) 'n aangeleentheid wat die Direkteur na die adviesraad verwys.

(c) 'n Adviesraad oorweeg die verslae van die hoofonderwyser of hoofonderwysers en departementele inspeksieverslae wat aan hom voorgelê word en hou toesig oor die inkomste en uitgawes van fondse wat die inrigting of inrigtings self beheer en doen by die Departement aanbevelings omtrent die aangeleentheid wat daaruit voortspruit.

(d) Die advies bedoel in paragrafe (a) en (b) kan ook deur die betrokke adviesraad via die Direkteur aan die Uitvoerende Komitee gegee word, so ook kan die adviesraad deur die Uitvoerende Komitee om advies genader word.

CHAPTER 4

GOVERNMENT HOSTELS

Hostel Committees

32. (1) For a government hostel(s) connected with a specific school there shall be an advisory body, the hostel committee, and every hostel committee shall consist, subject to the provisions of subregulations (2) and (3), of the members of the school committee or advisory board of that government school as defined in section 7 or section 16 of the Ordinance, as the case may be, and every hostel committee shall function for the term of office of the school committee or advisory board concerned.

(2) If a government hostel or government hostels are established to provide accommodation jointly to pupils of more than one government school, the Director shall constitute a hostel committee of members of the school committees and advisory boards instituted for the government schools concerned in proportion to the number of pupils attending the respective government schools: Provided that every government school concerned shall be entitled to at least one representative in the hostel committee.

(3) The Director may at any time —

- (a) in his discretion appoint one or more further members to any hostel committee; or
- (b) dissolve a hostel committee and thereafter in his discretion reconstitute such hostel committee by appointing the same persons as or other persons than members of the school committee or advisory board concerned.

(4) If no hostel committee is or can be instituted under these regulations, or if a hostel committee has been dissolved, the Director may exercise the powers and duties of a hostel committee for the government hostel(s) concerned or he may authorise the headmaster(s) of the government school(s) for which such government hostel(s) has or have been instituted, to exercise the powers and duties of a hostel committee with regard to the government hostel(s) concerned.

33. (1) The hostel committee —

- (a) assists the superintendent and advises him in hostel matters concerning the welfare of the boarders;
- (b) exercises general supervision of the hostel concerned: Provided that the scope and manner of such supervision may be defined by the Director from time to time;
- (c) shall supervise the condition of the hostel buildings and premises and brings matters re-

HOOFSTUK 4

STAATSKOSHUISE

Koshuiskomitee

32. (1) Vir die staatskoshuis(e) aan 'n bepaalde staatskool verbonde is daar 'n raadgevende liggaam, die koshuiskomitee, en elke koshuiskomitee bestaan, behoudens die bepalinge van subregulasies (2) en (3), uit die lede van die skoolkomitee of adviesraad van sodanige staatskool soos b-e-doel in artikel 7 of artikel 16, na gelang, van die Ordonnansie, en die ampsduur van sodanige koshuiskomitee val saam met die ampsduur van sodanige skoolkomitee of adviesraad.

(2) Indien 'n staatskoshuis, of staatskoshuise, ingestel word om huisvesting aan leerlinge van meer as een staatskool gesamentlik te voorsien, stel die Direkteur 'n koshuiskomitee saam uit lede van die skoolkomitees en adviesrade wat vir sodanige staatskole ingestel is, in die verhouding van die aantal leerlinge wat die onderskeie staatskole besoek: Met dien verstande dat elke betrokke staatskool geregtig is op minstens een verteenwoordiger in die koshuiskomitee.

(3) Die Direkteur kan te eniger tyd —

- (a) na goeddunke een of meer verdere lede op enige koshuiskomitee aanstel; of
- (b) 'n koshuiskomitee as koshuiskomitee ontbind en daarna na goeddunke sodanige koshuiskomitee weer instel deur dieselfde of ander persone as die lede van die betrokke skoolkomitee of adviesraad daarin aan te stel.

(4) Indien geen koshuiskomitee ingevolge hierdie regulasies ingestel is of ingestel kan word nie, of indien 'n koshuiskomitee ontbind is, kan die Direkteur self die bevoegdhede en pligte van 'n koshuiskomitee vir sodanige staatskoshuis(e) uitoefen, of aan die hoofonderwyser(s) van die staatskool (-skole) waarvoor sodanige staatskoshuis(e) ingestel is, magtiging verleen om die bevoegdhede en pligte van 'n koshuiskomitee met betrekking tot sodanige staatskoshuis(e) uit te oefen.

33. (1) Die koshuiskomitee —

- (a) staan die superintendent by en adviseer hom in koshuissake rakende die welsyn van die kosgangers;
- (b) hou algemene toesig oor die betrokke koshuis: Met dien verstande dat die omvang en wyse van sodanige toesig van tyd tot tyd deur die Direkteur omskryf kan word;
- (c) hou toesig oor die toestand van die koshuisgebou en -perseel en bring sake wat aandag vereis, onder

quiring attention to the notice of the superintendent;

(d) shall deal with representations by parents and if necessary advise the superintendent in this respect; and

(e) shall report to the Director on matters referred to it by the Director.

(2) The hostel committee may lodge any recommendation directly with the Director where such recommendation after having been made to the superintendent of the government hostel concerned, has been disregarded by such superintendent.

(3) A hostel committee shall have no managerial powers and may not give instructions to any member of the hostel staff.

34. (1) If the hostel committee and school committee of a government school are one and the same body, the provisions of regulations 11-15 and 18-19 of these regulations shall apply to the same extent to such body in its capacity as hostel committee.

(2) If the hostel committee and advisory board of a government school are one and the same body, the provisions of regulations 22-25 and 27-29 and regulation 31 of these regulations shall apply to such body to the same extent in its capacity as hostel committee.

(3) If a hostel committee of a government school and the school committee or advisory board of such school are not one and the same body, the provisions of regulations 11-15 and 18-19 of these regulations will apply *mutatis mutandis* to such hostel committee of such government school.

35. The superintendent of a government hostel is ex officio a member of the hostel committee of the government hostel concerned, but shall not have the right to vote at any meeting thereof and shall retire from any such meeting if the said committee so decides.

36. Subject to the provision of these regulations every hostel committee shall determine its own procedure.

Superintendents and Assistant Superintendents

37. (1) The Director appoints for each government hostel a teacher he considers to be competent as a superintendent.

(2) The direct supervision and control of a government hostel, rest with the superintendent thereof subject to the provision of these regulations.

(3) The superintendent of a government hostel shall lodge in the hostel concerned or in a residence which is made available to him on or near the premises thereof.

die aandag van die superintendent;

(d) behandel vertoë van ouers en adviseer die superintendent daaromtrent indien nodig; en

(e) doen aan die Direkteur verslag oor sake wat deur die Direkteur na hom verwys word.

(2) Die koshuiskomitee kan enige aanbeveling regstreeks aan die Direkteur maak as sodanige aanbeveling reeds aan die superintendent van die betrokke staatskoshuis gemaak is en dit in sy geheel of gedeeltelik deur sodanige superintendent verontagsaam is.

(3) 'n Koshuiskomitee besit geen bestuursmagte nie, en kan geen opdragte aan enige lid van die koshuispersoneel gee nie.

34. (1) Wanneer die koshuiskomitee en skoolkomitee van 'n staatskool een en dieselfde liggaam is, geld die bepalings van regulasies 11-15 en 18-19 van hierdie regulasies eweseer vir sodanige liggaam in sy hoedanigheid as koshuiskomitee.

(2) Wanneer die koshuiskomitee en adviesraad van 'n staatskool een en dieselfde liggaam is, geld die bepalings van regulasies 22-25 en 27-29, en regulasie 31 van hierdie regulasies eweseer vir sodanige liggaam in sy hoedanigheid as koshuiskomitee.

(3) Wanneer die koshuiskomitee van 'n staatskool en die skoolkomitee of adviesraad van sodanige skool nie een en dieselfde liggaam is nie, geld die bepalings van regulasies 11-15 en 18-19 van hierdie regulasies *mutatis mutandis* vir sodanige koshuiskomitee van sodanige staatskool.

35. Die superintendent van 'n staatskoshuis is amptshalwe lid van die koshuiskomitee van sodanige staatskoshuis, maar het geen stem by enige vergadering daarvan nie, en moet sodanige vergadering verlaat indien die bedoelde komitee aldus besluit.

36. Behoudens die bepalings van hierdie regulasies reël elke koshuiskomitee sy eie prosedure.

Superintendente en Assistent-Superintendente

37. (1) Die Direkteur stel vir elke staatskoshuis 'n onderwyser wat hy bevoeg ag as superintendent aan.

(2) Die direkte toesig en beheer van 'n staatskoshuis berus, behoudens die bepalings van hierdie regulasies, by die superintendent daarvan.

(3) Die superintendent van 'n staatskoshuis moet in sodanige koshuis of in 'n woning wat vir hom op of naby die perseel daarvan beskikbaar gestel word, inwoon.

38. If a government hostel consists of more than one block of residential units, the Director may appoint for each such block of residential units a teacher he considers to be competent as an assistant superintendent, and such assistant superintendent shall lodge in the block of residential units concerned or in a residence which is made available for him on or near the premises thereof.

39. The Director may appoint an acting superintendent or assistant superintendent to fulfil the duties of a superintendent or assistant superintendent during his absence, illness or other incapacity or while the appointment of a superintendent or assistant superintendent is pending.

40. (1) When a teacher who is also the superintendent or assistant superintendent of a government hostel is transferred from one school to another, he has no claim to be re-appointed as a superintendent or assistant superintendent in his new post.

(2) The Director may transfer a superintendent or assistant superintendent from one government hostel to another, and in the case of an assistant superintendent, from one block of residential units to another.

41. (1) The Director may terminate the services of a superintendent or assistant superintendent as such without terminating such superintendent's or assistant superintendent's services as a teacher at the school or transferring him from one school to another.

(2) If a superintendent or assistant superintendent is suspended as a teacher under section 67(4) of the Ordinance, his services as superintendent or assistant superintendent shall also be deemed to be suspended, and if he is thereafter found guilty of serious misconduct as a teacher and is discharged, his services as superintendent or assistant superintendent shall be deemed to be terminated as from the date of such suspension.

(3) When a teacher at a government school who is also a superintendent or assistant superintendent of a government hostel is granted extraordinary, study or vacation leave as a teacher and a substitute for him as a superintendent or assistant superintendent is provided, he shall also be deemed to be on leave as such for the full period.

42. (1) The superintendent of every government hostel shall be under the control of the Inspector (Hostels) and is responsible for the general organisation, discipline, management and supervision of the whole institution and shall promote the interests of the boarders and shall be responsible for all consumers' goods, equipment and other government property in the hostel, and it shall be his duty to keep and furnish statements and returns and carry out instructions by the Director.

38. Indien 'n staatskoshuis uit meer as een blok wooneenhede vir kosgangers bestaan, kan die Direkteur vir elke sodanige blok wooneenhede 'n onderwyser wat hy bevoeg ag as assistent-superintendent aanstel, en sodanige assistent-superintendent moet in sodanige blok wooneenhede of in 'n woning wat vir hom op of naby die perseel daarvan beskikbaar gestel word, inwoon.

39. Die Direkteur kan 'n waarnemende superintendent of assistent-superintendent aanstel om die pligte van 'n superintendent of assistent-superintendent tydens sy afwesigheid, siekte of ander onvermoë of terwyl die aanstelling van 'n superintendent of assistent-superintendent hangende is, te vervul.

40. (1) Wanneer 'n onderwyser wat ook die superintendent of assistent-superintendent van 'n staatskoshuis is van een skool na 'n ander verplaas word, het hy geen aanspraak om weer as superintendent of assistent-superintendent by sy nuwe standplaas aangestel te word nie.

(2) Die Direkteur kan 'n superintendent of assistent-superintendent van een staatskoshuis na 'n ander, en, in die geval van 'n assistent-superintendent, van een blok wooneenhede na 'n ander verplaas.

41. (1) Die Direkteur kan die diens van 'n superintendent of assistent-superintendent as sodanige beëindig sonder dat sodanige superintendent of assistent-superintendent se diens as onderwyser by die skool beëindig word of dat hy van een skool na 'n ander verplaas word.

(2) Indien 'n superintendent of assistent-superintendent ingevolge artikel 67(4) van die Ordonnansie as onderwyser geskors word, word hy ook as superintendent of assistent-superintendent geag geskors te wees, en indien hy daarna aan ernstige wangedrag as onderwyser skuldig bevind en ontslaan word, word sy diens as superintendent of assistent-superintendent met ingang van die datum van sodanige skorsing geag beëindig te wees.

(3) Indien daar aan 'n onderwyser aan 'n staatskool wat ook 'n superintendent of assistent-superintendent van 'n staatskoshuis is, buitengewone, studie- of vakansieverlof as onderwyser toegestaan word en 'n plaasvervanger word vir hom as superintendent of assistent-superintendent voorsien, word hy ook as sodanig vir die volle tydperk met verlof geag te wees.

42. (1) Die superintendent van elke staatskoshuis staan onder beheer van die Inspekteur (Koshuise) en is verantwoordelik vir die algemene organisasie, dissipline, bestuur en toesig van die hele inrigting, en moet die belange van die inwoners behartig, en is verantwoordelik vir alle verbruiksware, toerusting en ander staatseiendom in die koshuis, en dit is sy plig om state en opgawes te hou en te verstrek en opdragte van die Direkteur uit te voer.

(2) The assistant superintendent of a block of residential units for boarders shall be under the supervision and control of the superintendent of that government hostel and shall be responsible for the general discipline in, management and supervision of block of residential units concerned and shall promote the interests of the boarders, and is responsible for all consumers' goods, equipment and other government property in the block of residential units concerned and it is his duty to execute instructions issued by the superintendent with the approval of the Director.

43. Subject to the provisions of regulation 46, every superintendent or assistant superintendent shall do supervisory duty in a government hostel for which he has been appointed, without being paid additional remuneration: Provided that, if no supervisor is appointed in such government hostel or block of residential units to assist the superintendent or assistant supervisor concerned and he can therefore not be relieved, an additional non-pensionable remuneration of R4,00 per month may be paid to him.

44. A superintendent and an assistant superintendent of a government hostel shall be entitled to free board and lodging, domestic electric power, light, fuel for heating purposes, water, laundry and ironing services and service for himself, his wife and dependent children.

45. (1) During school holidays a superintendent and an assistant superintendent of a government hostel may lodge free of charge in the government hostel concerned, but is not entitled to free boarding or use of hostel supplies or services, with the exception of free electricity and water for domestic purposes.

(2) When a superintendent or an assistant superintendent in his capacity as teacher, is granted leave other than sick leave, he may with the approval of the Director, remain in the government hostel concerned as superintendent or assistant superintendent.

(3) When a superintendent or assistant superintendent in such capacity in a government hostel, is granted leave other than sick leave for not more than one school term, he may with the approval of the Director for the period of such leave continue to lodge in the hostel concerned, and in such a case he and his adult dependants lodging with him shall be deemed to be boarders and his dependent children above the age of two years shall be deemed to be pupil boarders.

(4) When a superintendent or assistant superintendent in such capacity in a government hostel, is granted leave other than sick leave for longer than one school term, he shall vacate the government hostel concerned at the commencement of his leave period and make his quarters available for occupation, and no

(2) Die assistent-superintendent van 'n blok wooneenhede vir kosgangers staan onder die toesig en beheer van die superintendent van daardie staatskoshuis en is verantwoordelik vir die algemene dissipline in, bestuur van en toesig oor die betrokke blok wooneenhede en moet die belange van die inwoners behartig, en is verantwoordelik vir alle verbruiksware, toerusting en ander staatseigendom in die betrokke blok wooneenhede en dit is sy plig om opdragte wat die superintendent, met die goedkeuring van die Direkteur, aan hom gee, uit te voer.

43. Behoudens die bepalings van regulasie 46 doen elke superintendent en assistent-superintendent toesig-houdende diens in die staatskoshuis waarvoor hy aangestel is, sonder dat addisionele geldelike vergoeding aan hom betaalbaar is: Met dien verstande dat as daar nie 'n opsigter in sodanige staatskoshuis of blok wooneenhede aangestel is om sodanige superintendent of assistent-superintendent by te staan nie en hy dus nie afgelos kan word nie, 'n addisionele nie-pensioendraende vergoeding van R4 per maand aan hom betaal kan word.

44. 'n Superintendent en 'n assistent-superintendent van 'n staatskoshuis ontvang gratis inwoning, losies, huishoudelike elektriese krag, lig, brandstof vir verhit-ting, water, was- en strykdiens en diens vir hom en sy eggenote en afhanklike kinders.

45. (1) Gedurende skoolvakansies kan 'n superintendent en assistent-superintendent van 'n staatskoshuis gratis in sodanige staatskoshuis inwoon, maar is nie, met die uitsondering van gratis elektriese krag en water vir huishoudelike doeleindes, geregtig op gratis losies of die gebruik van koshuisvoorrade of -diens nie.

(2) Indien aan 'n superintendent of assistent-superintendent van 'n staatskoshuis verlof anders as siekteverlof in sy hoedanigheid as onderwyser toegestaan word, kan hy met die goedkeuring van die Direkteur as superintendent of assistent-superintendent van sodanige staatskoshuis aanbly.

(3) Indien verlof anders as siekteverlof aan 'n superintendent of assistent-superintendent van 'n staatskoshuis in daardie hoedanigheid vir hoogstens een skooltermyn toegestaan word, kan hy met die goedkeuring van die Direkteur vir die tydperk van sodanige verlof in sodanige staatskoshuis inwoon, en in so 'n geval word hy en sy volwasse afhanklikes wat by hom inwoon geag loseerders en sy afhanklike kinders bo die ouderdom van twee jaar kosgangers te wees.

(4) Indien verlof anders as siekteverlof aan 'n superintendent of assistent-superintendent van 'n staatskoshuis in daardie hoedanigheid vir langer as een skooltermyn toegestaan word, moet hy sodanige staatskoshuis by die aanvang van sy verloftydperk ontruim en sy woonkwartiere vir bewoning beskikbaar stel, en word

dependant of his shall be admitted as a boarder to such government hostel, except for a child attending a school.

(5) When a superintendent or assistant superintendent of a government hostel is granted sick leave in his capacity as a teacher, such superintendent or assistant superintendent may with the approval of the Director, continue to lodge in the government hostel concerned and enjoy all the privileges attached to the post of superintendent or assistant superintendent in terms of these regulations for a period of not more than two months: Provided that if the period of sick leave is longer than two months, such superintendent or assistant superintendent may with the approval of the Director remain in such government hostel as a boarder for not more than one additional month and the conditions referred to in subregulation (3) shall be applicable to him and his dependants.

46. (1) Over and above any other privileges granted in these regulations, shall be paid to a superintendent of a government hostel —

- (a) where more than 100 enrolled boarders are accommodated, a non-pensionable allowance of R240,00 per year; and
- (b) where more than 200 enrolled boarders are accommodated, a non-pensionable allowance of R360,00 per year.

(2) The enrolment of boarders referred to in subregulation (1) shall be the number of boarders enrolled in such government hostel on the tenth schoolday of any year.

(3) Where a superintendent of a government hostel is absent from his post with the approval of the Director, for more than 30 days, the allowance mentioned in subregulation (1) shall lapse and shall be paid to his substitute.

Supervisors

47. (1) The Director may appoint any teacher of a government school as supervisor in a government hostel and require such supervisor to live in the government hostel concerned or in a dwelling on the premises thereof placed at his disposal.

(2) The Director may appoint the wife of a superintendent, assistant superintendent or supervisor of a government hostel with the consent of both such superintendent, assistant superintendent or supervisor, according to the case, and such wife, as supervisor in a government hostel concerned, at a remuneration of R16,00 per month.

geen afhanklike van hom, uitgesonderd 'n kind wat 'n skool besoek, as loseerder in sodanige staatskoshuis toegelaat nie.

(5) Indien aan 'n superintendent of assistent-superintendent van 'n staatskoshuis siekteverlof in sy hoedanigheid as onderwyser toegestaan word, kan sodanige superintendent of assistent-superintendent met die goedkeuring van die Direkteur in sodanige staatskoshuis bly woon en al die voorregte wat ingevolge hierdie regulasies aan die pos van superintendent of assistent-superintendent verbonde is, geniet vir 'n tydperk van hoogstens twee maande: Met dien verstande dat as die tydperk van siekteverlof langer as twee maande is, sodanige superintendent of assistent-superintendent vir hoogstens nog een maand met die goedkeuring van die Direkteur as loseerder in sodanige staatskoshuis kan bly en dat die voorwaardes bedoel in subregulasie (3) op hom en sy afhanklikes van toepassing is.

46. (1) Bo en behalwe enige ander voorreg in hierdie regulasies toegeken, word daar aan die superintendent van 'n staatskoshuis —

- (a) wat huisvesting aan meer as 100 ingeskrewe kosgangers verskaf, 'n nie-pensioendraende toelae van R240 per jaar betaal; en
- (b) wat huisvesting aan meer as 200 ingeskrewe kosgangers verskaf, 'n nie-pensioendraende toelae van R360 per jaar betaal.

(2) Die kosgangerinskrywing in subregulasie (1) bedoel is die getal kosgangers wat op die tiende skooldag van enige jaar in sodanige staatskoshuis ingeskryf is.

(3) Indien 'n superintendent van 'n staatskoshuis langer as 30 dae met die goedkeuring van die Direkteur van sy pos afwesig is, verval die toelae in subregulasie (1) bedoel en word dit aan sy plaasvervanger betaal.

Opsigters

47. (1) Die Direkteur kan enige onderwyser van 'n staatskool as opsigter in 'n staatskoshuis aanstel en van sodanige opsigter verlang om in sodanige staatskoshuis of in 'n woning op die perseel daarvan aan hom beskikbaar gestel, in te woon.

(2) Die Direkteur kan die eggenote van 'n superintendent, assistent-superintendent of opsigter van 'n staatskoshuis met die instemming van beide sodanige superintendent, assistent-superintendent of opsigter, na gelang van die geval, en sodanige eggenote as opsigter in sodanige staatskoshuis aanstel teen 'n vergoeding van R16 per maand.

48. A teacher appointed as supervisor in a government hostel shall, as far as his duties in such government hostel are concerned, be under the supervision and control of the superintendent of such government hostel and, where applicable, the assistant superintendent of the block of residential units of the government hostel concerned, where he is appointed.

49. (1) A full-time supervisor lodging in a government hostel shall receive free board and lodging, domestic electricity, light, fuel for heating purposes, water, laundry and ironing services and service for himself, his wife and dependent children under the age of six years.

(2) The Director may in exceptional cases allow a full-time supervisor in a government hostel not to lodge in such government hostel or a dwelling on the premises thereof, and shall pay to such supervisor a non-pensionable allowance of R16,00 per month.

(3) The Director may in an exceptional case appoint a person as a part-time, non-residential supervisor in a government hostel and such part-time supervisor shall receive remuneration in accordance with the provisions of the Ordinance.

50. The provisions of regulation 45 is *mutatis mutandis* applicable to a supervisor in a government hostel.

51. (1) If a supervisor in a government hostel serves as sole supervisor for longer than thirty days without being relieved, he shall receive a non-pensionable allowance of R4,00 per month from the date on which he assumed duty as a sole supervisor.

(2) If a supervisor who receives the allowance referred to in subregulation (1) is absent on leave for more than 30 days, the payment of the remuneration concerned shall cease from the date of commencement of such leave.

52. Supervisors are allocated to government hostels on the following basis:

- (a) One supervisor for every 25 boarders or part thereof in the substandards and standard I and for boarders in government hostels attached to special schools;
- (b) One supervisor for every 30 boarders or part thereof in standards II to V;
- (c) One supervisor for every 35 boarders or part thereof in the standards VI to X: Provided that the determination of the number of supervisors in accordance with the fixed basis in a government hostel shall vest in the Director: Provided further that where a government hostel is under the control of one superintendent but consists of separate buildings, each such separate building in which

48. 'n Onderwyser wat as opsigter in 'n staatskoshuis aangestel is, staan, sover dit sy diens in sodanige staatskoshuis betref, onder die toesig en beheer van die superintendent van sodanige staatskoshuis, en, waar van toepassing, die assistent-superintendent van die blok wooneenhede in sodanige staatskoshuis waaraan hy toegewys is.

49. (1) 'n Voltydse, inwonende opsigter in 'n staatskoshuis ontvang gratis inwoning, losies, huishoudelike elektriese krag, lig, brandstof vir verhitting, water, wasen strykdiens en diens vir homself en sy eggenote en afhanklike kinders onder die ouderdom van ses jaar.

(2) Die Direkteur kan in 'n uitsonderlike geval 'n voltydse opsigter in 'n staatskoshuis toelaat om nie in sodanige staatskoshuis of 'n woning op die perseel daarvan in te woon nie, en aan sodanige opsigter word 'n nie-pensioendraende toelae van R16 per maand betaal.

(3) Die Direkteur kan in 'n uitsonderlike geval 'n persoon as 'n deeltydse, nie-inwonende opsigter in 'n staatskoshuis aanstel, en sodanige deeltydse opsigter word besoldig ooreenkomstig die bepalings van die Ordonnansie.

50. Die bepalings van regulasie 45 is *mutatis mutandis* op 'n opsigter in 'n staatskoshuis van toepassing.

51. (1) Indien 'n opsigter in 'n staatskoshuis langer as 30 dae as enigste opsigter diens doen sonder dat hy afgelos word, ontvang hy 'n nie-pensioendraende toelae van R4 per maand met ingang van die datum waarop sy diens as enigste opsigter 'n aanvang geneem het.

(2) Indien 'n opsigter wat in ontvangs is van die toelae in subregulasie (1) bedoel met verlof langer as 30 dae afwesig is, word betaling van die betrokke vergoeding gestaak met ingang van die datum waarop sodanige verlof 'n aanvang neem.

52. Opsigters word op die volgende grondslag aan staatskoshuise toegeken:

- (a) Een opsigter vir elke 25 kosgangers of deel daarvan in die substanders en standerd I en vir kosgangers in staatskoshuise verbonde aan spesiale skole;
- (b) Een opsigter vir elke 30 kosgangers of deel daarvan in standers II tot V;
- (c) Een opsigter vir elke 35 kosgangers of deel daarvan in die standers VI tot X: Met dien verstande dat die bepaling van die getal opsigters ooreenkomstig die vasgestelde basis by 'n staatskoshuis by die Direkteur berus: Voorts met dien verstande dat waar 'n staatskoshuis onder die beheer van een superintendent staan maar uit aparte geboue bestaan, elke sodanige aparte gebou waarin

boarders are accommodated shall for the purpose of the allocation of supervisors on the fixed basis be deemed to be separate hostels.

Domestic Staff

53. The appointment and conditions of service of domestic staff of government hostels shall be governed by the provisions of the Administration Employees Ordinance, 1957 and the Administration Employees Regulations, 1960, as amended.

54. All posts of the domestic staff of government hostels shall be instituted, filled, and done away with by the Secretary within the limits of the quota and conditions as set out in these regulations.

55. The domestic staff of a government hostel shall be under the supervision and control of the superintendent of such government hostel and shall carry out any reasonable instruction issued by him.

56. (1) The minimum domestic staff of any government hostel shall consist of one matron and one cook (male or female): Provided that no cook shall be appointed for a government hostel where no meals are prepared.

(2) Additional domestic staff shall be provided to government hostels on the following basis:

(a) Assistant Matrons:

(i) Senior girls' hostels:

- (a) one assistant matron as soon as the number of boarders exceeds 75;
- (b) a second assistant matron as soon as the number of boarders exceeds 125;
- (c) a third assistant matron as soon as the number of boarders exceeds 200.

(ii) Other hostels:

- (a) one assistant matron as soon as the number of boarders exceeds 60;
- (b) a second assistant matron as soon as the number of boarders exceeds 115: Provided that at every hostel attached to a special school one additional post over and above those mentioned in paragraphs (a) and (b) shall be allotted.

Where a coloured cook is employed, the first assistant matron shall notwithstanding anything to the contrary in this paragraph, be appointed as soon as the number of boarders exceeds 50, a second when it exceeds 100, a third when it ex-

ceeds 150, a fourth when it exceeds 200, and a fifth when it exceeds 250, and a sixth when it exceeds 300, and a seventh when it exceeds 350, and an eighth when it exceeds 400, and a ninth when it exceeds 450, and a tenth when it exceeds 500, and a eleventh when it exceeds 550, and a twelfth when it exceeds 600, and a thirteenth when it exceeds 650, and a fourteenth when it exceeds 700, and a fifteenth when it exceeds 750, and a sixteenth when it exceeds 800, and a seventeenth when it exceeds 850, and an eighteenth when it exceeds 900, and a nineteenth when it exceeds 950, and a twentieth when it exceeds 1000.

Huishoudelike Personeel

53. Die aanstelling en diensvoorwaardes van huishoudelike personeel van staatskoshuise word beheer deur die bepalings van die Administrasiewerknemers-ordonnansie, 1957 en van die Administrasiewerknemersregulasies 1960, soos gewysig.

54. Alle poste in die huishoudelike personeel van staatskoshuise word ingestel, gevul en afgeskaf deur die Sekretaris binne die perke van die kwotas en voorwaardes in hierdie regulasies uiteengesit.

55. Die huishoudelike personeel van 'n staatskoshuis staan onder toesig en beheer van die superintendent van sodanige staatskoshuis en moet enige redelike opdrag deur hom gegee, uitvoer.

56. (1) Die minimum huishoudelike personeel van enige staatskoshuis bestaan uit een matrone en een kookster of kok: Met dien verstande dat geen kookster of kok vir 'n staatskoshuis waar geen etes verskaf word, aangestel mag word nie.

(2) Bykomende huishoudelike personeel word op die volgende grondslag aan staatskoshuise toegeken:

(a) Hulpmatrones:

(i) Senior Meisieskoshuise:

- (a) Een hulpmatrone sodra die aantal kosgangers 75 oorskry;
- (b) 'n tweede hulpmatrone sodra die aantal kosgangers 125 oorskry;
- (c) 'n derde hulpmatrone sodra die aantal kosgangers 200 oorskry.

(ii) Ander koshuise:

- (a) Een hulpmatrone sodra die aantal kosgangers 60 oorskry;
- (b) 'n tweede hulpmatrone sodra die aantal kosgangers 115 oorskry: Met dien verstande dat aan elke koshuis verbonde aan 'n spesiale skool een bykomende pos bo en behalwe dié genoem in paragrawe (a) en (b) toegeken word.

Waar 'n anderskleurige kok in diens is, mot die eerste hulpmatrone ondanks enige andersluidende bepalings in hierdie paragraaf aangestel word sodra die aantal kosgangers 50 oorskry, 'n tweede as dit 100 oorskry, 'n

ceeds 150 and a fourth when it exceeds 200.

(b) Female Cook:

- (i) A second female cook as soon as the number of boarders exceeds 150;
- (ii) provided that where a coloured cook is appointed no female cook shall be appointed.

(c) Junior matron:

(i) Hostels for boys or girls:

- (a) One junior matron as soon as the number of boarders up to and including Std. II exceeds 29;
- (b) A second junior matron as soon as the number of boarders up to and including Std. II exceeds 54:

Provided that a second post of junior matron may be allotted although the number of boarders does not exceed 54, if the Secretary is convinced that exceptional circumstances exist which justify it.

(ii) Hostels for boys and girls:

- (a) One junior matron as soon as the number of boarders up to and including Std. II exceeds 24;
- (b) A second junior matron as soon as the number of boarders up to and including Std. II exceeds 44:
Provided that a second post of junior matron may be allotted although the number of boarders does not exceed 44, if the Secretary is convinced that exceptional circumstances exist which justify it.

57. (1) Domestic staff shall lodge in the hostel where they are appointed against remuneration as prescribed in the Administration Employees Regulations, 1960: Provided that the Director may on the recommendation of the superintendent concerned, relieve a member of the domestic staff of the obligation to lodge if it is desirable in his opinion: Provided further that dependant children under the age of six years shall receive free lodging.

(2) A member of the domestic staff of a government hostel exempted from compulsory lodging, shall not be entitled to any other remuneration in lieu of those mentioned in paragraph (1).

derde as dit 150 oorskry en 'n vierde as dit 200 oorskry.

(b) Kookster:

- (i) 'n Tweede kookster sodra die aantal kosgangers 150 oorskry;
- (ii) waar 'n anderskleurige kok in 'n koshuis aangestel is, word geen kookster aangestel nie.

(c) Junior matrone:

(i) Koshuise vir seuns of dogters:

- (a) Een junior matrone sodra die aantal kosgangers tot en met st. II 29 oorskry;
- (b) 'n tweede junior matrone sodra die aantal kosgangers tot en met st. II 54 oorskry: Met dien verstande dat 'n tweede pos van junior matrone toegestaan kan word alhoewel die aantal kosgangers nie 54 oorskry nie, indien die Sekretaris oortuig is dat buitengewone omstandighede bestaan wat dit regverdig.

(ii) Koshuise vir seuns en dogters:

- (a) Een junior matrone sodra die aantal kosgangers tot en met st. II 24 oorskry;
- (b) 'n tweede junior matrone sodra die aantal kosgangers tot en met st. II 44 oorskry: Met dien verstande dat 'n tweede pos van junior matrone toegestaan kan word alhoewel die aantal kosgangers nie 44 oorskry nie, indien die Sekretaris oortuig is dat buitengewone omstandighede bestaan wat dit regverdig.

57. (1) Huishoudelike personeel moet by die koshuis waar hulle aangestel is, inwoon teen betaling van gelde soos voorgeskryf in die Administrasiewerknemersregulasies 1960: Met dien verstande dat die Direkteur, op aanbeveling van die betrokke superintendent, 'n lid van die huishoudelike personeel van die verpligting om in te woon, kan onthef as dit volgens sy mening wenslik is: Met dien verstande voorts dat afhanklike kinders onder die ouderdom van ses jaar gratis inwoning ontvang.

(2) 'n Lid van die huishoudelike personeel van 'n staatskoshuis wat van verpligte inwoning vrygestel is, is nie geregtig op enige ander vergoeding nie, in die plek van dié genoem in subregulasie (1).

58. The staff of a government hostel may not remove any food, supplies, accessories, equipment or other government property from such government hostel or from the hostel premises.

59. In the determination of the number of posts in the domestic staff of a government hostel for any year, the number of boarders accommodated in the government hostel concerned on the 10th school day of that year, shall apply but if a new government hostel is instituted, or the number of boarders increases or decreases as a result of reorganisation, the date of commissioning or reorganisation of such a hostel, as the case may be, shall apply.

Hostel servants

60. The appointment and conditions of service of hostel servants at government hostels shall be controlled by the provisions of the Administration Employees Ordinance, 1957 and the Administration Employees Regulations, 1960, as amended.

61. The hostel servants at a government hostel shall be under the supervision and control of the superintendent of such hostel.

62. The basis for the allocation of hostel servants shall be as follows:

- (a) one servant for every 370 square metres of floor surface or part thereof which must be cleaned: Provided that one servant be allotted for every 740 square metres floor surface or part thereof in mechanised hostels: Provided further that the floor surface of kitchens, dining rooms, store-rooms, laundry rooms, pantries, servants' rooms and toilets for non-white servants, shall not be taken into account here;
- (b) one servant for each kitchen in the hostel;
- (c) one servant for each dining hall in the hostel;
- (d) (i) one servant for the laundry of every 18 boarders or part thereof where laundry is washed by hand and all the washing is done; or
- (ii) one servant for the laundry of every 25 boarders or part thereof where all the washing is done and electric washing machines and electric or flat-irons are used; or
- (iii) one servant for the laundry of every 25 boarders or part thereof where only clothes are washed by hand:

Provided that every hostel shall have at least four hostel servants.

58. Die personeel van 'n staatskoshuis mag geen voedsel, voorrade, toebehore, toerusting of ander staats-eiendom uit sodanige staatskoshuis of van die koshuisperseel verwyder nie.

59. By die bepaling van die aantal poste in die huis-houdelike personeel van 'n staatskoshuis vir enige jaar geld die aantal kosgangers wat op die tiende skooldag van daardie jaar in sodanige staatskoshuis gehuisves word, maar indien 'n nuwe staatskoshuis gestig word, of weens reorganisasie die aantal kosgangers vermeerder of verminder, geld die datum van ingebruikneming of reorganisasie, na gelang van die geval, van sodanige koshuis.

Koshuisbediendes

60. Die aanstelling en diensvoorwaardes van koshuisbediendes by staatskoshuise word beheer deur die bepalings van die Administrasiewerknemersordonnansie, 1957 en van die Administrasiewerknemersregulasies 1960, soos gewysig.

61. Die koshuisbediendes by 'n staatskoshuis staan onder die toesig en beheer van die superintendent van sodanige koshuis.

62. Die basis van toekenning van koshuisbediendes is soos volg:

- (a) een bediende vir elke 370 vierkante meter vloeroppervlakte of 'n gedeelte daarvan wat skoongemaak moet word: Met dien verstande dat by gemeganiseerde koshuise een bediende vir elke 740 vierkante meter vloeroppervlakte of gedeelte daarvan voorsien word: Met dien verstande voorts dat die vloeroppervlakte van kombuise, eetsale, pakkamers, wasgoedkamers, spense, bediendekamers en latrines vir nie-blanke bediendes, nie in berekening gebring word nie;
- (b) een bediende vir elke kombuis in die koshuis;
- (c) een bediende vir elke eetsaal in die koshuis;
- (d) (i) een bediende vir die wasgoed van elke 18 kosgangers of gedeelte daarvan waar wasgoed per hand gewas en alle wasgoed gewas word; of
- (ii) een bediende vir die wasgoed van elke 25 kosgangers of gedeelte daarvan waar alle wasgoed gewas en elektriese wasmasjiene en elektriese of parsstrykysters gebruik word; of
- (iii) een bediende vir die wasgoed van elke 25 kosgangers of gedeelte daarvan waar slegs klere per hand gewas word:

Met dien verstande dat elke koshuis minstens vier koshuisbediendes sal hê.

63. Hostel servants shall be recruited by the superintendent of a government hostel who shall recommend them to the Director for appointment by the Secretary.

64. (1) The superintendent of a government hostel may not employ any hostel servant unless the creation of the post concerned has been approved by the Secretary.

(2) In the determination of the number of posts of hostel servants at any government hostel for any year, the number of boarders accommodated in such government hostel on the 10th schoolday of that year, shall apply, but if a new government hostel is instituted or the number of boarders increases or decreases as a result of reorganisation, the date of commissioning or reorganisation of such a hostel, as the case may be, shall apply.

(3) All post of hostel servants at government hostels shall be instituted, filled and done away with by the Secretary within the limits of the quota and conditions as set out in these regulations.

Boarders

65. The Director shall determine the maximum number of boarders that may be accommodated in each government hostel, and the number so determined may not be exceeded without the written consent of the Director.

66. (1) The dependent children of members of the hostel staff and of boarders in a government hostel are accommodated in such hostel irrespective of whether such children have reached compulsory school age or not.

(2) Subject to the provisions of subregulation (1) and regulations 65 and 67, only school-going children shall be accommodated in a government hostel in the following priority:

- (a) Children of parents residing in the Territory and of whom the permanent residence is outside the municipal or urban area in which the hostel concerned is situated and also further than five kilometres, measured along the shortest route, from the nearest government school where such children can be taught suitably;
- (b) children of parents residing in the Republic of South Africa, if the Director is of the opinion that such accommodation is warranted; and
- (c) children of parents not residing in the Territory or the Republic of South Africa, if the Director is of the opinion that such accommodation is warranted.

63. Koshuisbediendes word deur die superintendent van 'n staatskoshuis gewerf en hy beveel hulle by die Direkteur aan vir aanstelling deur die Sekretaris.

64. (1) Die superintendent van 'n staatskoshuis mag geen koshuisbediende in diens neem sonder dat die Sekretaris die skepping van die betrokke pos goedgekeur het nie.

(2) By die bepaling van die aantal poste van koshuisbediende by enige staatskoshuis vir enige jaar, geld die aantal kosgangers wat op die tiende skooldag van daardie jaar in sodanige staatskoshuis gehuisves word, maar indien 'n nuwe staatskoshuis gestig word, of weens reorganisasie die aantal kosgangers vermeerder of verminder, geld die datum van ingebruikneming of reorganisasie, na gelang van die geval, van sodanige koshuis.

(3) Alle poste van koshuisbediendes by staatskoshuise word ingestel, gevul en afgeskaf deur die Sekretaris binne die perke van die kwotas en voorwaardes in hierdie regulasies uiteengesit.

Kosgangers

65. Die Direkteur bepaal die maksimum aantal kosgangers wat in elke staatskoshuis gehuisves mag word, en die sodanig bepaalde aantal mag nie sonder die skriftelike toestemming van die Direkteur oorskry word nie.

66. (1) Die afhanklike kinders van die lede van die koshuispersoneel en van loseerders in 'n staatskoshuis, word in sodanige koshuis gehuisves afgesien daarvan of sodanige kinders skoolpligouderdom bereik het of nie.

(2) Behoudens die bepalings van subregulasie (1) en van regulasies 65 en 67 word slegs skoolgaande kinders in die volgende voorkeurorde in 'n staatskoshuis gehuisves:

- (a) Kinders van ouers in die Gebied woonagtig en wat hulle permanente tuiste het buite die munisipale of dorpsgebied waarin sodanige koshuis geleë is en ook verder as 5 kilometer, langs die kortste pad, van die naaste staatskool waar die betrokke kinders geskikte onderrig kan ontvang;
- (b) Kinders van ouers in die Republiek van Suid-Afrika woonagtig indien die Direkteur van oordeel is dat sodanige huisvesting geregverdig is; en
- (c) kinders van ouers nie in die Gebied of in die Republiek van Suid-Afrika woonagtig nie indien die Direkteur van oordeel is dat sodanige huisvesting geregverdig is.

67. If accommodation is available in a government hostel, a school-going child may be accommodated in such government hostel although his parents reside permanently within the municipal or urban area where the hostel concerned is situated, or nearer than 5 kilometres from the nearest government school where such child can be taught suitably, if the Director on the following considerations, approves of such accommodation:

- (a) poverty of the parents or guardians;
- (b) the child has only one parent, who is compelled to accept permanent employment outside the parental home as a breadwinner;
- (c) neglecting of the child concerned by his parents or guardians;
- (d) due to a physical defect the child concerned finds it difficult to cover the distance daily between his parental home and the nearest government school where he can be taught efficiently;
- (e) on account of geographical or unsafe conditions, the child concerned should be accommodated in a government hostel;
- (f) the health of the child, supported by a medical certificate, necessitates his attending a school other than the school nearest to his parental home where he can be taught suitably;
- (g) the choice of subjects of the child, or other tuition approved by the Director, or psychological or medical treatment makes it essential that he should attend a school other than the nearest government school where he can be taught suitably;
- (h) the parents or guardians are temporarily absent from the parental home because of vacation or illness; or
- (i) the Director considers it in the interest of the child and justified under the circumstances.

68. The superintendent of a government hostel shall not admit any intending boarder to such hostel without the authorisation of the Director.

69. Boarders may not be accommodated in a hostel during the periods between hostel terms without the prior approval of the Director.

70. (1) The superintendent of every government hostel shall draw up rules for the internal management of such hostel and submit them to the Director for confirmation.

67. Indien huisvesting in 'n staatskoshuis beskikbaar is, mag 'n skoolgaande kind in sodanige staatskoshuis gehuisves word alhoewel sy ouers hulle permanente tuiste het binne die munisipale- of dorpsgebied waarin die betrokke koshuis geleë is, of nader as 5 kilometer van die naaste staatskool waar sodanige kind geskikte onderrig kan ontvang, indien die Direkteur sodanige huisvesting op grond van een of meer van die volgende oorwegings goedkeur:

- (a) armoede van die ouers of voogde;
- (b) die kind het slegs een ouer en dié is genoodsaak om as broodwinner voltydse werk buite die ouerhuis te aanvaar;
- (c) verwaarloos van die betrokke kind deur sy ouers of voogde;
- (d) weens 'n liggaamlike gebrek kan die betrokke kind moeilik die afstand tussen sy ouerhuis en die naaste staatskool waar hy geskikte onderrig kan ontvang, daagliks aflê;
- (e) weens geografiese of onveilige toestande behoort die betrokke kind in 'n staatskoshuis gehuisves te word;
- (f) die kind se gesondheidstoestand, gestaaf deur 'n mediese sertifikaat, maak dit noodsaaklik dat hy 'n ander skool as die naaste staatskool aan sy ouerhuis waar hy geskikte onderrig kan ontvang, besoek;
- (g) die kind se vakkeuse, of ander onderrig deur die Direkteur goedgekeur, of sielkundige of mediese behandeling maak dit noodsaaklik dat hy 'n ander skool as die naaste staatskool waar hy geskikte onderrig kan ontvang, besoek;
- (h) die kind se ouers of voogde is weens vakansie of siekte tydelik van die ouerhuis afwesig; of
- (i) die Direkteur ag dit in belang van die kind en deur omstandighede geregverdig.

68. Die superintendent van 'n staatskoshuis mag geen voornemende kosganger tot sodanige koshuis toelaat sonder magtiging van die Direkteur nie.

69. Kosgangers mag nie gedurende tydperke tussen koshuistermyne sonder die voorafgaande goedkeuring van die Direkteur in 'n koshuis gehuisves word nie.

70. (1) Die superintendent van elke staatskoshuis moet reëls opstel vir die interne bestuur van sodanige koshuis en dit aan die Direkteur vir bekragtiging voorlê.

(2) After confirmation of the rules referred to in subregulation (1) by the Director, such rules may be amended only with the prior approval of the Director.

(3) If the superintendent of a government hostel neglects to submit the rules referred to in subregulation (1) to the Director for his approval, or if the Director does not confirm such rules as are submitted to him the Director himself may draw up rules for the internal management of the government hostel concerned.

71. The parents or guardians of any boarder in a government hostel are themselves responsible for the medical care of such boarder, and not the hostel staff.

72. Notwithstanding the provisions of regulation 71, the Director may with the co-operation of the Chief Medical Inspector of Education, and to the extent that he considers it desirable, supply to government hostels specific equipment and medicaments for the prevention of ailments and for the treatment of injuries.

Accommodation of boarders and guests

73. (a) The Director may at the request of the superintendent of a government hostel, grant permission on conditions at his discretion, that a non-essential boarder or guest be accommodated in the hostel concerned.

(b) The Director may, in his discretion, if he is satisfied that extraordinary circumstances exist which in his opinion necessitates extension of time for the payment of hostel fees due for boarders, grant such extension of time for a specified period.

Inspection of government hostels

74. An Inspector of Education or any other officer duly authorised thereto by the Director, may at any reasonable time enter and inspect any government hostel.

Private servants in government hostels

75. No member of the residential hostel staff in a government hostel and no boarder or guest accommodated in a government hostel shall, without having obtained the prior approval of the Director, employ or have in his employ a servant for service in such hostel.

CHAPTER 5

FINANCIAL ASSISTANCE TO PRIVATE SCHOOLS FOR WHITE PUPILS

76. (1) Subject to the provisions of section 81 of the Ordinance and of these regulations, financial assistance to a registered private school for white pupils may

(2) Na bekragtiging deur die Direkteur van die reëls in subregulasie (1) bedoel, kan sodanige reëls net met die Direkteur se voorafverkreë goedkeuring gewysig word.

(3) Indien die superintendent van 'n staatskoshuis versuim om die reëls in subregulasie (1) bedoel aan die Direkteur vir sy goedkeuring voor te lê, of indien die Direkteur nie sodanige reëls wat wel aan hom voorgelê is, bekragtig nie, kan die Direkteur self reëls vir die interne bestuur van die betrokke staatskoshuis maak.

71. Die ouers of voogde van enige kosganger in 'n staatskoshuis is self verantwoordelik vir die mediese versorging van sodanige kosganger, en nie die koshuispersoneel nie.

72. Ondanks die bepalinge van regulasie 71 kan die Direkteur, met die medewerking van die mediese hoof-inspekteur van onderwys, en in die mate dat hy dit wenslik ag, staatskoshuise voorsien van bepaalde toerusting en medikamente vir die voorkoming van ongesteldhede en vir die behandeling van beserings.

Huisvesting van loseerders en gaste

73(a) Die Direkteur kan op versoek van die superintendent van 'n staatskoshuis toestemming verleen, op die voorwaardes wat hy goedvind, dat 'n nie-noodsaaklike loseerder of gas in sodanige staatskoshuis gehuisves word.

(b) Die Direkteur kan as hy oortuig is dat buitengewone omstandighede bestaan wat volgens sy mening die uitstel vir betaling van enige verskuldigde losiesgelde vir kosgangers noodsaaklik maak, sodanige uitstel na goeddunke vir 'n bepaalde tydperk verleen.

Inspeksie van staatskoshuise

74. 'n Inspekteur van Onderwys of enige ander beampte wat deur die Direkteur gemagtig is, kan op enige redelike tyd enige staatskoshuis binnegaan en inspekteer.

Privaatbediendes in Staatskoshuise

75. Geen lid van die inwonende koshuispersoneel in 'n staatskoshuis, en geen loseerder of gas wat in 'n staatskoshuis gehuisves word, mag sonder die voorafverkreë goedkeuring van die Direkteur 'n bediende vir diens in sodanige koshuis in diens neem of hê nie.

HOOFSTUK 5

GELDELIKE BYSTAND AAN PRIVATE SKOLE VIR BLANKE LEERLINGE

76. (1) Behoudens die bepalinge van artikel 81 van die Ordonnansie en van hierdie regulasies, kan aan 'n geregistreerde private skool vir blanke leerlinge

be granted: Provided that at least fifteen enrolled white pupils attended such school for at least one school term.

(2) In the case of primary and secondary schools, the financial aid referred to in subregulation (1) shall only be granted in respect of enrolled pupils, who on the first day of January of any year are at least six years of age and including pupils up to the seventh standard.

77. The amount of the normal financial aid per pupil as determined by the Executive Committee, may be doubled by the Director in respect of enrolled pupils in standard five up to and including standard seven in private schools in any specific vicinity offering instruction through the medium of the home language of the pupils concerned, if such language is not offered as a medium of instruction by a government school in the same vicinity with standards five, six and seven.

78. For the calculation of the financial assistance referred to in regulation 76(1), a pupil will only be considered for the purpose of such assistance, if he has been enrolled for at least a full school quarter and has been present in the school for at least three quarters of the number of school days during such quarter: Provided that in the case of an epidemic disease or other abnormal conditions the Director may determine whether or not the financial aid shall be rendered in respect of a pupil who was present for less than three quarters of the school days referred to.

79. The financial assistance mentioned in this chapter, will be paid to the private school concerned at the end of each school term if the Director is convinced that —

- (a) such school provides for the reasonable needs of a population or a language group;
- (b) the tuition and education of such school is of a good standard;
- (c) the pupils of such school attend it regularly;
- (d) the pupils of such school are progressing satisfactorily;
- (e) such school has adequate educational facilities; and
- (f) such school is not run for profit.

(2) Before the Director authorises payment of the financial assistance mentioned in these regulations, he

geldelike bystand verleen word indien daardie private skool deur gemiddeld minstens vyftien ingeskrewe blanke leerlinge vir minstens een skooltermyn bygevoon is.

(2) In die geval van primêre en sekondêre skole word die geldelike bystand in subregulasie (1) bedoel slegs verleen ten aansien van ingeskrewe leerlinge wat op die eerste dag van Januarie van enige jaar minstens ses jaar oud is en tot en met die sewende standerd.

77. Die bedrag van die normale geldelike bystand per leerling soos deur die Uitvoerende Komitee bepaal, kan deur die Direkteur verdubbel word ten aansien van ingeskrewe leerlinge in standerds vyf tot en met sewe in die geval van 'n private skool in enige bepaalde omgewing wat onderrig aanbied deur medium van die moedertaal van die betrokke leerlinge, indien sodanige taal nie as voertaal aangebied word deur 'n staatskool met standerds vyf, ses en sewe in dieselfde omgewing nie.

78. By die berekening van die geldelike bystand in regulasie 76(1) bedoel word 'n leerling vir die doeleindes van sodanige bystand in aanmerking geneem slegs indien hy minstens 'n volle skooltermyn 'n ingeskrewe leerling is en ook minstens drie-kwart van die aantal skooldae van die bedoelde skooltermyn in die skool aanwesig was: Met dien verstande dat in die geval van 'n epidemiese siekte of ander buitengewone omstandighede, die Direkteur kan bepaal dat die geldelike bystand betaal mag word ten aansien van 'n leerling wat minder as drie-kwart van die bedoelde skooldae teenwoordig was.

79. (1) Die geldelike bystand in hierdie hoofstuk beoog, word aan die einde van elke skooltermyn aan die betrokke private skool uitbetaal indien die Direkteur oortuig is dat:—

- (a) sodanige skool in die redelike behoeftes van die bevolking of van 'n taalgroep van die bevolking voorsien;
- (b) sodanige skool onderrig en opvoeding van goeie gehalte verskaf;
- (c) die leerlinge van sodanige skool dit gereeld besoek;
- (d) die leerlinge van sodanige skool bevredigend op skool vorder;
- (e) sodanige skool oor voldoende onderrigfasiliteite beskik; en
- (f) sodanige skool nie om 'n winsmotief bedryf word nie.

(2) Voordat die Direkteur betaling van die geldelike bystand in hierdie regulasies beoog, magtig, kan hy, in-

may, if he is not convinced that such a school is run on a non-profitable basis, or for any other reason, demand an audited return of the revenue and expenditure of the school concerned.

80. Every school desiring to be considered for financial assistance as mentioned in these regulations, shall also —

- (a) keep an enrolment register;
- (b) keep a register of daily attendance by pupils; and
- (c) submit returns as from time to time required by the Director.

81. The Director may determine the maximum number of pupils for a private school, either per school as a whole or for a division thereof, in respect of which financial assistance will be granted.

82. The financial assistance paid by the Administration to a private school, shall be used exclusively for the remuneration of teachers on the staff of such school and for the purchasing of equipment for that school.

CHAPTER 6

CONDITIONS OF SERVICE OF TEACHERS

Appointment of Principal

83. (1) When a new or vacant post of principal is to be filled, the Director shall advertise such post —

- (a) by means of a circular to all government schools in the Territory to bring to the notice of teachers in the service of the Department particulars of such post and the closing date for applications; and
- (b) if he considers it desirable, by publication in one or more newspapers with a wide circulation in the Territory and the Republic of South Africa, the particulars of such post and the closing date for applications,

except if, in his opinion, good reasons exist not to advertise thus.

(2) The Director is not bound to make a choice from the applicants for any advertise post of principal.

- (3) (a) If no school committee or advisory council has been instituted for a government school where a post as referred to in subregulation

dien hy nie oortuig is dat sodanige skool nie om 'n winsmotief bedryf word nie, of om enige ander rede, 'n geouditeerde staat van die inkomste en uitgawe vand ie betrokke skool eis.

80. Elke skool in aanmerking wil kom vir geldelike bystand soos in hierdie regulasie aangedui, moet ook —

- (a) 'n inskrywingsregister byhou;
- (b) 'n register van daaglikse leerlingteenwoordigheid byhou; en
- (c) die opgawes verstrek soos van tyd tot tyd deur die Direkteur vereis.

81. Die Direkteur kan 'n maksimum aantal leerlinge vir 'n private skool as geheel of vir 'n afdeling daarvan bepaal ten opsigte waarvan geldelike bystand verleen sal word.

82. Die geldelike bystand deur die Administrasie aan 'n private skool uitbetaal, moet uitsluitlik aangewend word vir die besoldiging van die onderwysers verbonde aan sodanige skool en vir die aankoop van uitrusting vir daardie skool.

HOOFSTUK 6

DIENSVORWAARDES VAN ONDERWYSERS

Aanstelling van hoofonderwyser

83. (1) Wanneer 'n nuwe of vakante pos van hoofonderwyser van 'n staatskool gevul moet word, moet die Direkteur sodanige pos adverteer —

- (a) deur by wyse van omsendbrief aan alle staatskole in die Gebied besonderhede van sodanige pos en die sluitingsdatum vir aansoeke onder die aandag van onderwysers in diens van die Departement te bring; en
- (b) indien hy dit wenslik ag, deur publikasie in een of meer koerante met 'n wye sirkulasie in die Gebied en die Republiek van Suid-Afrika, van besonderhede van sodanige pos en die sluitingsdatum vir aansoeke,

tensy daar na sy mening goeie rede bestaan om dit nie aldus te adverteer nie.

(2) Die Direkteur is nie gebonde om uit die aansoekers om enige geadverteerde pos van hoofonderwyser 'n keuse te maak nie.

- (3) (a) Indien geen skoolkomitee of adviesraad ingestel is vir die staatskool waar 'n pos in subregulasie (1) bedoel gevul moet word nie, stel

(1) is to be filled, the Director shall appoint a teacher whom he considers to be suitable, as principal for such school.

- (b) (i) If a school committee or an advisory council has been instituted for a government school where a post as referred to in subregulation (1) is to be filled, and such post is advertised in terms of the said subregulation (1), the Director shall select the applicants and submit the names of not more than five of them in sequence of preference to such school committee or advisory council with the request to recommend one of such applicants for appointment as principal of such school.
- (ii) On receipt by the Director of the name of the applicant who is recommended, by the school committee or advisory council concerned, for appointment as principal of such school, he shall appoint such applicant as principal of that school: Provided that if the school committee or advisory council concerned is not in a position or not prepared to make a choice from the selected applicants, the Director may appoint a teacher whom he considers to be suitable as principal of that school.

Recognition of previous experience when determining commencing salary

84. (1) A teacher assuming duty under the Department, and who has no previous recognised experience whatsoever, shall be remunerated for his services at the minimum salary on the salary scale applicable to him according to his qualifications.

(2) A teacher, excluding an instructor, assuming duty under the Department, who has previous recognised experience shall be remunerated for his services at a salary on the salary scale applicable to him according to his qualifications as has been determined after such teacher has been granted one notch for every year of such previous experience as teacher and one notch for every two years of such previous experience in a capacity other than that of a teacher (irrespective of whether such previous experience was continuous or not) if documentary proof of such previous experience has been submitted to the satisfaction of the Director to the latter.

(3) A qualified artisan assuming duty under the Department as an instructor and who has previous recognised experience shall be remunerated for his services at a salary on the salary scale applicable to him according to his qualifications as has been determined

die Direkteur 'n onderwyser wat hy geskik ag as hoofonderwyser van sodanige skool aan.

- (b) (i) Indien 'n skoolkomitee of adviesraad ingestel is vir die staatskool waar 'n pos in subregulasie (1) bedoel gevul moet word, en sodanige pos is geadverteer soos in genoemde subregulasie (1) beoog, keur die Direkteur die aansoekers en lê die name van hoogstens vyf van hulle in volgorde van voorkeur aan sodanige skoolkomitee of adviesraad voor met die versoek om een sodanige aansoeker aan te beveel vir aanstelling as hoofonderwyser van sodanige skool.
- (ii) By ontvangs deur die Direkteur van die naam van die aansoeker wat die betrokke skoolkomitee of adviesraad vir aanstelling as hoofonderwyser van sodanige skool aanbeveel, stel hy sodanige aansoeker as hoofonderwyser van daardie skool aan: Met dien verstande dat indien die betrokke skoolkomitee of adviesraad nie in staat of bereid is om 'n keuse uit die gekeurde aansoekers te maak nie, die Direkteur 'n onderwyser wat hy geskik ag as hoofonderwyser van daardie skool kan aanstel.

Erkenning van vorige ondervinding by bepaling van beginsalaris

84. (1) 'n Onderwyser wat diens by die Departement aanvaar en wat geen erkende vorige ondervinding hoegenaamd het nie, word vir sy dienste vergoed teen die minimum salaris op die salarisskaal wat volgens sy kwalifikasies op hom van toepassing is.

(2) 'n Onderwyser, uitgesonderd 'n instrukteur, wat diens by die Departement aanvaar en wat erkende vorige ondervinding het, word vir sy dienste vergoed teen 'n salaris wat bepaal word deur aan sodanige onderwyser op die salarisskaal wat volgens sy kwalifikasies op hom van toepassing is, een kerf vir elke jaar van sodanige vorige ondervinding as onderwyser en een kerf vir elke twee jaar van sodanige vorige ondervinding in 'n ander hoedanigheid as onderwyser, krediet te gee (ongeach of sodanige vorige ondervinding aaneenlopend was of nie) indien dokumentêre bewys van sodanige vorige ondervinding tot bevrediging van die Direkteur by die Direkteur ingelewer is.

(3) 'n Gekwalifiseerde ambagsman wat as 'n instrukteur diens by die Departement aanvaar en wat erkende vorige ondervinding het, word vir sy dienste vergoed teen 'n salaris wat bepaal word deur aan sodanige ambagsman op die salarisskaal wat op hom van toe-

after such artisan has been granted one notch for every year of such previous experience as an instructor and one notch for every two years of such previous experience in a capacity other than that of an instructor (irrespective of whether such previous experience was continuous or not) if documentary proof of such previous experience has been submitted to the Director to the latter's satisfaction.

(4) When a teacher assumed duty under the Department, the Director may take into consideration any period of previous recognised experience of such teacher which comprises less than one year, in determining his incremental date.

Progress on salary scale

85. (1) When a teacher assumes duty under the Department, the Director determines, subject to the provisions of regulation 84, a commencing salary and a incremental date of such teacher, and such teacher progresses on the salary scale applicable to him at one notch per annum with effect from the incremental date following the date he assumed duty until he reaches the maximum of such salary scale.

(2) If for any reason a teacher is granted more than thirty days' leave without pay, his yearly incremental date shall be postponed with the number of days of such leave without pay.

Period for which salary is paid

86. (1) If a teacher terminates his service under the Department of his own accord during any school holiday or on the first school day after any such holiday, such teacher shall, for the purposes of these regulations, be deemed to have performed the duties attached to his post up to the last school day of the previous school quarter.

(2) If a teacher occupying a post in the Department is appointed in another post in the Department and another salary or salary scale becomes applicable to such teacher, the Director shall determine the date on which such other salary or salary scale shall be applicable to such teacher, as well as the date of his assumption of duty in the other post.

(3) If the services of a teacher in the Department terminates on any date because he has reached the prescribed retiring age, such teacher shall receive a salary up to and including the day immediately before such date unless the services of such teacher are retained in terms of section 69 of the Ordinance until after such date, in which case he shall receive a salary up to and including the last day on which he remains in the service of the Department during the period he is so retained in service.

passing is, een kerf vir elke jaar van sodanige vorige ondervinding as instrukteur en een kerf vir elke twee jaar van sodanige vorige ondervinding in 'n ander hoedanigheid as instrukteur, krediet te gee (ongeach of sodanige vorige ondervinding aaneenlopend was of nie) indien dokumentêre bewys van sodanige vorige ondervinding tot bevrediging van die Direkteur by die Direkteur ingelewer is.

(4) Wanneer 'n onderwyser diens by die Departement aanvaar, kan die Direkteur enige tydperk van erkende vorige ondervinding van sodanige onderwyser wat minder as een jaar is, in aanmerking neem by die bepaling van sy verhogingsdatum.

Vordering op salarisskaal

85. (1) Wanneer 'n onderwyser diens by die Departement aanvaar, bepaal die Direkteur, behoudens die bepalings van regulasie 84, 'n beginsalaris en 'n verhogingsdatum vir sodanige onderwyser, en sodanige onderwyser vorder op die salarisskaal wat op hom van toepassing is teen een kerf per jaar met ingang van die verhogingsdatum volgende op die datum van sy diensaanvaarding totdat hy die maksimum op sodanige salarisskaal bereik.

(2) Indien daar aan 'n onderwyser om enige rede meer as dertig dae verlof sonder besoldiging toegestaan is, word sy jaarlikse verhogingsdatum uitgestel met die aantal dae van sodanige verlof sonder besoldiging.

Tydperk waarvoor salaris betaal word

86. (1) Indien 'n onderwyser gedurende enige skoolvakansie of op die eerste skooldag na enige sodanige vakansie sy diens in die Departement uit eie beweging beëindig, word daar geag dat sodanige onderwyser, by die toepassing van hierdie regulasies, die pligte verbonde aan sy pos verrig het tot die laaste skooldag van die voorafgaande skoolkwartaal.

(2) Indien 'n onderwyser wat 'n pos in die Departement beklee, in 'n ander pos in die Departement aangestel word en 'n ander salaris of salarisskaal word op sodanige onderwyser van toepassing, bepaal die Direkteur die datum waarop sodanige ander salaris of salarisskaal op so 'n onderwyser van toepassing gemaak word asook die datum van sy diensaanvaarding in die ander pos.

(3) Indien die dienste van 'n onderwyser in die Departement op enige datum ten einde loop omdat hy die voorgeskrewe aftredingsouderdom bereik het, ontvang hy salaris, tot en met die dag net voor daardie datum tensy sy dienste behou word ingevolge artikel 69 van die Ordonnansie tot na daardie datum en in dié geval ontvang hy salaris tot en met die laaste dag wat hy in die diens van die Departement bly gedurende die tydperk wat hy aldus in diens gehou word.

(4) If a teacher, as a result of an appointment to the teaching staff, assumes duty on the first school day of a calendar quarter and has carried out his duties for at least one half of such calendar quarter, it shall be considered that he has assumed duty on the first day of that calendar quarter and he shall be paid as from that day.

(5) If a teacher appointed to the permanent teaching staff does not assume duty on the first school day of a calendar quarter, his appointment shall date from the day on which he assumed duty and his emoluments shall be paid as from such day: Provided that if he has been granted leave in terms of these regulations for any period before the day on which he has assumed duty, his appointment shall date from the day on which such period of leave begins and his emoluments shall be paid as from such day: Provided further that if such period of leave runs from the first school day of the calendar quarter to the day on which he assumes duty and if he has carried out the duties of his post for at least one half of that calendar quarter, his appointment shall date from the first day of such calendar quarter and his emoluments shall be paid as from such day.

(6) The appointment to the permanent teaching staff of any teacher who carries out the duties attached to his post until the last school day of the calendar quarter in the course of which he leaves the service of the Department, shall run and his emoluments shall be paid until the last day of such calendar quarter.

(7) If a teacher on the permanent teaching staff does not carry out the duties attached to his post until the last school day of the calendar quarter in the course of which he leaves the service of the Department, his appointment shall run and his emoluments shall be paid up to the day on which he ceases to carry out the duties attached to his post: Provided that if he has been granted leave for any period after the day on which he has ceased to carry out the duties attached to his post, his appointment shall run and his emoluments shall be paid up to the day on which such period of leave expires: Provided further that if such period of leave extends to the last school day of the calendar quarter, his appointment shall run and his emoluments shall be paid up to the last day of such calendar quarter.

(8) In the case of a full-time teacher serving in a temporary capacity, the Director determines the date prior to the day on which such teacher assumes duty or the date after the day on which such teacher discontinues his duties, from and up to which his appointment shall run and his emoluments shall be paid: Provided that such period shall in no case exceed the periods prescribed in subregulations (5), (6) and (7).

(9) In cases where the services of a teacher under the Department follow immediately on his service on the permanent teaching staff of a school, college of another

(4) Indien 'n onderwyser na aanleiding van 'n aanstelling in die onderwyspersoneel diens aanvaar op die eerste skooldag van 'n kalenderkwartaal en vir minstens die helfte van die kalenderkwartaal diens lewer, word hy geag op die eerste dag van daardie kalenderkwartaal diens te aanvaar het, en van daardie dag af besoldig.

(5) As 'n onderwyser wat in die vaste onderwyspersoneel aangestel word, nie sy pligte op die eerste skooldag van 'n kalenderkwartaal aanvaar nie, dateer sy aanstelling en word sy emolumente betaal vanaf die dag waarop hy sy pligte aanvaar: Met dien verstande dat as aan hom verlof ooreenkomstig hierdie regulasies verleen is vir enige tydperk voor die dag waarop hy sy pligte aanvaar het, sy aanstelling dateer en sy emolumente betaal word vanaf die dag waarop so 'n tydperk van verlof begin: Met dien verstande voorts dat as sodanige tydperk van verlof van die eerste skooldag van die kalenderkwartaal loop tot die dag waarop hy sy pligte aanvaar, en as hy die pligte van sy pos vir minstens die helfte van daardie kalenderkwartaal vervul het, sy aanstelling dateer en sy emolumente betaal word vanaf die eerste dag van die kalenderkwartaal.

(6) Die aanstelling van 'n onderwyser in die vaste onderwyspersoneel wat die pligte verbonde aan sy pos vervul tot op die laaste skooldag van die kalenderkwartaal in die loop waarvan hy die diens van die Departement verlaat, dateer en sy emolumente word betaal tot die laaste dag van daardie kalenderkwartaal.

(7) As 'n onderwyser in die vaste onderwyspersoneel nie die pligte verbonde aan sy pos verrig tot die laaste skooldag van die kalenderkwartaal in die loop waarvan hy die diens van die Departement verlaat nie, dateer sy aanstelling en word sy emolumente betaal tot op die dag wanneer hy ophou om die pligte verbonde aan sy pos te vervul: Met dien verstande dat as aan hom verlof verleen is vir enige tydperk na die dag waarop hy opgehou het om die pligte verbonde aan sy pos te vervul, sy aanstelling dateer en sy besoldiging betaal word tot die dag waarop sodanige tydperk van verlof verstryk: Met dien verstande voorts dat as sodanige tydperk van verlof tot die laaste skooldag van die kalenderkwartaal duur, sy aanstelling dateer en sy emolumente betaal word tot op die laaste dag van die kalenderkwartaal.

(8) In die geval van 'n voltydse onderwyser in 'n tydelike hoedanigheid bepaal die Direkteur vanaf watter datum voor die dag waarop sodanige onderwyser sy pligte aanvaar of tot watter datum na die dag waarop sodanige onderwyser sy pligte neerlê, sy aanstelling dateer en emolumente aan hom betaal word: Met dien verstande dat in geen geval sodanige tydperk langer mag wees as die tydperke ooreenkomstig subregulasies (5), (6) en (7) vasgestel nie.

(9) In gevalle waar die diens van 'n onderwyser in die Departement onmiddellik volg op sy diens in die vaste onderwyspersoneel van 'n skool of kollege van 'n ander

education department or a university and where, because of the difference between the conditions of service or the periods of leave relating to the post he is occupying and those of his previous post and the service of such teacher shows an interruption, the Director may take such steps as he may deem reasonable in order to make the service of such teacher continuous by granting to such teacher leave with or without pay for the period concerned.

(10) The Director may reinstate a teacher who has resigned, in the service of the Department and the service of such teacher shall be regarded as continuous in all respects except that he shall be granted leave without pay for the period of interruption in his service."

Method of payment of salary

87. (1) The salary of a teacher shall be paid monthly on the last school day of the month: Provided that the salary for the month of December shall be paid together with the salary for the month of November if a school quarter ends on or before 30 November.

(2) If a teacher dies while in the service of the Department, his salary shall be paid up to the date of his death, unless he has performed the duties of his post up to the last school day of the calendar quarter in which he died, in which case his salary shall be paid up to the last day of that calendar quarter.

Overtime remuneration of music teachers

88. (1) Overtime remuneration shall, subject to the provisions of this regulation, be paid to a full-time music teacher attached to a government school if more than 24 music pupils have been allocated to such music teacher.

(2) The overtime remuneration referred to in subregulation (1) amounts to, subject to the provisions of subregulation 3, the monies payable by one music pupil per school term for every music pupil more than 24 which is instructed by such music teacher during the school term concerned: Provided that the said monies be reduced *pro rate* where the tuition is not for a whole school term.

(3) The overtime remuneration referred to in subregulation (1) may not exceed the fees paid by music pupils in respect of ten hours tuition per week.

(4) The tuition time of a full-time music teacher at any government school where there is also a part-time music teacher shall not be increased to more than 25 hours per school week at the cost of the tuition time of such part-time music teacher.

onderwysdepartement of 'n universiteit en waar omrede die diensvoorwaardes of die vakansietye wat betrekking het op die pos wat hy beklee en dié van sy vorige pos verskil, en die diens van so 'n onderwyser 'n onderbreking aantoon, kan die Direkteur sodanige stappe doen as wat hy billik beskou om die diens van die onderwyser onafgebroke te maak deur aan so 'n onderwyser vir die betrokke tydperk verlof met of sonder besoldiging toe te staan.

(10) Die Direkteur kan 'n onderwyser wat bedank het, in die diens van die Departement heraanstel, en sy dienstyd word dan in alle opsigte as aaneenlopend beskou behalwe dat hy vir die tydperk van diensonderbreking verlof sonder besoldiging toegestaan word.

Metode van salarisbetaling

87. (1) Die salaris van 'n onderwyser word maandeliks betaal op die laaste skooldag van die maand: Met dien verstande dat salaris vir die maand Desember tesame met die salaris vir die maand November betaal kan word as 'n skooltermyn voor of op 30 November eindig.

(2) Indien 'n onderwyser sterf terwyl hy in diens van die Departement is, word sy salaris tot die dag van sy dood betaal, tensy hy die pligte van sy betrekking vervul het tot die laaste skooldag van die kalenderkwartaal in die loop waarvan hy gesterf het, in welke geval sy salaris tot die laaste dag van daardie kalenderkwartaal betaal word.

Oortydbesoldiging van musiekonderwysers

88. (1) Oortydbesoldiging kan behoudens die bepalinge van hierdie regulasie aan 'n voltijdse musiekonderwyser wat aan 'n staatskool verbonde is, betaal word indien daar meer as 24 musiekleerlinge aan sodanige musiekonderwyser toegewys word.

(2) Die oortydbesoldiging in subregulasie (1) bedoel bedra, behoudens die bepalinge van subregulasie (3), die gelde betaalbaar deur een musiekleerling per skooltermyn vir elke musiekleerling meer as 24 wat deur sodanige musiekonderwyser gedurende die betrokke skooltermyn onderrig is: Met dien verstande dat bedoelde gelde *pro rata* verminder word waar die onderrig nie 'n volle skooltermyn verskaf is nie.

(3) Die oortydbesoldiging in subregulasie (1) bedoel, mag nie meer bedra as die gelde wat deur musiekleerlinge ten opsigte van tien uur onderrigtyd per week betaalbaar is nie.

(4) Die onderrigtyd van 'n voltijdse musiekonderwyser aan enige staatskool waar daar ook 'n deeltijdse musiekonderwyser is, word nie tot meer as 25 uur per skoolweek vermeerder ten koste van die onderrigtyd van sodanige deeltijdse musiekonderwyser nie.

Cession of salary prohibited

89. A teacher shall not cede the whole or any part of his salary without the written permission of the Director.

Recovering of debt

90. Any overpayment made by the Administration to a teacher at a government school, and any amount owed by such teacher to the Administration and which is in accordance with the common law liable by way of set-off, may be recovered by the Director from the salary of such teacher by means of one or more deductions.

Allowances and travelling and transport privileges (other than vacation travelling privileges)

91. The allowance payable to teachers at government schools in terms of this chapter, are non-pensionable.

92. (1) A teacher possessing a teacher's certificate recognised by the Director, shall receive, in addition to the salary applicable to him in accordance with his qualifications, a special allowance of R200 a year irrespective of his marital status and whether his appointment is permanent or temporary.

(2) If a teacher who received an allowance as mentioned in subregulation (1) is absent on leave the calculation of the amount of such allowance and the payment thereof shall be made on the same basis as that on which his salary is calculated and paid for the period of leave.

93. Teachers appointed in a permanent capacity in the Caprivi, Ovambo or Kavango receive allowances as is from time to time determined by the Executive Committee, and such teachers receive, over and above the said allowances, a territorial allowance as is from time to time determined by the Executive Committee.

94. (1) An instructor not in possession of a teacher's certificate recognised by the Director, shall, in addition to his salary as instructor, receive a special allowance of R120 a year."

(2) If an instructor to whom the special instructor's allowance as mentioned in subregulation (1) is payable, is absent on leave, the calculation of the amount of such allowance and the payment thereof shall be on the same basis as that on which his salary is calculated and paid for the period of leave.

Subsistence allowances

95. (1) (a) (i) The Director pays, subject to the provisions of subparagraph (11), to

Sessie van salaris verbode

89. 'n Onderwyser mag nie die hele of enige gedeelte van sy salaris sedeer sonder die skriftelike toestemming van die Direkteur nie.

Verhaling van skuld

90. Enige oorbetalings wat deur die Administrasie aan 'n onderwyser aan 'n staatskool gemaak is, en enige ander bedrag wat deur sodanige onderwyser aan die Administrasie verskuldig is en wat ingevolge die gemeene reg vir skuldvergelyking vatbaar is, kan deur die Direkteur van sodanige onderwyser deur middel van een of meer aftrekkings van sy salaris verhaal word.

Toelaes en reis- en vervoervoorregte (anders as vakansiervoorregte)

91. Die toelaes wat ingevolge hierdie hoofstuk aan onderwysers aan staatskole betaalbaar is, is nie-pensioendraend.

92. (1) 'n Onderwyser wat in besit is van 'n deur die Direkteur erkende onderwyserssertifikaat, ontvang, benewens die salaris wat volgens sy kwalifikasies op hom van toepassing is, 'n spesiale toelaag van R200 per jaar, ongeag sy huwelikstaats en/of sy aanstelling van 'n tydelike of permanente aard is.

(2) Indien 'n onderwyser, aan wie die spesiale onderwyserstoelae in subregulasie (1) bedoel, betaalbaar is, met verlof afwesig is, geskied die berekening van die bedrag van sodanige toelae en betaling daarvan op dieselfde grondslag as dié waarop sy salaris vir die tydperk van verlof bereken en betaal word.

93. Onderwysers in vaste hoedanigheid aangestel in die Caprivi, Ovambo of Kavango ontvang toelae soos van tyd tot tyd deur die Uitvoerende Komitee bepaal, en sodanige onderwysers ontvang bo en behalwe genoemde toelae gebiedstoelae soos van tyd tot tyd deur die Uitvoerende Komitee bepaal.

94. (1) 'n Instrukteur wat nie in besit van 'n deur die Direkteur erkende onderwyserssertifikaat is nie, ontvang, benewens sy salaris as instrukteur 'n spesiale toelaag van R120 per jaar.

(2) Indien 'n instrukteur, aan wie die spesiale instrukteurstoelae in subregulasie (1) bedoel, betaalbaar is, met verlof afwesig is, geskied die berekening van die bedrag van sodanige toelae, en betaling daarvan, op dieselfde grondslag as dié waarop sy salaris vir die tydperk van verlof bereken en betaal word.

Verblyftoelaes

95. (1) (a) (i) Die Direkteur betaal behoudens die bepalinge van subparagraaf (ii), aan

every teacher who is absent from his headquarters for purposes of official duty —

(aa) the subsistence allowances; or

(bb) the other remuneration in respect of accommodation during such absence,

as set out in this regulation.

(ii) The subsistence allowances and other remuneration for which this regulation makes provision, are intended to compensate a teacher only for essential and reasonable expenses incurred by him for accommodation while he was absent from his headquarters for official purposes, and only to the extent that such expenses exceed his normal cost of living.

(b) (i) To a teacher who is absent from his headquarters for official purposes for a period of 24 hours or longer, including travelling time, is paid an subsistence allowance, subject to the provisions of paragraphs (c) and (d), at the same tariff in accordance with regulations D 1.1 and D 2.2 of the Civil Service Regulations (published by Government Notice R.2047 of 11 December 1959), as amended, applicable to white officers in the civil service.

(ii) A teacher who is absent from his headquarters for official purposes for a period of less than 24 hours, including travelling time may be compensated by the Director for essential and reasonable expenses incurred by him for accommodation, to a maximum equivalent to the amount of subsistence allowances which would be payable in terms of this regulation to such a teacher for a single day of 24 hours.

(c) The subsistence allowances or other compensation referred to in paragraph (b) shall not be paid to a teacher if he stays in a government institution or his own house during a period of absence from his headquarters: Provided that the Director may refund to such teacher who stays in a government institution the prescribed guest money which he paid to such government institution, and further

elke onderwyser wat vir amptelike doeleindes van sy hoofkwartier afwesig is —

(aa) die verlyftoelaes; of

(bb) die ander vergoeding ten aansien van herberg tydens sodanige afwesigheid,

soos in hierdie regulasie uiteengesit.

(ii) Die verblyftoelaes en ander vergoeding waarvoor hierdie regulasie voorsiening maak, is bedoel om 'n onderwyser te vergoed slegs vir noodsaaklike en redelike uitgawes deur hom aangegaan vir herberg terwyl hy vir amptelike doeleindes van sy hoofkwartier afwesig is, en slegs in die mate wat sodanige uitgawes sy normale lewenskoste oorskry.

(b) (i) Aan 'n onderwyser wat 24 uur of langer insluitende die reistyd, vir amptelike doeleindes van sy hoofkwartier afwesig is, word, behoudens die bepalings van paragrawe (c) en (d), 'n verblyftoelaes betaal teen dieselfde tarief as wat ingevolge regulasies D1.1 en D2.2 van die Staatsdiensregulasies (afgekondig by Goewermentskennisgewing R2047 van 11 Desember 1959), soos gewysig, van toepassing is op Blanke beamptes in die staatsdiens.

(ii) Aan 'n onderwyser wat minder as 24 uur lank, insluitende die reistyd, vir amptelike doeleindes van sy hoofkwartier afwesig is, kan die Direkteur noodsaaklike en redelike uitgawes deur hom ten aansien van herberg aangegaan, vergoed tot 'n maksimum gelykstaande aan die bedrag van die verblyftoelaes wat vir 'n enkele dag van 24 uur ingevolge hierdie regulasie aan sodanige onderwyser betaalbaar sou wees.

(c) Die verblyftoelaes of ander vergoeding in paragraaf (b) beoog word nie aan 'n onderwyser betaal nie indien hy tydens sy afwesigheid van sy hoofkwartier in 'n staatsinrigting of in sy eie huis tuis gaan: Met dien verstande dat die Direkteur aan sodanige onderwyser wat in 'n staatsinrigting tuisgaan die voorgeskrewe gastegeelde wat hy aan sodanige staatsinrigting betaal het, kan terugbetaal en verder

pay him additional allowances as determined by the Executive Committee.

- (d) The subsistence allowances referred to in paragraph (b)(i) shall be paid for the continuity of a period of sojourn not exceeding 180 days in one and the same place, town or city: Provided that the duration of the journey of the teacher to and from the place of sojourn in respect of which such subsistence allowances are payable, is not taken into consideration for the purposes of this paragraph: Provided, further, that a break in such sojourn of less than one full calendar month is not for the purposes of this paragraph considered to be a break in the continuity of the period.
 - (e) If the subsistence allowance prescribed in paragraph (b)(i) is insufficient to cover the expenses which a teacher actually had to incur for accommodation during his necessary absence from his headquarters for official purposes, the Director may refund to him the difference between the amount of the reasonable expenditure necessarily incurred by him for accommodation during such period of absence, and the amount of such subsistence allowance as is payable in terms of this regulation for the whole continuous period of absence concerned, provided that his claim is substantiated by receipts or other vouchers, or a written statement to the satisfaction of the Director.
- (2) (a) A person residing in the Territory who is appointed to the teaching staff, shall not be paid any subsistence allowance as prescribed in subregulation (1)(b), in respect of accommodation during the journey from his place of residence to the headquarters where he is to assume duty.
- (b) If a persons residing in the Republic of South Africa is appointed to the teaching staff, the duration of his journey from De Aar (if he travels by train) or his place of entry into the Territory (if he travels by car) to the headquarters where he assumes duty, will be deemed to be absence from his headquarters for official purposes, and a subsistence allowance as prescribed by subregulation (1)(b), shall be paid to him at the full tariff in the case of himself and every member of his household above the age of ten years, and at half the prescribed tariff for every other member of his household.

'n bykomende toelae soos deur die Uitvoerende Komitee bepaal aan hom kan betaal.

- (d) Die verblyftoelae in paragraaf (b)(i) bedoel, word vir 'n deurlopende verblyf van hoogstens 180 dae op een en dieselfde plek, dorp of stad betaal: Met dien verstande dat die duur van 'n onderwyser se reis na en van die plek van verblyf ten aansien waarvan bedoelde verblyftoelae betaalbaar is, nie in aanmerking geneem word vir die doel van hierdie paragraaf nie: Met dien verstande voorts dat 'n onderbreking in sodanige verblyf van minder as een volle kalendermaand nie vir die doel van hierdie paragraaf as 'n onderbreking in die deurlopendheid van die tydperk geag word te wees nie.
 - (e) Indien die verblyftoelae in paragraaf (b)(i) bedoel ontoereikend is om 'n onderwyser te vergoed vir uitgawes werklik aangegaan vir herberg tydens sy noodwendige afwesigheid vir amptelike doeleindes van sy hoofkwartier, kan die Direkteur die verskil tussen die bedrag van die redelike uitgawes noodwendig deur hom aangegaan vir herberg gedurende sodanige tydperk van afwesigheid, en die bedrag van sodanige verblyftoelae soos ingevolge hierdie regulasie betaalbaar vir die hele deurlopende tydperk van gemelde afwesigheid aan hom betaal, mits sy eis gestaaf word deur kwitansies of ander bewysstukke, of 'n skriftelike verklaring, tot bevrediging van die Direkteur.
- (2) (a) Aan 'n persoon wat in die Gebied woon en wat in die onderwyspersoneel aangestel word, word geen verblyftoelae, soos in subregulasie (1)(b) beoog, met betrekking tot herberg tydens sy reis van sy woonplek na die hoofkwartier waar hy diens moet aanvaar, betaal nie.
- (b) Indien 'n persoon wat in die Republiek van Suid-Afrika woon in die onderwyspersoneel aangestel word, word die duur van sy reis vanaf De Aar (indien hy per trein reis) of sy plek van binnekoms in die Gebied (indien hy per motor reis) na die hoofkwartier waar hy diens moet aanvaar, geag afwesigheid van sy hoofkwartier vir amptelike doeleindes te wees, en word 'n verblyftoelae soos in subregulasie (1)(b) beoog aan hom betaal teen die volle tarief in die geval van homself en elke lid van sy huishouding bo die ouderdom van tien jaar, en teen die helfte van bedoelde tarief in die ge-

- (c) Should a person residing both outside the Territory and the Republic of South Africa, be appointed to the teaching staff, the duration of his journey from his place of entry into the Republic of South Africa, or, should he not enter the above-mentioned Republic first, his place of entry into the Territory, to the headquarters where he has to assume duties, will be considered absence from his headquarters for official purposes, and subsistence allowance, as envisaged in sub-regulation (1)(b), will be paid in accordance with the prescribed tariff for himself and each member of his household above the age of ten years, and at half the prescribed tariff for every other member of his household.

(3) If a teacher is transferred, not at his own request but at the direction of the Director, the duration of his journey from his previous to his new headquarters will be deemed to be absence from his headquarters for official purposes, and a subsistence allowance as prescribed by subregulation (1)(b) shall be paid to him at the full tariff for himself and every member of his household above the age of ten years and at half the prescribed tariff for every other member of his household.

Travelling and transport privileges

96. (1) (a) (i) A teacher travelling for official purposes to and from his headquarters in any other way than with government motor transport is, subject to the provisions of subparagraph (ii), entitled to the travelling and transport privilege as set out in this regulation.

- (ii) No teacher may, without previously having obtained permission from the Director undertake any journeys for official purposes: Provided that such permission be deemed to be included in a notice of transfer (if such transfer takes place at the direction of the Director) and a notice of appointment.

- (b) To a teacher who undertook a journey for official purposes, all essential and reasonable additional expenses which he incurred in connection with such jour-

val van elke ander lid van sy huishouding.

- (c) Indien 'n persoon wat buite sowel die Gebied as die Republiek van Suid-Afrika woon, in die onderwyspersoneel aangestel word, word die duur van sy reis vanaf sy plek van binnekoms in die Republiek van Suid-Afrika, of, indien hy nie eerste die genoemde Republiek binnekom nie, sy plek van binnekoms in die Gebied, na die hoofkwartier waar hy diens moet aanvaar, geag afwesigheid van sy hoofkwartier vir amptelike doeleindes te wees, en word 'n verblyftoelae soos in subregulasie (1)(b) beoog aan hom betaal teen die volle tarief in die geval van homself en elke lid van sy huishouding bo die ouderdom van tien jaar, en teen die helfte van bedoelde tarief in die geval van elke ander lid van sy huishouding.

(3) Indien 'n onderwyser nie op eie versoek nie maar op inisiatief van die Direkteur verplaas word, word die duur van sy reis van sy vorige na sy nuwe hoofkwartier geag afwesigheid van sy hoofkwartier vir amptelike doeleindes te wees, en word 'n verblyftoelae soos in subregulasie (1)(b) beoog aan hom betaal teen die volle tarief in die geval van homself en elke lid van sy huishouding bo die ouderdom van tien jaar, en teen die helfte van bedoelde tarief in die geval van elke ander lid van sy huishouding.

Reis- en vervoervoorregte

96. (1) (a) (i) 'n Onderwyser wat vir amptelike doeleindes na of van sy hoofkwartier reis op 'n ander wyse as met staatsmotorvervoer, is behoudens die bepalings van subparagraaf (ii) geregtig op die reis- en vervoervoorregte soos in hierdie regulasie uiteengesit.

- (ii) Geen onderwyser mag sonder dat die toestemming van die Direkteur vooraf verkry is, enige reis vir amptelike doeleindes onderneem nie: Met dien verstande dat sodanige toestemming geag word inbegrepe te wees in 'n verplaskingskennisgewing (indien sodanige verplasing op inisiatief van die Direkteur geskied) en 'n aanstellingskennisgewing.

- (b) Aan 'n onderwyser wat vir amptelike doeleindes 'n reis onderneem het, word al die noodsaaklike en redelike bykomstige uitgawes wat hy in verband met sodanige

ney, including taxi fees and portorage, will be refunded by the Director.

(c) (i) A teacher travelling by train or South African Railways road motor service for official purposes, and, if such journey is to headquarters to assume duty as a result of a transfer at the direction of the Director or an appointment, also the household of such teacher with the exception of servants, is entitled to travel in the first class and the servants in his household in the second class, at the expense of the Administration.

(ii) The Director may pay to a teacher who in terms of subparagraph (i) is entitled to travel at the expense of the Administration by train or South African Railways road motor service but prefers not to travel in such way, the value of the train or road motor service tickets concerned at government tariff in respect of himself and, where the said subparagraph (i) is applicable, his household.

(d) A teacher travelling to assume duty as the result of an appointment to the teaching staff, or a transfer at the direction of the Director, is entitled to the transport, at the expense of the Administration, of his personal effects to a maximum gross mass of 6350 kilograms, including the mass of his private vehicles and his household by goods train or South African Railways road motor service, or with the prior permission of the Director, another public or private transport service, and such transport also includes, where applicable, the transport of the said personal effects from the dwelling of the teacher to the nearest railway station or vice versa, as well as to or from a warehouse if such personal effects must be stored or had to be stored with the prior permission of the Director, and also all packing and unpacking costs, including the cost of the packing material.

(e) The Director may desire a teacher whose personal effects must be transported in

reis aangegaan het, insluitende taxifoote en kruiersloon, deur die Direkteur terugbetaal.

(c) (i) 'n Onderwyser wat vir amptelike doeleindes per trein of padmotordiens van die Suid-Afrikaanse Spoorweë reis, en, indien genoemde reis na 'n hoofkwartier is om diens te aanvaar na aanleiding van 'n verplasing op inisiatief van die Direkteur of 'n aanstelling, ook die huishouding van sodanige onderwyser, met die uitsondering van bediendes, is geregtig om in die eerste klas, en die bediendes in sy huishouding in die tweede klas, op Administrasiekoste te reis.

(ii) Die Direkteur kan aan 'n onderwyser wat ingevolge subparagraaf (i) geregtig is om op Administrasiekoste per trein of padmotordiens van die Suid-Afrikaanse Spoorweë te reis, maar verkies om nie op sodanige wyse te reis nie, ten opsigte van homself en, waar ingevolge genoemde subparagraaf (i) van toepassing, sy huishouding, die waarde van die betrokke trein- of padmotordienskaartjies teen staatstarief uitbetaal.

(d) 'n Onderwyser wat reis om diens te aanvaar na aanleiding van 'n aanstelling in die onderwyspersoneel, of 'n verplasing op inisiatief van die Direkteur, is geregtig op die vervoer op Administrasiekoste van sy persoonlike besittings tot 'n maksimum massa van 6350 kilogram, insluitende die massa van privaatvoertuie van hom en sy huishouding per goederetrein of padmotordiens van die Suid-Afrikaanse Spoorweë, of, met die voorafverkreë toestemming van die Direkteur, 'n ander openbare of private vervoerdienst, en sodanige vervoer sluit ook in, waar van toepassing, die vervoer van bedoelde persoonlike besittings van die onderwyser se woning na die naaste spoorwegstasie of omgekeerd, asook na of van 'n pakhuis indien sodanige persoonlike besittings met die voorafverkreë toestemming van die Direkteur opgeberg moet word of opgeberg was, en verder alle verpakkings- en uitpakkingskoste, insluitende die koste van die verpakkingsmateriaal.

(e) Die Direkteur kan van 'n onderwyser wie se persoonlike besittings ingevolge

accordance with paragraph (d), to obtain three written tenders for such transport and to submit them to him, and the Director is not bound to accept the lowest or any tender.

(2) (a) In the event of a journey to assume duty as a result of an appointment to the teaching staff, the travelling and transport privileges referred to in paragraphs (b), (c) and (d) of subregulation (1) are granted only in respect of the journey of a person from his residence, or in the case of a student who has completed his studies, from his residence or his parental home, to the headquarters to which the appointment applies, if such residence or parental home is situated in the Territory or the Republic of South Africa: Provided that the Director may, after consultation with the Executive Committee, in exceptional cases and within reasonable limits, grant similar travelling and transport privileges where the residence or parental home concerned is situated outside the Territory as well as outside the Republic of South Africa.

(b) A teacher who has assumed duty under the Department and has made use of the travelling and transport privileges referred to in paragraphs (b), (c) and (d) of subregulation (i), and who within twelve calendar months from the date of his assumption of duty resigns or whose services are terminated by the Director as a result of unsatisfactory service, shall refund to the Administration the full amount spent by the Administration in respect of such travelling and transport privileges.

(3) (a) If a teacher is transferred at his own request, such teacher shall have no claim against the Administration in respect of any expenditure which he may incur in connection with such transfer, and any absence from duty as a result of such transfer shall be covered by the available vacation leave of such teacher: Provided that a teacher who has been transferred at his own request be deemed, for the purposes of these regulations, to have been transferred at the direction of the Director if the Director is convinced that such transfer is —

(i) in the interests of the Department; or

paragraaf (d) op Administrasiekoste vervoer moet word, verlang om drie skriftelike tenders vir sodanige vervoer te verkry en aan hom voor te lê, en die Direkteur is nie gebonde om die laagste of enige tender te aanvaar nie.

(2) (a) In die geval van 'n reis om diens te aanvaar na aanleiding van 'n aanstelling in die onderwyspersoneel, word die reis- en vervoervoorregte in paragrawe (b), (c) en (d) van subregulasie (1) beoog slegs toegestaan ten aansien van 'n persoon se reis van sy woonplek, of, in die geval van 'n afgestudeerde student, van sy woonplek of sy ouerhuis, tot by die hoofkwartier waarop die aanstelling betrekking het, indien sodanige woonplek of ouerhuis in die Gebied of die Republiek van Suid-Afrika geleë is: Met dien verstande dat die Direkteur, na raadpleging met die Uitvoerende Komitee, in uitsonderlike gevalle en binne redelike perke soortgelyke reis- en vervoervoorregte kan toestaan waar die betrokke woonplek of ouerhuis buite sowel die Gebied as die Republiek van Suid-Afrika geleë is.

(b) 'n Onderwyser wat diens by die Departement aanvaar het en gebruik gemaak het van die reis- en vervoervoorregte in paragrawe (b), (c) en (d) van subregulasie (1) beoog, en binne 12 kalendermaande van die datum van sodanige diensaanvaarding bedank of deur die Direkteur op grond van onbevredigende diens ontslaan word, moet die volle bedrag deur die Administrasie bestee ten aansien van sodanige reis- en vervoervoorregte aan die Administrasie terugbetaal.

(3) (a) As 'n onderwyser op eie versoek verplaas word, het sodanige onderwyser geen eis teen die Administrasie met betrekking tot enige uitgawe wat hy in verband met sodanige verplasing mag aangaan nie, en enige afwesigheid van diens as gevolg van sodanige verplasing word uit sodanige onderwyser se beskikbare vakansieverlof gedek: Met dien verstande dat 'n onderwyser wat op eie versoek verplaas is geag word, vir die doeleindes van hierdie regulasies, op inisiatief van die Direkteur verplaas te wees indien die Direkteur oortuig is dat sodanige verplasing —

(i) in belang van die Departement; of

- (ii) necessary for the health of the teacher concerned or of his wife or child.
- (b) If a teacher is transferred at the direction of the Director and not at his own request from one headquarters to another, such teacher shall be deemed to travel for official purposes from his previous to his new headquarters, and the travelling and transport privileges referred to in paragraphs (b), (c) and (d) of subregulation (i) are applicable to him, which travelling and transport privileges are subject to the following conditions:
- (i) Such Teacher shall, unless the Director has granted him postponement, remove his household and personal effects within two months to his new headquarters after he has assumed duty at such new headquarters.
- (ii) When such teacher or his household travels by train to his new headquarters, his gross overweight luggage to a maximum gross mass of 225 kilograms is forwarded by passenger train at the expense of Administration to the nearest railway station at the said new headquarters.
- (iii) The permission with regard to the transport by goods train of a teacher's vehicles or that of a member of his household shall be subject to the proviso that the Administration shall accept no liability for the loss of, or damage to such vehicles during the loading, transport or unloading thereof.
- (iv) In no event shall the personal effects of such teacher be stored at his previous or new headquarters for longer than 6 months, at the expense of the Administration.
- (c) When a teacher is transferred at the direction of the Director to new headquarters, the Director may pay or refund the following to such teacher:
- (i) The amount actually and necessarily spent on rent or lodging and wages of servants at his previous headquarters and forfeited due to
- (ii) noodsaaklik vir die gesondheid van die betrokke onderwyser, sy vrou of kind, is.
- (b) As 'n onderwyser nie op eie versoek nie, maar op inisiatief van die Direkteur van een hoofkwartier na 'n ander verplaas word, word sodanige onderwyser geag vir amptelike doeleindes van sy vorige na sy nuwe hoofkwartier te reis, en is die reis- en vervoervoorregte in paragrawe (b), (c) en (d) van subartikel (1) beoog op hom van toepassing, welke reis- en vervoervoorregte onderhewig is aan die volgende voorwaardes:
- (i) Sodanige onderwyser moet, tensy die Direkteur aan hom uitstel verleen, sy huishouding en persoonlike besittings binne twee maande nadat hy by sy nuwe hoofkwartier diens aanvaar het na sodanige nuwe hoofkwartier oorbring;
- (ii) Wanneer sodanige onderwyser of sy huishouding per trein na sy nuwe hoofkwartier reis, kan sy oormassabagasië tot 'n maksimum massa van 225 kilogram op Administrasiekoste per passasierstrein na die naaste spoorwegstasie aan genoemde nuwe hoofkwartier versend word.
- (iii) Die vergunning ten aansien van die vervoer per goederetrein van die voertuie van 'n onderwyser of lede van sy huishouding geskied met die voorbehoud dat die Administrasie geen aanspreeklikheid aanvaar vir die verlies van of skade aan sodanige voertuie tydens die oplaai, vervoer of aflaai daarvan nie.
- (iv) In geen geval word sodanige onderwyser se persoonlike besittings by sy vorige of nuwe hoofkwartier vir langer as 6 maande op Administrasiekoste opgeberg nie.
- (c) Wanneer 'n onderwyser op inisiatief van die Direkteur na 'n nuwe hoofkwartier verplaas word, kan die Direkteur die volgende aan sodanige onderwyser betaal of terugbetaal:
- (i) Die bedrag wat werklik en noodwendig aan huur of losies en bediendeloon by sy vorige hoofkwartier uitgegee en verbeur is

short notice of transfer, provided that expenses were also incurred for the same period at the headquarters to which the teacher is transferred, for rent or lodging and wages of servants.

- (ii) The amount actually and necessarily spent on lodging or hotel accommodation at his previous headquarters for not more than seven days because the teacher and his household are compelled to stay in a boarding house or hotel or to lodge privately while his personal effects are being packed or moved to his new headquarters.
- (iii) The amount actually and necessarily spent on lodging or hotel accommodation at the new headquarters because the teacher and his household are compelled to stay in a boarding house or hotel or to lodge privately for not more than seven days while his personal effects are being unpacked or moved from the previous headquarters, or while he was looking for a house or flat.
- (iv) The difference between the normal living expenses consisting of rent, taxes, water, lights, fuel for heating purposes, food and wages of servants, and the abnormal living expenses actually and necessarily incurred by a teacher at his new headquarters because he is compelled to —

(aa) stay for a period longer than seven days in a hotel, boarding house, furnished house, furnished flat, furnished room or private lodging; or

(bb) move into awarded official married quarters,

while his personal effects are being unpacked or moved from the previous headquarters or while he is looking for an unfurnished house or flat, or if his household is divided due to the school attendance of children: Provided that abnormal living expenses shall be paid for a period of two months at

weens kort kennisgewing van verplasing, mits daar ook uitgawes aan huur of losies en bediendeloön by die hoofkwartier waarheen die onderwyser verplaas is ten opsigte van dieselfde tydperk aangegaan is.

- (ii) Die bedrag wat werklik en noodwendig aan losies of hotel-akkommodasie by sy vorige hoofkwartier vir hoogstens sewe dae uitgegee is deurdat die onderwyser en sy huishouding verplig is om in 'n losieshuis of hotel tuis te gaan of privaat te loseer terwyl sy persoonlike besittings ingepak of na sy nuwe hoofkwartier vervoer word.
- (iii) Die bedrag wat werklik en noodwendig aan losies of hotel-akkommodasie by die nuwe hoofkwartier uitgegee is deurdat die onderwyser en sy huishouding verplig is om vir 'n tydperk van hoogstens sewe dae in 'n losieshuis of hotel tuis te gaan of privaat te loseer terwyl sy persoonlike besittings uitgepak of van die vorige hoofkwartier vervoer word, of terwyl hy op soek na 'n huis of woonstel is.
- (iv) Die verskil tussen die normale bestaansuitgawes bestaande uit huur, belastinge, water, ligte, brandstof vir verhitting, voedsel en bediendeloön en die abnormale bestaansuitgawes werklik en noodwendig deur 'n onderwyser by sy nuwe hoofkwartier aangegaan deurdat hy verplig is om —

(aa) vir 'n tydperk van langer as sewe dae in 'n hotel, losieshuis, gemeubileerde huis, gemeubileerde woonstel of gemeubileerde kamers tuis te gaan of privaat te loseer; of

(bb) toegewese getroude amptelike kwartiere te betrek,

terwyl sy persoonlike besittings uitgepak of van die vorige hoofkwartier vervoer word of terwyl hy op soek na 'n ongemeubileerde huis of woonstel is, of as sy huishouding as gevolg van die skoolbelange van kinders verdeel is: Met dien verstande dat abnormale bestaansuitgawes vir 'n tydperk van

the utmost: Provided, further, that, should such expenses result from the school attendance of children, abnormal living expenses may be paid till the end of the school year during which the teacher concerned has been transferred: Provided, further, that claims for the refund of abnormal living expenses shall be submitted in writing to the Director on a form approved by the Secretary.

- (v) Expenses necessarily incurred as a result of the transfer of a teacher in connection with the re-registration of private vehicles which are normally used for personal purposes including the affixing of new number plates but excluding expenses incurred for the affixing, adjustment or replacement of defective parts and accessories.
- (vi) Telephone rental on a pro rate basis in respect of the period for which the teacher, as a result of his transfer, could not use the telephone at his previous residence but nevertheless had to pay rent therefor: Provided that telephone rental which is recoverable from the Department of Posts and Telecommunication, is not refunded.
- (vii) The costs in connection with the transfer or installation of a private telephone: Provided that such expenses are payable only if a teacher had a private telephone at his previous headquarters.
- (viii) The costs of repair or replacement of personal effects damaged in transit.
- (ix) The costs of disconnecting and connecting and alterations or replacement of household appliances.
- (x) The costs in connection with the purchasing of necessary school uniforms for a child or other de-

hoogstens twee kalendermaande betaal kan word: Met dien verstande voorts dat waar sodanige uitgawes uit die skoolbelange van kinders voortspruit abnormale bestaansuitgawes betaal kan word tot aan die einde van die skooljaar waarin die betrokke onderwyser oorgeplaas is: Met dien verstande voorts dat eise om die terugbetaling van abnormale bestaansuitgawes skriftelik en in 'n vorm wat deur die Sekretaris goedgekeur is by bedoelde Direkteur ingelewer moet word.

- (v) Uitgawes wat noodwendig as gevolg van die onderwyser se verplasing aangegaan is in verband met die herregistrasie van private voertuie wat normaalweg vir persoonlike gebruik aangewend word, met insluiting van die aansien van nuwe nommerplate maar uitgesonderd uitgawes wat aangegaan is vir die aanbring, verstelling of vervanging van defektiewe onderdele en toebehore.
- (vi) Telefoonhuur op 'n *pro rata*-grondslag ten opsigte van die tydperk waarvoor die onderwyser, as gevolg van sy verplasing nie sy private telefoon by sy vorige woning kan gebruik nie maar desondanks huur daarvoor moet betaal: Met dien verstande dat telefoonhuur wat op die poswese verhaalbaar is, nie terugbetaal word nie.
- (vii) Die koste verbonde aan die oorsplasing of installering van 'n private telefoon: Met dien verstande dat sodanige koste betaalbaar is slegs waar 'n onderwyser 'n private telefoon by sy vorige hoofkwartier gehad het.
- (viii) Die koste van herstel of vervanging van persoonlike besittings wat in transito beskadig is.
- (ix) Die koste van ontkoppeling en koppeling en verandering of vervanging van huishoudelike toestelle.
- (x) Die koste verbonde aan die aankoop van noodsaaklike skooluniforms vir 'n kind of ander af-

pendent member of the teacher's household.

- (d) To a teacher transferred at the expense of the Administration and who moves his personal effects out of —

(i) a house or flat partly or fully furnished by him, to a house or flat which he himself is going to occupy in the vicinity of his new headquarters, or to a store; or

(ii) a store to a house or flat which he himself is going to occupy at or in the vicinity of his new headquarters, or to another store,

the Director may pay an amount of not more than R200 in respect of depreciation of a teacher's personal effects to cover expenses arising from his transfer, excluding those provided for elsewhere in these regulations.

(4) A teacher whose services under the Department are terminated, for whatever reason, shall have no claim against the Administration in respect of any travelling and transport privileges from the place where his services are terminated to any other place where he wishes to settle or to which he wishes to return: Provided that —

(a) travelling and transport privileges at the expense of the Administration to any place in the Republic of South Africa may, subject to the provisions of subregulation 5, be granted by the Director to a teacher with regard to himself, his household and personal effects if such teacher has assumed duty under the Department before or on 30 June 1960 after he came from the Republic of South Africa to the Territory, if he thereafter served the Department for at least ten continuous years on his return to the Republic of South Africa, assumes duty with an education department of the Republic of South Africa (which education department does not bear any costs in connection with the transport of such teacher), and he applies in writing within six months after the termination of his services to the Department for the said travelling and transport privileges at the expense of the Administration; and

(b) travelling and transport privileges at the expense of the Administration to any place in the Territory or the Republic of South Africa may, subject to the provisions of subregulation (5) be granted by the Director to any of the following

hanklike lid van die onderwyser se huishouding.

- (d) Aan 'n onderwyser wat op Administrasiekoste verplaas is en wat sy persoonlike besittings vervoer uit —

(i) 'n huis of woonstel wat hy self ten volle of gedeeltelik gemeubileer het, na 'n huis of woonstel wat hy self gaan bewoon by of in die omgewing van sy nuwe hoofkwartier, of na 'n opbergplek; of

(ii) 'n opbergplek na 'n huis of woonstel wat hy self gaan bewoon by of in die omgewing van sy nuwe hoofkwartier, of na 'n ander opbergplek,

kan die Direkteur 'n bedrag van hoogstens R200 betaal ten opsigte van waardevermindering van sy persoonlike besittings en ter dekking van uitgawes wat uit sy oorpasing voortspruit, uitgesonderd dié waarvoor elders in hierdie regulasies voorsiening gemaak word.

(4) 'n Onderwyser wie se diens by die Departement tot 'n einde kom, op welke wyse ookal, het geen eis teen die Administrasie ten opsigte van enige reis- en vervoervoorregte vanaf die plek waar sy diens tot 'n einde kom na enige ander plek waar hy hom wil vestig of waarheen hy wil terugkeer nie: Met dien verstande dat —

(a) reis- en vervoervoorregte op Administrasiekoste na enige plek in die Republiek van Suid-Afrika deur die Direkteur, behoudens die bepalings van subregulasie (5) aan 'n onderwyser toegestaan kan word ten aansien van homself, sy huishouding en persoonlike besittings indien sodanige onderwyser voor of op 30 Junie 1960 diens by die Departement aanvaar het nadat hy uit die Republiek van Suid-Afrika na die Gebied gekom het, hy sedertdien minstens tien jaar aaneenlopend diens aan die Departement gelewer het, hy by sy terugkeer in die Republiek van Suid-Afrika in die diens gaan tree van 'n onderwysdepartement van die Republiek van Suid-Afrika (welke onderwysdepartement nie sodanige onderwyser se vervoerkoste betaal nie), en hy binne 6 maande na beëindiging van sy diens by die Departement skriftelik aansoek doen om gemelde reis- en vervoervoorregte op Administrasiekoste; en

(b) reis- en vervoervoorregte op Administrasiekoste na enige plek in die Gebied of die Republiek van Suid-Afrika deur die Direkteur, behoudens die bepalings van subregulasie (5) aan enige van die volgende persone toegestaan kan word ten aan-

persons with regard to such person himself, his household and personal effects:

- (i) a teacher who retires on pension under the Department;
- (ii) a teacher whose services are terminated by the Director on the grounds of ill-health not caused through the fault of such teacher;
- (iii) a teacher dismissed by the Director due to the abolition of the post filled by him;
- (iv) the widow of a teacher who died while he was in the service of the Department,

if such person applies in writing to the Director within six months after the termination of his service (or death of her husband, where applicable) for such travelling and transport privileges.

(5) When the travelling and transport privileges referred to in subregulation (4) are granted by the Director, the provisions of paragraphs (b), (c), (d) and (e) of subregulation (1) apply *mutatis mutandis*.

Leave travelling privileges

97. (1) Subject to the provisions of this regulation every teacher who has continuously served in the Department for one or more years is entitled, once per calendar year, to travel on leave by train first class from the railway station nearest to his headquarters to any railway station in the Territory or the Republic of South Africa as far as but not further than De Aar and back, at the expense of the Administration: Provided that such teacher may not claim the leave travelling privileges referred to if he has already claimed similar leave travelling privileges under any other legal authority.

(2) The leave travelling privileges referred to in subregulation (1), are applicable in the case of —

- (a) a married male teacher; and
- (b) a female teacher who is the breadwinner of a family,

not only in respect of himself or herself, but also in respect of his or her spouse, dependent children and step-children, and one children's nurse for a child or children under the age of 2 years.

(3) To any teacher referred to in this regulation, may, at his request, be paid the cash value, at government tariff, of the train tickets required by him in terms of subregulations (1) and (2) excluding the ticket for the

sien van sodanige persoon self, sy huishouding en persoonlike besittings:

- (i) 'n onderwyser wat met pensioen uit die diens van die Departement tree;
- (ii) 'n onderwyser wat deur die Direkteur ontslaan word op grond van swak gesondheid wat nie deur sodanige onderwyser se eie toe doen veroorsaak is nie;
- (iii) 'n onderwyser wat deur die Direkteur ontslaan is weens die afskaffing van die pos deur hom beklee;
- (iv) die weduwee van 'n onderwyser wat te sterwe kom terwyl hy in diens van die Departement is,

indien sodanige persoon binne 6 maande na diensbeëindiging (of afsterwe van haar eggenoot waar van toepassing) skriftelik by die Direkteur aansoek doen om sodanige reis- en vervoervoorregte.

(5) Wanneer die reis- en vervoervoorregte in subregulasie (4) uiteengesit, deur die Direkteur toegestaan word, geld die bepalings van paragrawe (b), (c), (d) en (e) van subregulasie (1) *mutatis mutandis*.

Vakansievoorregte

97. (1) Behoudens die bepalings van hierdie regulasie is elke onderwyser wat een jaar of langer ononderbroke diens by die Departement het daarop geregtig om een maal per kalenderjaar per trein met vakansie van die naaste spoorwegstasie aan sy hoofkwartier na enige spoorwegstasie in die Gebied of die Republiek van Suid-Afrika so ver maar nie verder nie as De Aar en terug op Administrasiekoste in die eerste klas te reis: Met dien verstande dat daar nie deur sodanige onderwyser op die genoemde vakansiereisvoorregte aanspraak gemaak kan word nie indien hy reeds ingevolge enige ander wetlike magtiging op dergelike vakansiereisvoorregte aanspraak kan maak nie.

(2) Die vakansiereisvoorregte in subregulasie (1) beoog, is van toepassing, in die geval van —

- (a) 'n getroude onderwyser; en
- (b) 'n onderwyseres wat die broodwinner van 'n gesin is,

nie alleen ten aansien van hom- of haarself nie, maar ook ten aansien van sy of haar gade, afhanklike kinders en stiefkinders, en een kinderoppasser vir 'n kind of kinders onder die ouderdom van 2 jaar.

(3) Aan enige onderwyser in hierdie regulasie beoog, kan, op sy versoek, in plaas daarvan dat 'n gratis spoorweglasbrief, of -lasbriewe, vir die treinkaartjies ingevolge subregulasies (1) en (2) deur hom benodig, aan

children's nurse, instead of a free rail warrant for such tickets.

(4) If the spouse of a male teacher is also in the employ of the Administration and in the course of calendar year has received a free railway warrant, or a cash payment in terms of subregulation (3) in respect of a journey other than a journey for official purposes of the Administration, no second such warrant or cash payment shall be granted in favour of the spouse of such teacher.

Leave

98. (1) All leave, whether with or without emolument, shall be taken into consideration as service for sick leave, but only leave with emolument shall be taken into consideration as service for vacation leave.

(2) All teachers, with the exception of Inspectors of Education and members of the education staff with the same rank as that of Inspector of Education have, unless the Director decides otherwise, leave during school holidays which are determined by the school calendar.

Application for leave

99. (1) Application for leave shall be submitted to the Director, and any such application by a teacher who is not a principal shall be submitted to the Director via the principal of the government school where such teacher is a staff member.

(2) The Director may grant or refuse any leave applied for, subject to the provisions of these regulations and may cancel leave already granted if, in his opinion, the requirements of the Department necessitate such action.

Calculation of leave

100. (1) In any calculation of leave for the purposes of these regulations, a fraction of a day is transferable from one leave period to a subsequent leave period.

(2) A school holiday falling within a period of leave or between two periods of leave granted to a teacher, except when such teacher is an Inspector of Education or member of the education staff with the same rank as an Inspector of Education shall not be regarded as being part of such period or periods of leave: Provided that —

- (a) when a school holiday falls within a single period of any specified leave other than leave for urgent private affairs, the remuneration of such teacher

hom uitgereik word, die kontantwaarde teen staats-tarief van sodanige kaartjies met die uitsondering van 'n kaartjie vir 'n kinderoppasser, deur die Direkteur uitbetaal word.

(4) Indien 'n onderwyser se gade ook in diens van die Administrasie is en in die loop van 'n kalenderjaar 'n gratis spoorweglasbrief vir, of 'n kontantbetaling soos in subregulasie (3) bedoel, ten aansien van 'n reis anders as 'n reis vir amptelike doeleindes van die Administrasie ontvang het, mag geen tweede sodanige lasbrief of kontantbetaling aan sodanige onderwyser ten aansien van sy gade toegeken word nie.

Verlof

98. (1) Alle verlof, het sy met of sonder emolumente word in aanmerking geneem as diens vir siekteverlof maar slegs verlof met emolumente word in aanmerking geneem as diens vir vakansieverlof.

(2) Alle onderwysers, met die uitsondering van Inspekteurs van Onderwys en lede van die onderwyspersoneel van gelyke rang as dié van Inspekteur van Onderwys het, tensy die Direkteur in 'n bepaalde geval anders besluit, verlof gedurende die skoolvakansies wat in die skoolkalender bepaal word.

Aansoek om verlof

99. (1) Aansoek om verlof moet by die Direkteur gedoen word, en enige sodanige aansoek deur 'n onderwyser wat nie 'n hoofonderwyser is nie moet deur bemiddeling van die hoofonderwyser van die staatskool waaraan sodanige onderwyser verbonde is aan die Direkteur gerig word.

(2) Die Direkteur kan enige verlof waarom aansoek gedoen word behoudens die bepalinge van hierdie regulasies toestaan of weier, en verlof wat reeds toegestaan is, intrek indien die behoeftes van die Departement dit na sy mening genoodsaak.

Berekening van verlof

100. (1) By enige berekening van verlof by die toepassing van hierdie regulasies is breukdele van 'n dag oordraagbaar van een verloftydperk na 'n daaropvolgende verloftydperk.

(2) 'n Skoolvakansie wat binne 'n tydperk van verlof, of tussen 2 tydperke van verlof, wat aan 'n onderwyser toegestaan is, val, word, behalwe wanneer sodanige onderwyser 'n Inspekteur van Onderwys of lid van die onderwyspersoneel van gelyke rang as Inspekteur van Onderwys is, nie geag deel van sodanige tydperk of tydperke van verlof te wees nie: Met dien verstande dat —

- (a) wanneer 'n skoolvakansie binne 'n enkele tydperk van enige bepaalde soort verlof anders as verlof vir dringende private sake val, besoldiging

in respect of such school holiday shall be the same as that regarding such period of leave; and

- (b) the emoluments of the teacher concerned in respect of such school holiday in each case other than referred to in paragraph (a) will be determined by the Director as he deems fit and fair under the circumstances.

(3) Leave commences on the first day on which a teacher is absent from duties, and shall terminate, in the case of an Inspector of Education or a member of the education staff of equal rank to that of an Inspector of Education, on the last working day preceding the day on which such teacher resumes duty, and in all other cases on the last school day before the person concerned resumes duty.

(4) A public holiday, Saturday or Sunday falling within a period of leave, shall be regarded as part of that leave and shall be taken into account as such.

(5) A public holiday, Saturday or Sunday falling between two periods of different kinds of leave, shall, if such day or days and the periods of leave form a continuous period, not be regarded as part of the one or other period of leave.

(6) Where the services of a teacher terminate and such teacher is reappointed with an interruption in his service, his service prior to such reappointment shall not be taken into account in determining leave to his credit: Provided that —

- (a) except in the case of a teacher who has already reached the age limit and has resigned from the service of the Department but has been reappointed in terms of section 69 (b) of the Ordinance, the vacation leave credit of such teacher may be re-established by the Director to a maximum of 184 days;
- (b) the maximum number of days, if any, referred to in paragraph (a) be decreased by the number of days in lieu of which a leave gratuity in terms of these regulations was paid at the termination of his previous service;
- (c) no vacation leave in terms of regulation 101 shall be granted within two years after such reappointment.

101. (1) (a) A teacher, excluding an Inspector of Education or a member of the staff attached to headquarters with a rank equal to that of an Inspector of Educa-

van die betrokke onderwyser ten aansien van sodanige skoolvakansie op dieselfde grondslag as ten aansien van sodanige tydperk van verlof geskied; en

- (b) besoldiging van die betrokke onderwyser ten aansien van sodanige skoolvakansie in elke ander geval as dié in paragraaf (a) genoem deur die Direkteur bepaal word soos hy dit in die omstandighede van die geval reg en billik ag.

(3) Verlof begin op die eerste dag waarop 'n onderwyser van diens afwesig is, en eindig, in die geval van 'n Inspekteur van Onderwys of 'n lid van die onderwyspersoneel van gelyke rang as dié van Inspekteur van Onderwys, op die laaste werksdag voor die dag waarop sodanige persoon weer diens aanvaar, en in alle ander gevalle op die laaste skooldag voordat die betrokke persoon weer diens aanvaar.

(4) 'n Openbare vakansiedag, Saterdag of Sondag wat binne 'n tydperk van verlof val, word geag deel van sodanige verlof te wees en word as sodanig gereken.

(5) 'n Openbare vakansiedag, Saterdag of Sondag wat tussen twee tydperke van verlof van verskillende soorte val, word, indien sodanige dag of dae en die tydperke van verlof 'n aaneenlopende tydperk vorm, nie geag deel van óf die een óf die ander tydperk van verlof te wees nie.

(6) Waar die diens van 'n onderwyser eindig en sodanige onderwyser word weer na 'n onderbreking van sy diens aangestel, word sy diens voor sodanige heraanstelling nie in aanmerking geneem by die bepaling van beskikbare verlof tot sy krediet nie: Met dien verstande dat —

- (a) behalwe in die geval van 'n onderwyser wat reeds die ouderdomsgrens bereik en uit die diens van die Departement getree het maar weer aangestel is ingevolge artikel 69(b) van die Ordonnansie, die vakansieverlofkrediet van sodanige onderwyser tot 'n maksimum van 184 dae deur die Direkteur herstel kan word;
- (b) die maksimum aantal dae in paragraaf (a) bedoel verminder word met die getal dae waarvoor 'n verlofgratifikasie ingevolge hierdie regulasies aan die einde van sy vorige diens betaal is, indien enige;
- (c) geen vakansieverlof kragtens regulasie 101 binne twee jaar na sodanige heraanstelling toegestaan mag word nie.

Vakansieverlof

101. (1) (a) 'n Onderwyser, uitgesonderd 'n Inspekteur van Onderwys of 'n lid van die onderwyspersoneel van gelyke rang as dié van Inspekteur van Onderwys enwat

tion shall be credited with leave hereafter referred to as vacation leave, at a rate of 12 days per annum for a period of service under the Department.

- (b) In determining the vacation leave credit of a teacher of any fixed date, subject to the provisions of regulation 100(6), all service under the Department excluding those mentioned in regulation 98(1), shall be taken into consideration and for every calendar quarter of vacation leave taken by the teacher, his total period of recognised service shall be reduced by five years and for the remaining years of service vacation leave will be calculated at 12 days leave per annum for each full year and *pro rata* for a portion of a year.

(2) An Inspector of Education or a member of the education staff with a rank equal to that of an Inspector of Education shall be credited with 26 days' accumulative vacation leave per calendar year, and in addition with 26 days' non-accumulative vacation leave per calendar year which shall be granted by the Director only during school holiday periods.

(3) A teacher, excluding an Inspector of Education or a member of the education staff with a rank equal to that of Inspector of Education, who is required by the Director to perform duties during any period of a school vacation, shall be credited in addition to vacation leave referred to in regulation 101 (1), with one half of the number of days on which he actually executed such duty, to a maximum of 24 days additional vacation leave in any calendar year: Provided that such teacher may apply in writing to the Director within 30 days of the completion of such duty, that such additional vacation leave be converted into a non-pensionable cash payment in the same relation to his basic annual salary, plus a teacher's allowance as the number of days he was actually in service to the number of days in a year, which is paid to him in respect of the said service.

(4) Any application by a teacher, excluding an Inspector of Education or a member of the teaching staff with a rank equal to that of Inspector of Education, for vacation leave, shall reach the Director at least a full school term before the date of which the leave, if granted, will commence.

(5) To a teacher, excluding an Inspector of Education or a member of the Educational staff with a rank equal to that of Inspector of Education, vacation leave shall be granted subject to the provisions of these regulations, for only one or two school terms at a time.

aan Hoofkantoor verbonde is, word gekrediteer met verlof hierna vakansieverlof genoem, teen 12 dae per jaar vir enige tydperk van diens by die Departement.

- (b) By die bepaling van die hoeveelheid vakansieverlof tot die krediet van 'n onderwyser op enige bepaalde datum word, behoudens die bepalings van regulasie 100(6), alle diens by die Departement, uitgesonderd dié genoem in regulasie 98(1), in berekening gebring, en vir elke kalenderkwartaal vakansieverlof reeds deur die onderwyser geneem, word sy totale erkende diens by die Departement met 5 jaar verminder, en vakansieverlof vir die oorblywende diensjare word bereken teen 12 dae verlof per jaar ten aansien van elke volle jaar en *pro rata* vir 'n gedeelte van 'n jaar.

(2) 'n Inspekteur van Onderwys en 'n lid van die onderwyspersoneel van gelyke rang as dié van Inspekteur van Onderwys word gekrediteer met 26 dae oplooptbare vakansieverlof per kalender jaar, en daarbenewens met 26 dae nie-oplooptbare vakansieverlof per kalender jaar wat slegs vir tydperke gedurende skoolvakansies deur die Direkteur toegestaan kan word.

(3) 'n Onderwyser uitgesonderd 'n Inspekteur van Onderwys en 'n lid van die onderwyspersoneel van gelyke rang as dié van Inspekteur van Onderwys, van wie die Direkteur vereis om diens te doen gedurende enige tydperk gedurende 'n skoolvakansie, word, benewens die vakansieverlof in regulasie 101(1) bedoel, gekrediteer met die helfte van die aantal dae waarop hy werklik aldus diens doen tot 'n maksimum van 24 dae addisionele vakansieverlof in enige kalenderjaar: Met dien verstande dat sodanige onderwyser binne 30 dae na die voltooiing van sodanige diens, die Direkteur skriftelik kan versoek dat, in plaas daarvan dat hy met bedoelde addisionele vakansieverlof gekrediteer word, 'n nie-pensioendraende kontantbetaling, wat in dieselfde verhouding tot sy jaarlikse salaris plus onderwysertoelaag staan as die aantal dae waarop hy werklik aldus diens gedoen het tot die aantal dae in 'n jaar, aan hom gedoen word ten opsigte van bedoelde diens.

(4) Enige aansoek om vakansieverlof deur 'n onderwyser, uitgesonderd 'n Inspekteur van Onderwys en 'n lid van die onderwyspersoneel van gelyke rang as dié van Inspekteur van Onderwys, moet die Direkteur bereik minstens 'n volle skooltermyn voor die datum waarop die verlof, indien toegestaan, 'n aanvang sal neem.

(5) Aan 'n onderwyser, uitgesonderd 'n Inspekteur van Onderwys en 'n lid van die onderwyspersoneel van gelyke rang as dié van Inspekteur van Onderwys, word vakansieverlof behoudens die bepalings van hierdie regulasies, alleenlik toegestaan vir een of twee skooltermyne op 'n keer.

(6) Vacation leave shall be with full pay: Provided that a teacher who has so much vacation leave to his credit that he can take vacation leave for a school term, may, with the approval of the Director, convert such leave into vacation leave with half pay on the basis of two days with half pay for each day with full pay which can be taken.

(7) (a) A person appointed a teacher from a fixed date in the service of the Department who immediately prior to such date held a teaching post in the Department of National Education or the Education Department of any one of the provinces of the Republic of South Africa, or held a post in another Education Department of the Republic of South Africa, shall retain as leave under these regulations, the vacation leave standing to his credit on the last day of his service with his previous Department:

(b) A teacher whose services under the Department terminate and who is reappointed in the service of the Department without any interval, shall retain as vacation leave in terms of these regulations, the vacation leave standing to his credit on the last day of his previous service: Provided that this provision is not valid in the case where the teacher has already reached the age limit and has resigned from the service of the Department and is reappointed in terms of section 69(b) of the Ordinance.

(c) A person appointed as from a fixed date as a teacher in a permanent capacity in the service of the Department and who, immediately prior to such date —

(i) was employed in a permanent capacity other than that of a teacher under the service of any government department of the Republic of South Africa, the Administration of the South African Railways and Harbours, a Provincial Administration of the Republic of South Africa, or a body or organisation which has a pension or provident fund which is controlled by the government, shall retain the vacation leave standing to his credit on the last day of his service with his previous employer referred to: Provided that where the vacation leave accruing to such person at the said previous employer exceeds 36 days per annum, the vacation leave to be retained, shall be limited to 36 days per annum in respect of his whole service period with such previous employer: Provided further that

(6) Vakansieverlof is met volle besoldiging: Met dien verstande dat 'n onderwyser, wat soveel vakansieverlof tot sy krediet het dat hy 'n skooltermyn vakansieverlof kan neem, met die goedkeuring van die Direkteur, sodanige verlof kan omskep in vakansieverlof teen halfbesoldiging op die grondslag van twee dae teen halfbesoldiging vir elke een dag teen vol besoldiging wat geneem kan word.

(7) (a) 'n Persoon wat vanaf 'n bepaalde datum as 'n onderwyser in diens van die Departement aangestel word en wat onmiddellik voor sodanige datum in die Departement van Nasionale Opvoeding of die Onderwysdepartement van enigiens van die provinsies van die Republiek van Suid-Afrika, of 'n ander Onderwysdepartement van die Republiek van Suid-Afrika 'n onderwyserspos beklee het, behou die vakansieverlof wat hy tot sy krediet het op die laaste dag van sy diens by sy vorige departement as vakansieverlof ingevolge hierdie regulasies.

(b) 'n Onderwyser wie se diens by die Departement eindig en wat sonder enige onderbreking weer in diens van die Departement aangestel word, behou die vakansieverlof wat hy tot sy krediet het op die laaste dag van sy vorige diens, as vakansieverlof ingevolge hierdie regulasies: Met dien verstande dat hierdie bepaling nie geld in die geval van 'n onderwyser wat reeds die ouderdomsgrens bereik en uit die diens van die Departement getree het maar weer aangestel is ingevolge artikel 69(b) van die Ordonnansie nie.

(c) 'n Persoon wat vanaf 'n bepaalde datum as 'n onderwyser in permanente hoedanigheid in diens van die Departement aangestel word en wat onmiddellik voor sodanige datum —

(i) in 'n permanente hoedanigheid anders as dié van onderwyser in diens van enige staatsdepartement van die Republiek van Suid-Afrika, die Administrasie van die Suid-Afrikaanse Spoorweë en Hawens, 'n Provinsiale Administrasie van die Republiek van Suid-Afrika of 'n liggaam of inrigting wat 'n pensioen- of voorsorgfonds het wat deur die Staat beheer word, behou die vakansieverlof wat hy tot sy krediet het op die laaste dag van sy diens by bedoelde vorige werkgever: Met dien verstande dat waar sodanige persoon se vakansieverlofverdiens te by sodanige vorige werkgever 36 dae per jaar oorskry het, die vakansieverlof wat behou word, beperk word tot 36 dae per jaar ten aansien van sy hele dienstydperk by sodanige vorige werkgever: Voorts met dien verstande dat sodanige krediet ver-

such credit be reduced by the number of days vacation leave already granted;

- (ii) held a teacher's or lecturer's post at a school, college or university not directly under the control of one of the institutions mentioned in paragraph (a) of this subregulation and having a pension or provident fund administered by the State, his vacation leave credit shall be calculated for vacation leave purposes as though he served the Department for the period he was employed by such school, college or university: Provided that such credit be reduced by the number of days vacation leave already granted.

Special leave

102. (1) Special leave shall, unless otherwise provided for in this regulation, not be debited against the vacation leave credit of a teacher.

(2) Special leave is at full pay unless otherwise indicated in this regulation.

- (3) (a) Special leave may be granted to a teacher who has completed at least five years' continuous satisfactory service with the Department for such course of study and such period as the Director may approve.

- (b) Leave as referred to in paragraph (a) shall be granted to a teacher at full pay to the extent that such teacher has vacation leave to his credit or, at such teacher's written request, with half pay on the basis of two days with half pay for each day of vacation leave with full pay standing to his credit, and without pay for such period as the Director may determine.

- (c) In respect of each day's leave granted with full pay in terms of paragraph (b), the additional day of special leave with full pay, or at such teacher's written request, two additional days' special leave with half pay may be granted, or in respect of each day's leave granted with half pay in terms of paragraph (b), one additional day of special leave with half pay may be granted: Provided that not more than one half of such period of study leave is set off against vacation leave credit: Provided further that where leave is granted in terms of this subregulation, such teacher enters into an agreement as in Schedule D to these regulations, with the Department.

minder word met die aantal dae vakansieverlof wat alreeds toegestaan is;

- (ii) 'n onderwysers- of doseerpos beklee het aan 'n skool, kollege of universiteit wat nie onder die direkte beheer van een van die instellings in paragraaf (a) van hierdie subregulasie genoem, val nie, en waarvan die pensioen- en voorsorgfonds deur die Staat beheer word, se vakansieverlofkrediet bereken word asof hy vir die tydperk van sy diens by sodanige skool, kollege of universiteit vir vakansieverlofdoeleindes geag word diens by die Departement gedoen het: Met dien verstande dat sodanige krediet verminder word met die aantal dae vakansieverlof wat alreeds toegestaan is.

Spesiale verlof

102. (1) Spesiale verlof word, tensy in hierdie regulasie anders bepaal, nie teen 'n onderwyser se vakansieverlofkrediet verreken nie.

(2) Spesiale verlof is, tensy in hierdie regulasie anders aangedui, met volle besoldiging.

- (3) (a) Spesiale verlof kan aan 'n onderwyser wat minstens vyf jaar onafgebroke bevredigende diens by die Departement voltooi het, toegestaan word vir sodanige studiekursus en sodanige tydperk soos die Direkteur goedkeur.

- (b) Verlof, soos in paragraaf (a) bedoel, word met volle besoldiging aan 'n onderwyser toegestaan in die mate wat hy vakansieverlof tot sy krediet het of, op sodanige onderwyser se skriftelike versoek, met halfbesoldiging op die basis van twee dae met halfbesoldiging vir elke dag vakansieverlof met volle besoldiging wat hy tot sy krediet het en sonder besoldiging vir sodanige tydperk soos die Direkteur bepaal.

- (c) Ten opsigte van elke dag verlof wat ingevolge paragraaf (b) met volle besoldiging toegestaan word, kan een addisionele dag spesiale verlof met volle besoldiging, of, op sodanige onderwyser se skriftelike versoek, twee addisionele dae spesiale verlof met halfbesoldiging toegestaan word, of ten opsigte van elke dag verlof wat ingevolge paragraaf (b) met halfbesoldiging toegestaan word, kan een addisionele dag spesiale verlof met halfbesoldiging toegestaan word: Met dien verstande dat nie meer as die helfte van sodanige tydperk studieverlof teen vakansieverlof krediet verreken word nie: Met dien verstande voorts dat waar verlof ingevolge

hierdie subregulasie toegestaan word, sodanige onderwyser 'n verbintenis in Bylae D tot hierdie regulasie met die Departement aangaan.

- (d) Notwithstanding anything to the contrary contained in this regulation, a teacher who has completed less than five years satisfactory continuous service with the Department, may be granted special leave without pay for such course of study and such period as the Director may determine: Provided that at the written request of such teacher, special leave with full pay may be granted to the extent that such teacher has vacation leave to his credit or with half pay on the basis of two days with half pay for each day with full pay standing to his credit: Provided further that such special leave shall be debited against such teacher's vacation leave credit.
 - (e) If a teacher to whom additional days of special leave for study as referred to in paragraph (c) are granted, does not complete his approved course of study within a period which the Director considers reasonable, he forfeits such special leave for study purposes and it shall be deemed to be special leave for study without pay, and such teacher shall, on demand, repay to the Administration an amount equivalent to the pay which he received from the Administration in respect of such period of leave.
 - (f) Before special leave for study as referred to in paragraph (c) may be granted to a teacher, such teacher must give a written undertaking as set out in Annexure D that he —
 - (i) will perform duties as a teacher under the Department for a continuous period equal to the period of leave referred to in paragraph (c) immediately after the expiry of the period of such special leave for study;
 - (ii) in failing to render the services referred to in subparagraph (i) for any reason whatsoever, including discharge on the grounds of misconduct, he shall refund to the Administration the full remuneration which he received from the Administration during the period of leave referred to in paragraph (c), together with interest thereon at six percent per annum from the date of the last payment of such pay.
- hierdie subregulasie toegestaan word, sodanige onderwyser 'n verbintenis in Bylae D tot hierdie regulasie met die Departement aangaan.
- (d) Ondanks andersluidende bepalings in hierdie regulasie vervat, kan aan 'n onderwyser wat minder as vyf jaar bevredigende, onafgebroke diens by die Departement voltooi het, spesiale verlof sonder besoldiging toegestaan word vir sodanige studiekursus en sodanige tydperk soos die Direkteur bepaal: Met dien verstande dat op die skriftelike versoek van sodanige onderwyser, spesiale verlof met volle besoldiging in die mate waarin sodanige onderwyser vakansieverlof te goed het, of met halfbesoldiging op die basis van 2 dae met halfbesoldiging vir elke dag met volle besoldiging wat hy te goed het, toegestaan kan word: Met dien verstande voorts dat sodanige spesiale verlof gedebiteer word teen sodanige onderwyser se vakansieverlofkrediet.
 - (e) Indien 'n onderwyser aan wie addisionele dae spesiale verlof vir studie soos in paragraaf (c) beoog toegestaan is, nie sy goedgekeurde studiekursus binne 'n tyd wat die Direkteur redelik ag voltooi nie, verbeur hy sodanige spesiale verlof vir studie en word dit geag spesiale verlof vir studie sonder besoldiging te gewees het, en moet sodanige onderwyser op aanvraag 'n bedrag gelykstaande aan die besoldiging wat hy ten aansien van sodanige tydperk van verlof van die Administrasie ontvang het, aan die Administrasie terugbetaal.
 - (f) Voordat spesiale verlof vir studie soos in paragraaf (c) beoog aan 'n onderwyser toegestaan kan word, moet sodanige onderwyser 'n skriftelike onderneming gee soos in Bylae D uiteengesit dat hy —
 - (i) onmiddellik na verstryking van die tydperk van sodanige spesiale verlof vir studie diens as onderwyser in die Departement sal doen vir 'n onafgebroke tydperk gelyk aan die tydperk van verlof in paragraaf (c) beoog; en
 - (ii) by versuim om die diens in subparagraaf (i) beoog te doen om welke rede ook al, insluitende ontslag op grond van wangedrag, die volle besoldiging wat hy gedurende die tydperk van verlof in paragraaf (c) beoog van die Administrasie ontvang het, aan die Administrasie sal terugbetaal, tesame met rente daarop teen ses persent per jaar vanaf die datum van die laaste betaling van sodanige besoldiging deur die Administrasie.

(g) If a teacher who has given an undertaking as referred to in paragraph (f), after the expiry of the period of special leave referred to in paragraph (c), is granted leave without pay by the Director or any other type of leave which the Director decides will not count for the fulfilment of the service obligations of such teacher in terms of the provisions of paragraph (f)(i), the period of the above-mentioned service obligation to the Department, of such a teacher, shall be extended by a period equivalent to the period of leave referred to, without payment or another type of leave.

(4) (a) (i) Subject to the provisions of subparagraph (ii), the Director shall grant to a teacher who is called up for his initial continuous compulsory military training for a fixed period, special leave for military training and service for such period at a salary equal to the difference between his salary as a teacher and the minimum pay applicable to an untrained member of the Defence Force or Police Force.

(ii) The Director may demand from —

(aa) a teacher referred to in subparagraph (i); and

(bb) a female teacher who wishes to undergo home front training for a fixed period and who has applied for special leave for military training and service for that purpose,

before the special leave, as applied for, is granted and in the form set out in Annexure E, to undertake in writing to —

(aaa) perform duty as a teacher under the Department immediately after the expiry of such period of special leave for a continuous period equal to the period of such special leave; and

(bbb) failing to render such service for any reason whatever, including discharge on the grounds of misconduct to repay to the Administration the full remuneration which he received from the Administration during such period of special leave, together with

(g) Indien daar aan 'n onderwyser wat 'n onderneming soos in paragraaf (f) beoog, gegee het, na verstryking van die tydperk van spesiale verlof vir studie in paragraaf (c) beoog, deur die Direkteur verlof sonder besoldiging of 'n ander tipe verlof wat genoemde Direkteur besluit nie ter nakoming van sodanige onderwyser se diensverpligting ingevolge die bepalings van paragraaf (f)(i) sal tel nie, toegestaan word, word die tydperk van sodanige onderwyser se bogenoemde diensverpligting teenoor die Departement verleng met 'n tydperk gelyk aan genoemde tydperk van verlof sonder besoldiging of ander tipe verlof.

(4) (a) (i) Behoudens die bepalings van subparagraaf (ii) word daar aan 'n onderwyser wat vir sy aanvanklike ononderbroke verpligte militêre diensplig vir 'n bepaalde tydperk opgeroep word deur die Direkteur spesiale verlof vir militêre opleiding en diens vir genoemde tydperk toegestaan teen 'n besoldiging wat gelyk is aan die verskil tussen sy besoldiging as onderwyser en die minimum soldy van toepassing op 'n onopgeleide lid van die Weermag of Polisie.

(ii) Die Direkteur kan van —

(aa) 'n onderwyser in subparagraaf (i) bedoel; en

(bb) 'n onderwyseres wat tuisfrontopleiding vir 'n bepaalde tydperk wil ondergaan en aansoek gedoen het om spesiale verlof vir militêre opleiding en diens vir daardie doel, vereis om, voordat die spesiale verlof waarom aansoek gedoen is, toegestaan word, en in die vorm in Bylae E uiteengesit, skriftelik te onderneem om —

(aaa) onmiddellik na verstryking van bedoelde tydperk van spesiale verlof diens as onderwyser in die Departement te doen vir 'n ononderbroke tydperk gelyk aan die tydperk van sodanige spesiale verlof; en

(bbb) by versuim om sodanige diens te doen om welke rede ook al, insluitende ontslag op grond van wangedrag, die volle besoldiging wat hy gedurende bedoelde tydperk van spesiale verlof van die Administrasie ontvang het,

interest thereon at six percent per annum from the date of the last payment of such remuneration by the Administration.

aan die Administrasie terug te betaal, tesame met rente daarop teen ses persent per jaar vanaf die datum van die laaste betaling van sodanige besoldiging deur die Administrasie.

(iii) If a teacher who has been granted special leave for military training and service in terms of subparagraphs (i) and (ii), after the expiry of the period of such leave, is granted leave without pay by the Director, or any other type of leave which such Director decides not to take into account for the fulfilment of the service obligations of such teacher in terms of the provisions of this paragraph, the period of the service obligations of such teacher under the Department shall be extended by a period equal to such period of leave without pay or other type of leave.

(iii) Indien daar aan 'n onderwyser, aan wie spesiale verlof vir militêre opleiding en diens ingevolge subparagraphte (i) en (ii) toegestaan is, nadat die tydperk van sodanige verlof verstryk het deur die Direkteur verlof sonder besoldiging of 'n ander tipe verlof wat genoemde Direkteur besluit nie ter nakoming van sodanige onderwyser se diensverpligting ingevolge die bepalings van hierdie paragraaf sal tel nie, toegestaan word, word die tydperk van sodanige onderwyser se diensverpligting teenoor die Departement verleng met 'n tydperk gelyk aan genoemde tydperk van verlof sonder besoldiging of ander tipe verlof.

(b) to a teacher who is again called up for service obligations after he has fulfilled his initial continuous compulsory military service obligations, shall be granted special leave for military training and service with remuneration equal to the difference between his remuneration as teacher and the lowest notch of the salary scale applicable to a trained member of the Defence Force or the Police Force: Provided that the provisions of this paragraph shall not be interpreted as being applicable to a teacher who in terms of section 20 of the Defence Act 1957 performs voluntary full-time service in the citizen force.

(b) Aan 'n onderwyser wat na voltooiing van sy aanvanklike ononderbroke verpligte militêre diensplig weer vir diensplig opgeroep word, word spesiale verlof vir militêre opleiding en diens toegestaan met besoldiging gelyk aan die verskil tussen sy besoldiging as onderwyser en die laagste kerf van die salarisskaal van toepassing op 'n opgeleide lid van die Weermag of Polisie: Met dien verstande dat die bepalings van hierdie paragraaf nie vertolk moet word as sou dit van toepassing wees op 'n onderwyser wat ingevolge artikel 20 van die Verdedigingswet, 1957 vrywillige voltydse diens in die Burgermag verrig nie.

(c) The Director may grant special leave with full pay to a teacher who in terms of the Defence Act, 1957 or the Police Act, 1958 for any fixed period or periods has to undergo interrupted or continuous training or perform service if such teacher for such period or periods receives no pay or other remuneration from the Defence Force, Police Force or other body.

(c) Die Direkteur kan aan 'n onderwyser wat ingevolge die Verdedigingswet, 1957 of die Polisiewet, 1958 vir enige bepaalde tydperk of tydperke onderbroke of ononderbroke opleiding moet ondergaan of diens moet verrig spesiale verlof met volle besoldiging toestaan indien sodanige onderwyser vir sodanige tydperk of tydperke geen soldy of ander geldelike vergoeding van die Weermag, Polisie of ander instansie ontvang nie.

(d) The special leave for military training provided for in this subregulation may be granted by the Director in such a way that it includes any period necessarily required for travelling to and from the place where training takes place or service must be performed.

(d) Die spesiale verlof vir militêre opleiding en diens waarvoor hierdie subregulasie voorsiening maak kan op so 'n wyse deur die Direkteur toegestaan word dat dit enige tydperk insluit wat noodwendig in beslag geneem word deur reise na en van die plek waar opleiding ondergaan of diens verrig moet word.

(5) Special leave for examination purposes may be granted by the Director to a teacher in respect of —

(5) Spesiale verlof vir eksamendoeleindes kan deur die Direkteur aan 'n onderwyser toegestaan word ten aansien van —

- (a) each day on which such teacher sits for an examination which is deemed by the Director to be in the interest of the teacher concerned as well as of the Department;
 - (b) one additional day for each day referred to in paragraph (a); and
 - (c) such time over and above the days referred to in paragraphs (a) and (b) which is actually and necessarily required for travelling to and from the nearest examination centre and the headquarters of such teacher.
- (6) (a) Special leave for quarantine purposes may be granted by the Director to a teacher when he or his family or his place of residence or his immediate surroundings are placed under quarantine on account of an infectious or contagious disease.
- (b) Any application for special leave referred to in paragraph (a) shall be accompanied by a certificate from a medical practitioner wherein shall be stated the reasons for and the probable duration of the quarantine.
- (7) (a) The Director may grant to a teacher extraordinary special leave for such period and such purpose as he may think fit.
- (b) The special leave referred to in paragraph (a) shall be debited against the vacation leave standing to the credit of the teacher concerned, and if such teacher does not have sufficient vacation leave to his credit, the balance of such special leave shall be leave without pay.
- (8) Special leave in respect of illness and death of next-of-kin may be granted by the Director to a teacher as a result of the serious illness or death of such teacher's husband or wife, own child, grand-child, father, mother, father-in-law, mother-in-law or guardian: Provided that such period or periods of special leave in respect of illness or death of next-of-kin of such teacher, which are granted to such teacher, shall not exceed ten school days in any calendar year.
- (9) Special leave for urgent private affairs may be granted by the Director to a teacher for any period less than or equal to the vacation leave standing to the credit of such teacher, and such special leave for urgent private affairs shall be debited against the vacation leave standing to the credit of the teacher concerned.
- (10) (a) Special leave without pay may, subject to the provisions of this subregulation, be granted by the Director to a married female
- (a) elke dag waarop sodanige onderwyser 'n eksamen aflê wat deur die Direkteur geag word in belang van sowel die betrokke onderwyser as die Departement te wees;
- (b) een addisionele dag vir elke dag in paragraaf (a) bedoel; en
- (c) sodanige tyd bo en behalwe die dae in paragrawe (a) en (b) bedoel wat werklik en noodwendig in beslag geneem word deur reise na en van die naaste eksamensentrum aan sodanige onderwyser se hoofkwartier.
- (6) (a) Spesiale verlof vir kwarantyn-doeleindes kan deur die Direkteur aan 'n onderwyser toegestaan word wanneer hy of sy gesin of sy tuiste of onmiddellike omgewing onder kwarantyn geplaas is weens die aanwesigheid van besmetlike of aansteeklike siekte.
- (b) Enige aansoek om die spesiale verlof in paragraaf (a) bedoel moet vergesel wees van 'n sertifikaat van 'n geneesheer waarin die redes vir en die waarskynlike duur van die kwarantyn aangedui word.
- (7) (a) Die Direkteur kan aan 'n onderwyser buitengewone spesiale verlof toestaan vir sodanige tydperk en sodanige doeleindes as wat hy goedgevind.
- (b) Die spesiale verlof in paragraaf (a) bedoel word teen die betrokke onderwyser se vakansieverlofkrediet verreken, en indien sodanige onderwyser nie voldoende vakansieverlof tot sy krediet het nie, is die balans van sodanige spesiale verlof, verlof sonder besoldiging.
- (8) Spesiale verlof ten aansien van siekte en dood van naasbestaandes kan deur die Direkteur aan 'n onderwyser toegestaan word na aanleiding van die ernstige siekte of dood van sodanige onderwyser se eggenoot of eggenote, eie kind, kleinkind, vader, moeder, skoonvader, skoonmoeder of voog: Met dien verstande dat sodanige tydperk of tydperke van spesiale verlof ten aansien van siekte en dood van naasbestaandes wat aan sodanige onderwyser toegestaan word nie tien skooldae in enige kalenderjaar mag oorskry nie.
- (9) Spesiale verlof vir dringende private sake kan deur die Direkteur aan 'n onderwyser toegestaan word vir enige tydperk korter of net so lank as die vakansieverlof tot sodanige onderwyser se krediet, en sodanige spesiale verlof vir dringende private sake word teen die betrokke onderwyser se vakansieverlofkrediet verreken.
- (10) (a) Spesiale verlof sonder besoldiging kan, behoudens die bepalings van hierdie subregulasie, deur die Direkteur aan 'n getroude

teacher for the purposes of her confinement (such leave to be known as confinement leave).

- (b) Confinement leave begins at least three months before the anticipated confinement and lasts till at least six weeks after the actual confinement: Provided that the Director may in any specific case at his own discretion, direct that confinement leave shall commence more than three months before the confinement.
- (c) The number of days of vacation leave, or any portion thereof, which a married female teacher has to her credit, may at the request of such female teacher be converted by the Director into —
 - (i) an equal number of days of confinement leave with full pay; or
 - (ii) twice the number of days of confinement leave with half pay,
 and be granted as such to such female teacher.
- (d) An application for confinement leave, whether without pay or in terms of paragraph (c), must reach the Director at least thirty days before the commencement of such leave.

Sick leave

103. (1) (a) Sick leave in terms of this regulation shall accrue to a teacher on the first day of a cycle, and with effect from that day the full provision of the cycle concerned may be granted to him subject to the provisions of this regulation: Provided that no teacher may be granted sick leave with full or half pay until he has completed 30 days' service, and then only in respect of absences subsequent to the completion of such service.
- (b) To a teacher, excluding a teacher referred to in subregulation (3), may be granted sick leave on account of illness, for 90 days with full pay and 90 days with half pay in the first cycle in which such teacher renders service, which number of days' available sick leave shall increase, subsequent to the completion of each cycle, by three days with full pay and three days with half

onderwyseres, toegestaan word vir die doeleindes van 'n bevalling (welke verlof "bevallingsverlof" genoem word).

- (b) Bevallingsverlof neem 'n aanvang minstens drie maande voor die verwagte bevallingsdatum en duur tot minstens ses weke na die werklik bevallingsdatum: Met dien verstande dat die Direkteur in enige bepaalde geval na goeddunke kan gelas dat bevallingsverlof meer as drie maande voor die verwagte bevallingsdatum 'n aanvang moet neem.
- (c) Die aantal dae vakansieverlof, of enige deel daarvan, wat 'n getroude onderwyseres tot haar krediet het, kan deur die Direkteur op aansoek deur sodanige onderwyseres omskep word in —
 - (i) 'n gelyke aantal dae bevallingsverlof teen volbesoldiging; of
 - (ii) twee maal die aantal dae bevallingsverlof teen halfbesoldiging,
 en as sodanig aan sodanige onderwyseres toegestaan word.
- (d) 'n Aansoek om bevallingsverlof, hetsy sonder besoldiging of ingevolge paragraaf (c), moet die Direkteur minstens dertig dae voor die aanvang van sodanige verlof bereik.

Siekteverlof

103. (1) (a) Siekteverlof soos ingevolge hierdie regulasie bepaal val aan 'n onderwyser toe op die eerste dag van 'n tydkring, en met ingang van daardie dag kan die volle voorsiening vir die betrokke tydkring, behoudens die bepalinge van hierdie regulasie, aan hom toegestaan word: Met dien verstande dat aan geen onderwyser siekteverlof met volle of halfbesoldiging toegestaan kan word voordat hy 30 dae diens voltooi het nie, en dan slegs ten opsigte van afwesighede na voltooiing van sodanige diens.
- (b) Aan 'n onderwyser, uitgesonderd 'n onderwyser genoem in subregulasie (3), kan weens siekte siekteverlof toegestaan word vir 90 dae met volle besoldiging en 90 dae met halfbesoldiging in die eerste tydkring waarin sodanige onderwyser diens doen, welke getal dae beskikbare siekteverlof na voltooiing van elke tydkring vermeerder met 3 dae met volle besoldig-

pay until a maximum of 120 days with full pay and 120 days with half pay has been reached: Provided that —

(i) such teacher may be granted sick leave for such further period without pay as the Director may determine;

(ii) in the case of a teacher from another education department and assuming duty under the Department and retaining his vacation leave credit in terms of regulation 101 (7)(a), the commencing date of the last cycle for sick leave in his previous department shall, unless his assumption of duty under the Department coincides with the commencement of a new cycle, be regarded as the commencement date of the cycle of sick leave in terms of this regulation;

(iii) a teacher referred to in paragraph (ii) shall not be granted more sick leave with pay during the unexpired period of the cycle in which he has thus been transferred than would have been granted, had all his service during such cycle been under the Department.

(c) Unused available sick leave in one cycle is not transferable to the subsequent cycle.

(2) Notwithstanding anything to the contrary contained in subregulation (1), additional sick leave may, subsequent to the completion of nine years' continuous service and in every three cycles thereafter, on the recommendation of a registered medical practitioner or a registered dentist, be granted to a teacher, excluding a teacher referred to in subregulation (3), to a maximum of 90 days with full pay and 90 days with half pay.

(3) (a) Notwithstanding anything to the contrary contained in this regulation, the Director may grant to an Inspector of Education and a member of the teaching staff at Headquarters with a rank equal to that of an Inspector of Education, subject to the provisions of subregulation (1)(a), sick leave for 120 days with full pay and 120 days on half pay in any cycle of sick leave.

ing en 3 dae met halfbesoldiging per tydkring totdat 'n maksimum van 120 dae met volle besoldiging en 120 dae met halfbesoldiging per tydkring bereik is: Met dien verstande dat —

(i) aan sodanige onderwyser siekteverlof toegestaan kan word vir sodanige verdere tydperk sonder besoldiging soos die Direkteur bepaal;

(ii) in die geval van 'n onderwyser wat van 'n ander onderwysdepartement na die Departement kom en sy vakansieverlofkrediet ingevolge regulasie 101(7) (a) behou, die begindatum van die laaste tydkring vir siekteverlof in sy vorige departement, tensy sy diensaanvaarding in die Departement saamval met die begin van 'n nuwe tydkring, beskou word as die begindatum van die tydkring vir siekteverlof ingevolge hierdie regulasie;

(iii) aan 'n onderwyser genoem in paragraaf (ii) nie meer siekteverlof met besoldiging gedurende die onverstreke tydperk van die tydkring waarin hy aldus oorgeplaas is, toegestaan mag word as wat aan hom toegestaan kon word indien al sy diens gedurende so 'n tydkring diens by die Departement was nie.

(c) Ongebruikte beskikbare siekteverlof in een tydkring is nie na 'n daaropvolgende tydkring oordraagbaar nie.

(2) Ondanks andersluidende bepalings in subregulasie (1) vervat, kan na voltooiing van nege jaar onafgebroke diens en in elke tydperk van drie tydkringe daarna, addisionele siekteverlof vir hoogstens 90 dae met volle besoldiging en 90 dae met halfbesoldiging, op aanbeveling van 'n geregistreerde geneesheer of 'n geregistreerde tandarts, aan 'n onderwyser, uitgesonderd 'n onderwyser genoem in subregulasie (3) toegestaan word.

(3) (a) Ondanks andersluidende bepalings in hierdie regulasie vervat, kan die Direkteur aan 'n inspekteur van Onderwys en 'n lid van die onderwyspersoneel aan Hoofkantoor van gelyke rang as dié van Inspekteur van Onderwys, behoudens die bepalings van subregulasie (1)(a), in enige tydkring siekteverlof toestaan vir 120 dae met volbesoldiging en 120 dae met halfbesoldiging.

(b) If a teacher referred to in paragraph (a) to whom has been granted the maximum period of sick leave as provided for in this regulation, is not yet able, for reasons, of health to resume his duties, the Director —

(i) on the submission to him of a satisfactory certificate by a registered medical practitioner or a registered dentist; and

(ii) if he is convinced that such teacher at that particular time is not permanently unfit to resume his normal duties; and

(iii) if the teacher concerned has no vacation leave to his credit,

may at his discretion grant such teacher further sick leave with half pay not exceeding 92 days in any one cycle in respect of separate period of absence and in respect of different illnesses.

(4) Any application for sick leave in respect of a continuous period of more than three days shall be supported by a certificate of indisposition issued by a medical practitioner, and the Director may demand that such certificate be furnished in support of any application for sick leave for a period of less than 4 days if he considers that the circumstances warrant the furnishing of such a certificate: Provided that —

(i) where in exceptional cases, the Director is convinced that the absence of a teacher is *bona fide* due to sickness and is further convinced that there are sufficient reasons why a certificate of indisposition is not submitted, he may, in his discretion dispense with the submission, of such certificate for a period of sick leave not exceeding fourteen days;

(ii) sick leave of less than four days at a time in respect of which a certificate as defined in this subregulation has not been submitted, may be granted for an aggregate of ten days during any calendar year;

(iii) any absence due to illness, for which sick leave has not been granted in terms of this subregulation, shall be covered by special leave for urgent private affairs as referred to in regulation 102(9), and if the teacher concerned does not have sufficient vacation leave to his credit, by leave without pay;

(b) As aan 'n onderwyser in paragraaf (a) bedoel die maksimum hoeveelheid siekteverlof waarvoor in hierdie regulasie voorsiening gemaak word, toegestaan is, en hy weens gesondheidsredes nog nie in staat is om sy pligte te hervat nie, kan die Direkteur —

(i) by die voorlegging aan hom van 'n bevredigende sertifikaat van 'n geregistreerde geneesheer of 'n geregistreerde tandarts; en

(ii) as hy oortuig is dat sodanige onderwyser op die betrokke tydstop nie permanent ongeskik is vir die hervatting van sy normale pligte nie; en

(iii) as die betrokke onderwyser geen vakansieverlof tot sy krediet het nie,

na goeddunke, verdere siekteverlof met half-besoldiging aan sodanige onderwyser toeken vir hoogstens 92 dae in enige besondere tydkring ten opsigte van afsonderlike tydperke van afwesigheid en ten opsigte van ongesteldhede van verskillende aard.

(4) Enige aansoek om siekteverlof ten opsigte van 'n onafgebroke tydperk van meer as drie dae moet gestaaf word deur 'n sertifikaat van ongesteldheid deur 'n geneesheer uitgereik, en die Direkteur kan eis dat 'n sodanige sertifikaat verstrek word ter staving van enige aansoek om siekteverlof vir 'n tydperk van minder as 4 dae indien hy meen dat omstandighede die verstrekking van sodanige sertifikaat regverdig: Met dien verstande dat —

(i) waar die Direkteur oortuig is dat in 'n uitsonderlike geval die afwesigheid van 'n onderwyser *bona fide* te wyte is aan siekte, en as hy verder oortuig is dat daar genoegsame redes bestaan waarom 'n sertifikaat van ongesteldheid nie ingedien is nie, kan hy, na goeddunke, verstelling verleen van die voorlegging van sodanige sertifikaat vir 'n tydperk van siekteverlof van hoogstens veertien dae;

(ii) siekteverlof vir minder as 4 dae op 'n keer en ten aansien waarvan geen sertifikaat soos deur hierdie subregulasie voorgeskryf, ingedien is nie, slegs toegestaan kan word vir altesaam 10 dae gedurende enige kalenderjaar;

(iii) enige afwesigheid weens siekte waarvoor siekteverlof nie ingevolge hierdie subregulasie toegestaan word nie, moet gedek word deur spesiale verlof vir dringende private sake soos in regulasie 102(9) beoog, en indien die betrokke onderwyser nie voldoende vakansieverlof tot sy krediet het nie, deur verlof sonder besoldiging;

(iv) the Director may refuse, without giving reasons, to accept any certificate referred to in this subregulation, for the purpose of this subregulation.

(5) Sick leave shall not be granted to a teacher in respect of —

(a) illness, disease or injury due to misconduct or failure to take reasonable care or precautions on the part of the teacher; or

(b) neurosthenia, insomnia, debility or other similar less well-defined diseases or conditions of illness, unless the Director is convinced that —

(i) such teacher is not in a fit state of health to perform his duties; and

(ii) his condition could not have been avoided by the taking of reasonable care or precautions on the part of such teacher or by the utilisation of the facilities to him in regard to vacation leave.

(6) Where any sick leave is granted to a teacher, the date on which such leave commenced and the date on which it terminates, shall be subject to the medical requirements of the case and as are determined by the Director, who may in determining the period of such leave, take into consideration the interests of any school, college or institution affected by the granting thereof.

(7) The number of days of vacation leave (or any portion thereof) standing to the credit of a teacher, whose sick leave with full pay has been exhausted in any specific cycle, and who must take sick leave with half pay or no pay under circumstances not covered by subregulation (4) may, at the request of such teacher, be converted by the Director into —

(a) an equal number of days of sick leave with full pay; or

(b) twice the number of days of sick leave with half pay,

and as such granted to such teacher in lieu of any portion of sick leave with half pay or without pay which must be granted to such teacher.

(8) In the event of a teacher becoming ill whilst he is on vacation leave, the period for which he was ill, may be converted into sick leave if —

(a) such period of illness exceeds 7 days;

(b) a certificate as referred to in subregulation (4) is submitted in support; and

(iv) die Direkteur, sonder om redes te verstrek, kan weier om enige sertifikaat in hierdie subregulasie bedoel, te aanvaar vir die doeleindes van hierdie subregulasie.

(5) Siekteverlof word nie aan 'n onderwyser toegestaan nie ten opsigte van —

(a) siekte, ongesteldheid of besering wat toe te skrywe is aan die onderwyser se wangedrag of gebrek aan 'n redelike mate van sorg of voorsorg; of

(b) neurastenie, slaaploosheid, swakheid of ander dergelike minder goed omskrewe siekte of ongesteldheid, tensy die Direkteur oortuig is dat —

(i) sodanige onderwyser se gesondheidstoestand hom ongeskik maak vir sy werk; en

(ii) die toestand waarin hy verkeer nie deur 'n redelike mate van sorg of voorsorg aan sy kant of deur gebruik te maak van sy vakansieverlofvoorregte, vermy kon geword het nie.

(6) Waar enige siekteverlof aan 'n onderwyser toegestaan word, is die datum waarop sodanige verlof begin het en die datum waarop dit eindig, onderworpe aan die geneeskundige vereistes van die geval, en soos bepaal deur die Direkteur wat, by die vasstelling van die tydperk van sodanige verlof, die belange van enige skool, kollege of inrigting wat deur die toestaan daarvan geraak word, in aanmerking kan neem.

(7) Die aantal dae vakansieverlof (of enige deel daarvan) tot die krediet van 'n onderwyser wie se siekteverlof teen volbesoldiging in enige bepaalde tydkring opgebruik is, en wat siekteverlof teen halfbesoldiging of sonder besoldiging moet neem in omstandighede wat nie deur subregulasie (4) gedek word nie, kan deur die Direkteur op aansoek deur sodanige onderwyser omskep word in —

(a) 'n gelyke aantal dae siekteverlof teen volbesoldiging of

(b) twee maal die aantal dae siekteverlof teen halfbesoldiging,

en as sodanig aan sodanige onderwyser toegestaan word in die plek van enige gedeelte van die siekteverlof teen halfbesoldiging of sonder besoldiging wat aan sodanige onderwyser toegestaan moet word.

(8) Indien 'n onderwyser siek word terwyl hy met vakansieverlof is, kan die tydperk waarin hy siek is, omskep word in siekteverlof indien —

(a) sodanige tydperk van siekte langer as 7 dae is;

(b) 'n sertifikaat soos in subregulasie (4) beoog ter staving ingedien word; en

- (c) such teacher applies in writing, within 30 days after the expiry of his vacation leave, for such conversion.

(9) Notwithstanding anything to the contrary in this regulation, a teacher who is absent from duty owing to an injury sustained in an accident arising from and in the course of his duties or owing to a disease contracted in the course of and as a result of his duties, may be granted special sick leave with full pay for the period during which he is incapable of performing such duties, or, if the case falls within the scope of the Workmen's Compensation Act, 1941, as amended, sick leave with remuneration equal to the difference between full pay and the compensation payable to him in terms of that Act.

Lapse of leave

104. Leave can never be claimed as a right, and when a teacher leaves the service of the Department for any reason whatsoever, his claim lapses, subject to the provisions of these regulations, for any leave to his credit or leave not utilised, and such teacher cannot claim that the cash value of such leave be paid to him.

Termination of leave

105. A teacher who wishes to assume duty before the expiration of a period of leave granted to him under these regulations, shall not do so before having previously obtained the Director's approval.

Leave granted erroneously

106. In the event of a teacher being granted, in good faith, vacation leave with full pay or half pay and that leave being utilised by him in excess of the period for which he qualified at that stage in terms of these regulations, such over-grant may be deducted by the Director from vacation leave which subsequently accrues to him: Provided that in the event of the teacher resigning from the Department or his services being terminated before sufficient vacation leave has accrued to him for the purpose of such deduction, the portion of the over-grant which has not yet been debited against his vacation leave accrued on his last day of service, shall be regarded as an overpayment of salary, and the amount thereof is recoverable from him.

Leave under previous regulations

107. In respect of a teacher who is in the service of the Department when these regulations come into force —

- (a) the vacation leave standing to his credit on the date of coming into force of these regulations in

- (c) sodanige onderwyser binne 30 dae na die verstryking van sy vakansieverlof skriftelik om sodanige omskepping aansoek doen.

(9) Ondanks andersluidende bepalings in hierdie regulasie, kan aan 'n onderwyser wat van diens afwesig is weens 'n besering opgedoen in 'n ongeluk wat voortvloei uit en in die loop van sy pligte of weens 'n siekte opgedoen in die loop van of as gevolg van sy pligte, spesiale siekteverlof met volle besoldiging toegestaan word vir die tydperk wat hy onbevoeg is vir sodanige pligte, of, indien die geval onder die Ongevallewet 1941, soos gewysig, ressorteer, siekteverlof met besoldiging gelyk aan die verskil tussen volle besoldiging en die vergoeding wat ingevolge genoemde wet aan hom betaalbaar is.

Verval van verlof

104. Verlof kan nooit as 'n reg geëis word nie, en wanneer 'n onderwyser die diens van die Departement verlaat, om watter rede ook al, verval sy aanspraak, behoudens die bepalings van hierdie regulasies, op enige verlof tot sy krediet of ongebruikte verlof, en sodanige onderwyser kan nie eis dat die geldwaarde van sodanige verlof aan hom uitbetaal word nie.

Beëindiging van verlof

105. 'n Onderwyser wat diens wil aanvaar voor die verstryking van 'n tydperk van verlof wat ingevolge hierdie regulasies aan hom toegestaan is, mag dit nie sonder die voorafverkreë goedkeuring van die Direkteur doen nie.

Verlof verkeerdelik toegestaan

106. As daar te goeder trou aan 'n onderwyser meer vakansieverlof teen vol- of halfbesoldiging toegestaan en deur hom gebruik is as waarop hy op daardie tydstip ingevolge hierdie regulasies geregtig was, kan so 'n oortoekeening deur die Direkteur afgetrek word van vakansieverlof wat later aan hom toeval: Met dien verstande dat, as die onderwyser uit die diens van die Departement bedank of sy dienste beëindig word voordat voldoende vakansieverlof vir die doel van sodanige af-trekking aan hom toegeval het, die besoldiging wat sodanige onderwyser ontvang het ten opsigte van die aantal dae van genoemde oortoekeening wat sy vakansieverlofaanwas tot op die laaste dag van sy diens oorskry, 'n oorbetalings van salaris geag word te wees, en die bedrag daarvan is op hom verhaalbaar.

Verlof ingevolge vorige regulasies

107. Ten opsigte van 'n onderwyser wat by die inwerkingtreding van hierdie regulasies in die diens van die Departement is —

- (a) word die vakansieverlof wat hy op die datum van die inwerkingtreding van hierdie regulasies inge-

terms of previous regulations, shall be deemed to be vacation leave standing to his credit by virtue of these regulations;

- (b) leave granted to him in terms of the previous regulations for a period which expires after the date when these regulations came into force, shall be deemed to be leave granted under these regulations.

Leave gratuity

108. (1) A leave gratuity as set out in subregulation (2) may be paid by the Director —

- (a) where a teacher dies in the service of the Department, to bodies in the following order of preference:

(i) the widow or widower of the deceased;

(ii) the dependent children and step-children of the deceased teacher in equal shares;

(iii) the fully dependent parent or parents of the deceased teacher in equal shares;

(iv) the estate of the deceased teacher;

- (b) to a teacher who retires, is discharged or dismissed from the service of the Department in terms of sections 69, 70 or 73(3) of the Ordinance or whose service under the Department are terminated in terms of section 72(2) of the Ordinance;

- (c) to a female teacher, who, after having completed at least 5 years' satisfactory continuous full-time service under the Department, terminates her service with a view to marriage and marries within 90 days of her last day of service or who is discharged as a result of her marriage: Provided that such teacher shall be deemed to have completed 5 years' satisfactory continuous full-time service if she so served for a period covering all the school terms in five years;

- (d) to a teacher appointed in a temporary capacity, whose services under the Department terminate after he has completed at least 5 years' satisfactory full-time service: Provided that in calculating the five-year period, a full school term shall be deemed to comprise three months.

- (2) (a) The leave gratuity referred to in paragraph (a) of subregulation (1) shall be paid in respect of the full number of days of vacation leave with full pay which the deceased teacher had to his credit at the time of his death.

volge vorige regulasies tot sy krediet het geag vakansieverlof tot sy krediet ingevolge hierdie regulasies te wees; en

- (b) word verlof wat aan hom toegestaan is ingevolge vorige regulasies vir 'n tydperk wat verstryk na die datum van die inwerkingtreding van hierdie regulasies, geag verlof te wees wat ingevolge hierdie regulasies toegestaan is.

Verlofgratifikasie

108. (1) 'n Verlofgratifikasie soos in subregulasie (2) uiteengesit kan deur die Direkteur betaal word —

- (a) by die afsterwe van 'n onderwyser in diens van die Departement, aan die instansies hieronder aangedui in die volgende voorkeurorde:

(i) die weduwee of wewenaar van die gestorwe onderwyser;

(ii) die afhanklike kinders en stiefkinders van die gestorwe onderwyser in gelyke dele;

(iii) die ten volle afhanklike ouer of ouers van die gestorwe onderwyser in gelyke dele;

(iv) die boedel van die gestorwe onderwyser;

- (b) aan 'n onderwyser wat ingevolge artikels 69, 70 of 73(3) van die Ordonnansie uit die diens van die Departement tree, afgedank of ontslaan word, of wie se dienste by die Departement ingevolge artikel 72(2) van die Ordonnansie beëindig word;

- (c) aan 'n onderwyseres wat na voltooiing van minstens 5 jaar bevredigende ononderbroke voltydse diens by die Departement haar diens beëindig met die voorneme om in die huwelik te tree en binne 90 dae vanaf haar laaste dag van diens in die huwelik tree, of wat afgedank word as gevolg van haar huwelik: Met dien verstande dat sodanige onderwyseres geag word vir vyf jaar bevredigende ononderbroke voltydse diens te voltooi het as sy vir 'n tydperk wat strek oor al die skooltermyn in 5 jaar aldus diens gedoen het;

- (d) aan 'n onderwyser in 'n tydelike hoedanigheid aangestel wie se diens by die Departement na voltooiing van minstens 5 jaar bevredigende voltydse diens eindig: Met dien verstande dat by die berekening van die 5 jaar tydperk 'n volle skooltermyn gereken word as drie maande.

- (2) (a) Die verlofgratifikasie in paragraaf (a) van subregulasie (1) bedoel, word betaal ten aansien van die volle getal dae vakansieverlof teen volbesoldiging wat die gestorwe onderwyser ten tye van sy dood tot sy krediet gehad het.

(b) The leave gratuity referred to in paragraphs (b) to (e) of subregulation (1), shall, subject to the provisions of subregulation (3), be paid in respect of —

(i) the number of days of vacation leave standing to the credit of the teacher concerned and calculated at 12 days for each completed year of service (and 1 day for every completed month of service, for a portion of a year); or

(ii) 365 days

whichever number of days is the lesser.

(3) The number of days in respect of which a leave gratuity is paid to a teacher in terms of subregulation (2) (b), must be reduced by a number of days equal to the number of days' vacation leave with full pay taken by such teacher in excess of his annual accumulative vacation leave accruing during the last 12 months of service.

Compulsory sick leave

109. (1) When the Director receives a medical evidence or a report as contemplated in section 73 of the Ordinance, he may, if it appears from such evidence or report that the teacher concerned is not unfit for the proper fulfilment of his duties but that there is a reasonable possibility that such teacher, after a period of leave, will be able to perform his duties more efficiently, require the teacher concerned to take sick leave for such period or such further period as he may determine and to undergo during such period such medical treatment as the circumstances of the case may require.

(2) When the Director is convinced that a teacher has failed or refused, during a period of sick leave to undergo the treatment contemplated in subregulation (1) the Director may cancel such leave.

Membership of the Public Service Medical Aid Association

110. All teachers appointed in a permanent capacity in the service of the Department on or after 1 January 1969 shall be compelled to become members of the Public Service Medical Aid Association with effect from the date of their appointment.

(b) Die verlofgratifikasie in paragrawe (b) tot (e) van subregulasie (1) bedoel, word, behoudens die bepalings van subregulasie (3), betaal ten aansien van —

(i) 'n getal dae van die betrokke onderwyser se vakansieverlofkrediet bereken op die grondslag van 12 dae vir elke voltooide jaar van diens (en 1 dag vir elke voltooide maand van diens vir 'n gedeelte van 'n jaar); of

(ii) 365 dae,

welke getal dae die kleinste van die twee getalle dae is.

(3) Die getal dae ten aansien waarvan 'n verlofgratifikasie aan 'n onderwyser ingevolge subregulasie (2)(b) betaalbaar is, word verminder met 'n getal dae gelyk aan die getal dae vakansieverlof met volbesoldiging wat sodanige onderwyser gedurende sy laaste twaalf maande van diens in oorskryding van sy jaarlikse oplooptbare vakansieverlofaanwas geneem het.

Verpligte siekteverlof

109. (1) Wanneer die Direkteur mediese getuienis of 'n verslag ontvang soos bedoel in artikel 73 van die Ordonnansie kan hy, indien daar uit sodanige verslag of getuienis blyk dat die betrokke onderwyser nie ongeskik is vir die behoorlike vervulling van sy pligte nie maar dat daar 'n redelike vooruitsig is dat sodanige onderwyser na 'n tydperk van verlof sy pligte op 'n meer doeltreffende wyse behoort te kan uitvoer, vereis dat die betrokke onderwyser siekteverlof neem vir sodanige tydperk of verdere tydperk as wat hy bepaal en om gedurende bedoelde tydperk geneeskundige behandeling te ontvang, volgens die vereistes van die geval.

(2) Wanneer die Direkteur oortuig is dat 'n onderwyser versuim of geweier het om gedurende 'n tydperk van siekteverlof die behandeling te ondergaan soos in subregulasie (1) bedoel, kan die Direkteur sodanige verlof intrek.

Lidmaatskap van Mediese Hulpvereniging van Staatsamptenare

110. Alle onderwysers wat op of na 1 Januarie 1969 in 'n permanente hoedanigheid in die diens van die Departement aangestel word is verplig om met ingang van die datum van hulle aanstelling lid te word van die Mediese Hulpvereniging van Staatsamptenare.

CHAPTER 7

BURSARIES AND STUDY ALLOWANCES

Granting of study bursaries

111. (1) Subject to the provisions of these regulations, the Director may, with the approval of the Executive Committee, grant study bursaries to —

- (a) students residing in the Territory;
- (b) teachers appointed permanently in the Department; and
- (c) teachers appointed in a temporary capacity in the Department who wish to qualify for appointment in a permanent capacity.

(2) In granting study bursaries the Director may consider any one or more of the following factors —

- (a) the scholastic achievement of the applicant;
- (b) the recommendations of principals, teacher psychologists, the selection committee and any official of the Department approached by the Director;
- (c) the educational requirements of the Territory.

(3) Study bursaries are granted only to full-time students.

Application for Study bursary

112. (1) Applications for study bursaries must be made to the Director on a form as specified in Annexure F and must be accompanied by a Medical Report by a registered medical practitioner as specified in Annexure G.

(2) Before an application for a study bursary can be considered, the headmaster and teacher psychologist of the secondary school attended by the applicant, must submit to the Director a personal confidential report as specified in Annexure H, and such report by the said headmaster and teacher psychologist must include a recommendation as regards the suitability of the applicant for the teaching profession.

(3) The Director may appoint a committee consisting of the members of the teaching staff to judge the applicants for study bursaries and to make recommendations in connection thereof.

Bursary agreements and Conditions

113. (1) Before any study bursary is finally granted to an applicant, such applicant must —

HOOFSTUK 7

BEURSE EN STUDIETOELAE

Toekenning van studiebeurse

111. (1) Behoudens die bepalings van hierdie regulasies kan die Direkteur, met die goedkeuring van die Uitvoerende Komitee, studiebeurse toeken aan —

- (a) studente wat in die Gebied woon;
- (b) onderwysers wat in 'n permanente hoedanigheid in die Departement aangestel is; en
- (c) onderwysers wat in 'n tydelike hoedanigheid in die Departement aangestel is en hulle vir aanstelling in 'n permanente hoedanigheid wil bekwaam.

(2) By die toekenning van studiebeurse kan die Direkteur enige een of meer van die volgende faktore in aanmerking neem —

- (a) die skolasiese prestasie van die aansoeker;
- (b) die aanbevelings van skoolhoofde, onderwyser-sielkundiges, die keurkomitee en enige beampte van die Departement wat deur die Direkteur genader word;
- (c) die onderwysbehoeftes van die Gebied.

(3) Studiebeurse word slegs vir voltydse studie toegeken.

Aansoek om studiebeurs

112. (1) Aansoek om 'n studiebeurs moet by die Direkteur gedoen word op 'n vorm soos in Bylae F uiteengesit, en moet vergesel gaan van 'n Geneeskundige Verslag deur 'n geregistreerde / geneesheer in die vorm in Bylae G uiteengesit.

(2) Voordat 'n aansoek om 'n studiebeurs oorweeg kan word, moet 'n vertroulike persoonlike verslag in die vorm in Bylae H uiteengesit deur die hoofonderwyser en onderwyser-sielkundige van die sekondêre skool wat deur die aansoeker besoek is, by die Direkteur ingelewer word, en sodanige verslag moet 'n aanbeveling rakende die geskiktheid van die aansoeker vir die onderwysberoep deur bedoelde hoofonderwyser en onderwyser-sielkundige bevat.

(3) Die Direkteur kan 'n komitee bestaande uit lede van die onderwyspersoneel aanwys om die aansoekers om studiebeurse te keur en aanbevelings in verband daarmee te maak.

Beursooreenkoms en -voorwaardes

113. (1) Voordat enige studiebeurs finaal aan 'n aansoeker toegeken word, moet sodanige aansoeker —

- (a) conclude a written bursary agreement in the form and under the conditions as set out in Part A of Annexure I, with the Administration; and
- (b) supply a surety which is acceptable to the Director, to undertake as surety and co-main debtor, in a bail bond in the form and of the contents as specified in Part B of Annexure I, to pay to the Administration on demand, any amount of money, that may become due in accordance with the study bursary agreement, to the Administration by the applicant.

(2) Every bursaryholder must before 15 March in the first year of his study course give notice to the Director, on the form set out in Annexure J, of his enrolment for the full study course as approved by the Director.

(3) Study bursaries are, except to the extent that the bursary agreement otherwise stipulates, be refundable to the Administration as laid down by these regulations, either by rendering service or by payment in cash. Study bursaries for certain study courses only.

114. The study bursaries that are granted in terms of these regulations, may be considered by the Director only in respect of the following study courses:—

- (a) pre-primary teachers; training for the normal duration of the study course: Provided that the Director may extend such study course by one year to include a specialised course;
- (b) primary teachers' training, for the normal duration of the study course: Provided that the Director may extend such study course by one year to include a specialised course;
- (c) secondary teachers' training, for the normal duration of the study course: Provided that the Director may extend such study course by one year to include a specialised course.

Merit Bursaries

115. (1) Over and above the study bursaries as provided for in these regulations, the Director may with the approval of the Executive Committee and subject to the provisions of these regulations, annually a number of merit bursaries.

(2) Merit bursaries are granted only to bursary holders taking a degree course.

(3) Merit bursaries are for one year only and written application must annually be made therefor.

- (a) 'n skriftelike beursooreenkoms, in die vorm en met die voorwaardes in Deel A van Bylae I uiteengesit, met die Administrasie aangaan; en
- (b) 'n borg wat vir die Direkteur aanvaarbaar is verskaf om as borg en medehoofskuldenaar, in 'n borgakte met die vorm en inhoud in Deel B van Bylae I uiteengesit, te onderneem om enige geld bedrag wat ingevolge die beursooreenkoms deur die aansoeker aan die Administrasie verskuldig mag word, op aanvraag deur die Administrasie aan die Administrasie te betaal.

(2) Elke beurshouer moet in die eerste jaar van sy studiekursus voor 15 Maart op die vorm in Bylae J uiteengesit aan die Direkteur kennis gee van sy inskrywing vir die volledige studiekursus wat deur die Direkteur goedgekeur is.

(3) Studiebeurse is, behalwe in die mate dat die beursooreenkoms, anders bepaal, aan die Administrasie terugbetaalbaar, of by wyse van dienslewering of deur kontantbetaling soos in hierdie regulasies bepaal.

Studiebeurse net vir sekere studiekursusse

114. Die studiebeurse wat ingevolge hierdie regulasies toegeken word, kan alleenlik ten aansien van die volgende studiekursusse deur die Direkteur oorweeg word —

- (a) preprimêre onderwysersopleiding, vir die normale duur van die studiekursus: Met dien verstande dat die Direkteur sodanige studiekursus met een jaar kan verleng om 'n spesialiseringkursus in te sluit;
- (b) primêre onderwysersopleiding, vir die normale duur van die studiekursus: Met dien verstande dat die Direkteur sodanige studiekursus met een jaar kan verleng om 'n spesialiseringkursus in te sluit;
- (c) sekondêre onderwysersopleiding, vir die normale duur van die studiekursus: Met dien verstande dat die Direkteur sodanige studiekursus met een jaar kan verleng om 'n spesialiseringkursus in te sluit.

Merietebeurse

115. (1) Bo en behalwe die studiebeurse waarvoor hierdie regulasies voorsiening maak, kan die Direkteur met die goedkeuring van die Uitvoerende Komitee en behoudens die bepalings van hierdie regulasie jaarliks 'n aantal merietebeurse toeken.

(2) Merietebeurse word slegs toegeken aan die houers van studiebeurse wat 'n graadkursus volg.

(3) Merietebeurse is eenjarige beurse waarvoor jaarliks skriftelik aansoek gedoen moet word.

(4) The total number of merit bursaries available in any year are distributed among the bursary holders in the same relation as the number of bursary holders in the different annual courses.

(5) Merit bursaries are awarded on the strength of excellent achievement by a bursary holder in an immediately preceding examination with the proviso that an average percentage of at least fifty percent is achieved and that an achievement in an examination at the end of a repeat year as well as an achievement in a non-degree subject are not taken into consideration when determining the achievement of an applicant for a merit bursary.

(6) A merit bursary is not granted to a bursary holder who has already rendered service as a teacher for the Department.

(7) Merit bursaries are not refundable to the Administration.

Special Bursaries

116. (1) The Director may, over and above the study and merit bursaries provided for by these regulations, with the approval of the Executive Committee and subject to the provisions of these regulations, grant special bursaries in meritorious cases.

(2) Special bursaries are awarded only with regard to the specific language medium, subject or course of study determined by the Director.

(3) A special bursary may be awarded only to —

(a) the holder of a study bursary, in which case it may be awarded for the same number of years as that for which the study bursary has been awarded;

(b) a teacher studying a specific language medium, subject or course of study referred to in subregulation (2), by means of a correspondence course at a tertiary educational institution recognised by the Director.

(4) Special bursaries are not refundable to the Administration.

Half the bursaries are for secondary education

117. Notwithstanding any provisions to the contrary contained in these regulations, at least half of the study and special bursaries awarded in any fixed calendar year, are awarded to persons for studying or improving their qualifications in courses of secondary education.

(4) Die totale aantal merietebeurse wat in enige jaar beskikbaar is, word onder beurshouers verdeel in dieselfde verhouding as die getalle van beurshouers in die verskillende jaarkursusse.

(5) Merietebeurse word toegeken op grond van goeie prestasie deur 'n beurshouer in 'n onmiddellik voorafgaande eksamen met die voorbehoud dat 'n gemiddelde persentasie van minstens vyftig persent behaal word en dat 'n prestasie in 'n eksamen aan die einde van 'n herhalingsjaar en ook 'n prestasie in 'n nie-graadvak nie in berekening gebring word by die bepaling van die prestasie van 'n aansoeker om 'n merietebeurs nie.

(6) 'n Merietebeurs word nie aan 'n beurshouer toegeken wat reeds as onderwyser vir die Departement diens gelewer het nie.

(7) Merietebeurse is nie aan die Administrasie terugbetaalbaar nie.

Spesiale beurse

116. (1) Bo en behalwe die studie- en merietebeurse waarvoor hierdie regulasies voorsiening maak, kan die Direkteur met die goedkeuring van die Uitvoerende Komitee en behoudens die bepalinge van hierdie regulasie in verdienstelike gevalle spesiale beurse toeken.

(2) Spesiale beurse word slegs ten aansien van die bepaalde voertaal, vak of studierigting toegeken wat die Direkteur bepaal.

(3) 'n Spesiale beurs kan slegs toegeken word aan —

(a) die houer van 'n studiebeurs, in welke geval dit toegeken kan word vir dieselfde aantal jare as dié waarvoor die studiebeurs toegeken is;

(b) 'n onderwyser wat deur middel van 'n korrespondensiekursus by 'n tersiêre onderwysinrigting deur die Direkteur erken in die bepaalde voertaal, vak of studierigting in subregulasie (2) bedoel, studeer.

(4) Spesiale beurse is nie aan die Administrasie terugbetaalbaar nie.

Helfte van beurse gaan vir sekondêre onderwys

117. Ondanks enige andersluidende bepalinge in hierdie regulasies vervat word minstens die helfte van die studie- en spesiale beurse wat in enige bepaalde kalenderjaar toegeken word, toegeken aan persone wat hulle wil bekwaam of beter bekwaam in die sekondêre onderwysinrigting.

Redemption of study bursary obligations

118. Notwithstanding any provisions to the contrary contained in these regulations, the holder of a study bursary may at any time redeem his obligations in respect of the bursary agreement with the Administration by repaying to the Administration the entire amount which the Administration paid in respect of such bursary agreement of such bursary holder, together with interest at 6% per annum calculated from the date on which the Administration paid out the bursary monies on behalf of such Bursar.

Take-over by the Administration of study bursaries awarded by other bodies

119. (1) If a person has bursary obligations towards a body other than the Administration and is appointed in a teaching staff post, the Director may, subject to the provisions of these regulations, take over, by means of a cession passed by the other body, the recovery right which such other body has against such person in respect of the bursary agreement.

(2) Before a persons referred to in subregulation (1) may be appointed on the teaching staff, he must submit to the Director the written consent of the body towards which he has the bursary obligations, so that the Administration can take over such recovery rights as against such person.

(3) Unless the Director, after consultation with the Executive Committee, in any specific case decides differently, no recovery rights as provided for under these regulations will be taken over from another body if, as a rule, such body is not prepared to do the same towards the Administration.

(4) The person appointed on the teaching staff as stipulated in subregulation (1) must have at least the academic qualifications for such post.

(5) Unless the Director is convinced that an exception must be made, the person referred to in subregulation (1) must be taken into consideration for an appointment on the teaching staff in a full-time permanent capacity.

(6) When an exception is made as referred to in subregulation 5, and such person is appointed in a temporary capacity on the teaching staff with the taking over of the recovery rights by the Administration on the grounds of a bursary agreement between such a person and another body other than the Administration, and such appointment in a temporary capacity is terminated, the Education Department will be under no obligation to keep the person in its employment and the full amount of bursary money still owing is immediately payable to the Administration by the bursary holder together with interest at six percent per annum calculated from the date on which the bursary monies were paid to the bursary holder unless postponement of payment is granted by the Education Department.

Aflossing van studiebeursverplichtinge

118. Ondanks enige andersluidende bepalings in hierdie regulasies vervat kan die houer van 'n studiebeurs sy verpligting ingevolge sy beursooreenkoms met die Administrasie te eniger tyd aflos deur die volle bedrag wat deur die Administrasie ingevolge sodanige beursooreenkoms ten behoeve van sodanige beurshouer betaal is, aan die Administrasie terug te betaal, tesame met rente teen ses persent per jaar bereken vanaf die datum waarop die beursgelde deur die Administrasie ten behoeve van sodanige beurshouer betaal is.

Oorname deur die Administrasie van studiebeurse wat deur ander instansies toegeken is

119. (1) Wanneer 'n persoon wat beursverpligtinge teenoor 'n ander instansie as die Administrasie het, in 'n pos in die onderwyspersoneel aangestel word, kan die Direkteur, behoudens die bepalings van hierdie regulasie, deur middel van sessie deur die ander instansie die vorderingsreg wat genoemde ander instansie teen sodanige persoon ingevolge 'n beursooreenkoms het, oorneem.

(2) Voordat 'n persoon in subregulasie (1) bedoel in die onderwyspersoneel aangestel kan word, moet hy die skriftelike toestemming aan die Direkteur toon van die instansie teenoor wie hy die beursverpligtinge het, dat die Administrasie die vorderingsreg teenoor sodanige persoon kan oorneem.

(3) Tensy die Direkteur na raadpleging met die Uitvoerende Komitee in enige bepaalde geval anders besluit, word geen vorderingsregte ingevolge hierdie regulasies van 'n ander instansie oorgeneem indien sodanige instansie in die reël nie bereid is om dieselfde teenoor die Administrasie te doen nie.

(4) Die persoon wat in die onderwyspersoneel aangestel word soos in subregulasie (1) beoog moet minstens die akademiese kwalifikasies vir die bepaalde pos besit.

(5) Tensy die Direkteur oortuig is dat 'n uitsondering gemaak moet word, moet die persoon in subregulasie (1) bedoel in aanmerking kom vir aanstelling in die onderwyspersoneel in 'n voltydse permanente hoedanigheid.

(6) Wanneer 'n uitsondering gemaak word soos in subregulasie (5) bedoel, en 'n sodanige persoon word in 'n tydelike hoedanigheid in die onderwyspersoneel aangestel met oorname deur die Administrasie van vorderingsregte op grond van 'n beursooreenkoms tussen sodanige persoon en 'n ander instansie as die Administrasie, en sodanige aanstelling in tydelike hoedanigheid kom ten einde, is die Onderwysdepartement onder geen verpligting om die persoon in diens te hou nie en is die volle bedrag aan beursgelde wat nog uitstaande is onmiddellik deur die beurshouer aan die Administrasie betaalbaar tesame met rente bereken teen ses persent per jaar vanaf die datum van die uitbetaling van die beursgelde aan die beurshouer, tensy die Onderwysdepartement uitstel verleen van betaling.

(7) The taking-over of a bursary by the Administration as referred to in this regulation does not take place before the person concerned has actually assumed duty.

(8) The amount paid by the Administration in taking over a bursary, may not exceed the amount of the bursary (excluding interest and other levies by the body which awarded the bursary) or the amount of a similar bursary awarded by the Administration.

(9) The person referred to in subregulation (1) must render at least the same period of service to the Department as he has to render to the body which awarded the bursary at the date when the bursary was taken over.

(10) A bursary awarded to a persons after he has already adequately qualified for appointment in a permanent capacity in a type of post in the teaching staff for which he has applied, will not be taken over by the Administration.

(11) A bursary awarded by a body other than the Administration, which has already been redeemed by the holder thereof by means of a cash payment, shall not be re-instated by the Administration by entering into an agreement as referred to in subregulation 12, and under no circumstances will a bursary be taken over by the Administration by paying an amount to the holder of the bursary himself.

(12) The Director may, when a bursary is taken over by the Administration, demand that the bursary holder enters into a written agreement with the Administration in advance, in which the obligations of the bursary holder towards the Administration are set out, and can also demand that the bursary holder furnish a surety to the satisfaction of the Director to undertake as surety and as co-principal debtor to pay to the Administration on demand by the Administration, any amount of money which may become due in terms of the agreement concerned.

Study allowances

120. (1) The Director may, with the approval of the Executive Committee and subject to the provisions of these regulations, grant study allowances to teachers who by means of part-time educationally directed study, wish to improve their professional qualifications.

(2) (a) A study allowance referred to in paragraph (b) is payable by the Administration to every teacher referred to in subregulation (1), after the successful completion by such teacher of a correspondence course (which is approved in advance by the Director for the granting of a study allowance) at a tertiary educational institution which is recognised by the Director.

(7) Oorname van 'n beurs deur die Administrasie soos in hierdie regulasie bedoel, geskied nie voor werklike diensaanvaarding deur die betrokke persoon by die Departement nie.

(8) Die bedrag wat deur die Administrasie vir die oorname van 'n beurs betaal word, mag nie die bedrag van die beurs (uitgesluit rente en ander heffings deur die instansie wat die beurs toegeken het) of die bedrag van 'n soortgelyke beurs deur die Administrasie toegeken, oorskry nie.

(9) Die persoon in subregulasie (1) bedoel, moet minstens dieselfde tydperk aan die Departement diens lewer as wat hy op datum van oorname van sy beurs nog aan die instansie wat die beurs aan hom toegeken het, sou moes lewer.

(10) 'n Beurs toegeken aan 'n persoon nadat hy reeds voldoende gekwalifiseer was vir aanstelling in permanente hoedanigheid in die tipe pos in die onderwyspersoneel waarvoor hy aansoek doen, word nie deur die Administrasie oorgeneem nie.

(11) 'n Beurs deur 'n ander instansie as die Administrasie toegeken, wat reeds deur die houer daarvan deur middel van 'n kontantbetaling afgelos is, kan nie deur die aangaan van 'n ooreenkoms soos in subregulasie (12) bedoel, deur die Administrasie heringestel word nie, en onder geen omstandighede word 'n beurs deur die Administrasie oorgeneem deur 'n bedrag aan die houer van die beurs self te betaal nie.

(12) Die Direkteur kan by die oorname van 'n beurs deur die Administrasie vereis dat die beursohouer vooraf 'n skriftelike ooreenkoms met die Administrasie aangaan waarin sodanige beursohouer se verpligtinge teenoor die Administrasie uiteengesit word, en kan ook vereis dat die beursohouer 'n borg tot bevrediging van die Direkteur verskaf om as borg en medehoofskuldenaar te onderneem om enige geldbedrag wat ingevolge bedoelde ooreenkoms aan die Administrasie verskuldig mag word, op aanvraag deur die Administrasie, aan die Administrasie te betaal.

Studietoelaes

120. (1) Aan onderwysers wat by wyse van nie-voltydse onderwys-gerigte studie hulleself beter wil bekwaam vir hulle beroep, kan die Direkteur met die goedkeuring van die Uitvoerende Komitee en behoudens die bepalinge van hierdie regulasie studietoelaes toeken.

(2) (a) 'n Studietoelae soos in paragraaf (b) bedoel is deur die Administrasie betaalbaar aan elke onderwyser in subregulasie (1) bedoel, na die suksesvolle voltooiing deur hom van 'n korrespondensiekursus (wat vooraf deur die Direkteur goedgekeur is vir die toekenning van 'n studietoelae) by 'n tersiêre onderwysinrigting wat deur die Direkteur erken word.

- (b) The study allowance referred to in these regulations, amounts to the actual registration fees, study and examination fees, and if a compulsory vacation course once a year is part of a correspondence course also the costs of travelling by rail to and from the place of the vacation course at the tariff applicable to teachers, as well as subsistence and travelling expenses for the duration of the journey and attendance of such vacation course at the tariff applicable to teachers.

(3) Study allowances for post-graduate studies and pedagogical research are awarded only to teachers appointed in a permanent capacity and subject to the following conditions:

- (a) The number of such study allowances and the amount of each are determined by the Director with the approval of the Executive Committee.
- (b) For the purpose of this subregulation post-graduate study means advanced study in a school subject which is taught in the Territory, pedagogical psychology, pedagogy, technology and engineering, librarianship or any other study course which the Director may consider as being equivalent for the teachers' profession.
- (c) The study allowance referred to in this subregulation may not be awarded more than once to the same person.
- (d) A teacher to whom a study allowance has been awarded in terms of this subregulation must submit to the Administration a written undertaking, countersigned by two competent witnesses, in which he undertakes to —
- (i) furnish the Department at the Director's request, with the result of his research project or his treatise;
- (ii) serve the Department for a continuous period of three years after completion of the period for which the study allowance was awarded; and
- (iii) repay the Administration the full amount of the study allowance paid to him together with interest at six percent per annum, calculated from the date of payment to him of the amounts of the study allowances should he fail to comply with the requirements of subparagraphs (i) and (ii)

- (b) Die studietoelae in hierdie subregulasie beoog, bedra soveel as die werklike registrasiegeld, studiegeld en eksamengeld en indien 'n verpligte vakansiekursus eenmaal per jaar deel van die korrespondensiekursus vorm, ook die reiskoste per trein na en van die plek van die vakansiekursus teen die tarief van toepassing op onderwysers, asook reis- en verblyfkoste vir die duur van reis en bywoning van die genoemde vakansiekursus teen die tarief van toepassing op onderwysers.

(3) Studietoelae vir nagraadse studie en opvoedkundige navorsing word onderhewig aan die volgende voorwaardes slegs aan onderwysers wat in 'n permanente hoedanigheid aangestel is, toegeken:

- (a) Die aantal sodanige studietoelae en die bedrag van elkeen daarvan word deur die Direkteur met die goedkeuring van die Uitvoerende Komitee bepaal.
- (b) Vir die doeleindes van hierdie subregulasie beteken nagraadse studie gevorderde studie in 'n skoolvak wat in die Gebied onderrig word, opvoedkundige sielkunde, opvoedkunde, tegnologie en ingenieurswese, biblioteekwese of enige ander studierigting wat die Direkteur van gelyke waarde vir die onderwysersberoep ag.
- (c) Die studietoelae in hierdie subregulasie beoog word nie meer as een keer aan dieselfde persoon toegeken nie.
- (d) 'n Onderwyser aan wie 'n studietoelae ingevolge hierdie subregulasie toegeken is, moet aan die Administrasie 'n skriftelike onderneming gee wat medeonderteken is deur twee bevoegde getuies en waarin hy onderneem dat hy —
- (i) die resultaat van sy navorsingsprojek, of sy verhandeling, op versoek van die Direkteur tot beskikking van die Departement sal stel;
- (ii) die Departement na voltooiing van die tydperk waarvoor die studietoelae toegeken is vir 'n aaneenlopende tydperk van drie jaar sal dien; en
- (iii) by versuim deur hom om aan die vereistes in subparagrafe (i) en (ii) gestel, te voldoen, die volle bedrag van die studietoelae wat aan hom betaal is, aan die Administrasie sal terugbetaal, tesame met rente teen ses persent per jaar bereken vanaf die datum van betaling aan hom van die bedrae van die studietoelae.

CHAPTER 8

MEDICAL INSPECTION

Medical Examination of pupils and students

121. A medical inspector or a registered nurse acting on instructions of a medical inspector, may at any reasonable time visit any educational institution and examine the pupils or students of such educational institution.

Medical examination of teachers and other

122. If a medical inspector has reason to suspect that the state of health of —

- (a) any teacher; or
- (b) any member of a hostel staff; or
- (c) any employee at a school or hostel; or
- (d) any boarder at a hostel

may be a source of danger for the pupils or students of a school or the boarders of a hostel, he may examine such person medically, and the person concerned is compelled to undergo such examination.

Medical Inspection of buildings and grounds

123. A medical inspector or any state health inspector acting on the instructions of the Chief Medical Inspector of Education, shall at any reasonable time have the right of entry to the buildings and grounds of any educational institution for the purpose of an inspection of such buildings and grounds from the point of view of the health of the pupils and students of such educational institution.

Recommendations by medical inspector

124. A medical inspector may recommend to the parents or guardians of any pupil or student of any educational institution that such pupil or student undergo the medical treatment specified by him.

Recommendations by Chief medical inspector of education

125. The Chief Medical Inspector of Education may recommend to the Director that —

- (a) (i) any pupil or student at a school or boarder at a hostel; or
- (ii) any teacher; or
- (iii) any member of a hostel staff; or

HOOFSTUK 8

MEDIIESE INSPEKSIE

Mediese ondersoek van leerlinge en studente

121. 'n Mediese inspekteur of 'n geregistreerde verpleegster handelende in opdrag van die mediese inspekteur, kan te enige redelike tyd enige onderwysinrigting besoek en die leerlinge of studente van sodanige onderwysinrigting medies ondersoek.

Mediese ondersoek van onderwysers en ander

122. Indien 'n mediese inspekteur rede het om te vermoed dat die gesondheidstoestand van —

- (a) enige onderwyser; of
- (b) enige lid van 'n koshuispersoneel; of
- (c) enige werknemer by 'n skool of koshuis; of
- (d) enige loseerder in 'n koshuis,

moontlik 'n gevaar inhou vir die gesondheid van die leerlinge of studente van 'n skool of die kosgangers van 'n koshuis, kan hy sodanige persoon medies ondersoek, en bedoelde persoon is verplig om sodanige ondersoek te ondergaan.

Mediese inspeksie van geboue en terreine

123. 'n Mediese inspekteur, of enige staatsgesondheidsinspekteur handelende in opdrag van die Mediese Hoofinspekteur van Onderwys, kan te enige redelike tyd die geboue en terreine van enige onderwysinrigting betree vir die doel van 'n inspeksie van sodanige geboue of terreine met die oog op die gesondheid van die leerlinge of studente van sodanige onderwysinrigting.

Aanbevelings deur mediese inspekteur

124. 'n Mediese inspekteur kan by die ouers of voogde van enige leerling of student van enige onderwysinrigting aanbeveel dat sodanige leerling of student die deur hom gespesifiseerde mediese behandeling moet ondergaan.

Aanbevelings deur Mediese Hoofinspekteur van Onderwys

125. Die Mediese Hoofinspekteur van Onderwys kan by die Direkteur van Onderwys aanbeveel dat —

- (a) (i) enige leerling of student van 'n skool, of kosganger van 'n koshuis; of
- (ii) enige onderwyser; of
- (iii) enige lid van 'n koshuispersoneel; of

(iv) any employee at a school hostel; or

(v) any boarder at a hostel, be excluded from such school or hostel for such period as stated by him for the sake of the health of the pupils or students of a school or the boarders of a hostel, for medical reasons fully specified by him; or

(b) any pupil or student be permanently excluded from a specific school if such pupil or student in his opinion or —

(i) in the opinion of a medical specialist in ear, nose and throat diseases is so deaf that he cannot derive sufficient benefit from the instruction given in that school; or

(ii) in the opinion of a medical specialist in eye diseases is so blind that he cannot derive sufficient benefit from the instruction given in that school; or

(iii) in the opinion of a medical specialist is physically so handicapped or suffers from such a serious ailment that his continued attendance of that school may be detrimental to himself or the other pupils or students of such school.

Director may exclude persons from school or hostel.

126. (1) The Director may on the recommendation of the Chief Medical Inspector of Education —

(a) exclude any pupil or student of a school or boarder of a hostel, from such school or hostel;

(b) exclude any teacher or member of a hostel staff living in a hostel or a boarder in a hostel from such hostel, if he is convinced that it would be in the best interest of the person concerned, or the pupils or students of a school or the boarders of a hostel.

(2) The Director excludes a person mentioned in sub-regulation (1) from a school or hostel by delivering a written notice to that effect to —

(a) in the case of a pupil or student, the parents or guardian of such pupil or student; or

(b) in the case of any person other than a pupil or student, that person himself.

(iv) enige werknemer by 'n skool of koshuis; of

(v) enige loseerder in 'n koshuis,

ter wille van die gesondheid van die leerlinge of studente van 'n skool of die kosgangers van 'n koshuis, om die deur hom volledig gespesifiseerde mediese redes vir 'n deur hom genoemde tydperk van sodanige skool of koshuis uitgesluit word; of

(b) enige leerling of student permanent van enige bepaalde skool uitgesluit word as sodanige leerling of student na sy mening of —

(i) die mening van 'n mediese spesialis in oor-, neus- en keelkwale so doof is dat hy nie voldoende baat kan vind by die onderrig wat in daardie skool gegee word nie; of

(ii) die mening van 'n mediese spesialis in oogkwale so blind is dat hy nie voldoende baat kan vind by die onderrig wat in daardie skool gegee word nie; of

(iii) die mening van 'n mediese spesialis so 'n ernstige liggaamlike gebrek of siekte het dat sy voortgesette besoek aan daardie skool vir homself of die ander leerlinge of studente daarvan skadelik kan wees.

Direkteur kan persone van skool of koshuis uitsluit

126. (1) Die Direkteur kan op aanbeveling van die Mediese Hoofinspekteur van Onderwys —

(a) enige leerling of student van 'n skool, of kosganger van 'n koshuis, van sodanige skool of koshuis uitsluit;

(b) enige onderwyser of lid van 'n koshuispersoneel wat in 'n koshuis inwoon, of loseerder in 'n koshuis, van sodanige koshuis uitsluit,

indien hy oortuig is dat dit in die beste belang van die betrokke persoon self of die leerlinge of studente van 'n skool of die kosgangers van 'n koshuis sal wees.

(2) Die Direkteur sluit 'n persoon in subregulasie (1) genoem van 'n skool of koshuis uit deur die aflewering van 'n skriftelike kennisgewing met 'n sodanige strekking aan, —

(a) in die geval van 'n leerling of student, die ouers of voog van sodanige leerling of student; of

(b) in die geval van enige ander persoon as 'n leerling of student, daardie persoon self.

CHAPTER 9

PURCHASES ON THE RAND FOR RAND BASIS

127. (1) A state educational institution may, subject to the provisions of these regulations, purchase with the aid of the Department, any equipment or aids required by such institution and —

- (a) not supplied by the Department; or
- (b) supplied by the Department but not in sufficient quantities,

on the rand for rand basis.

(2) Before any purchases referred to in subregulation (1) can be made, the head of the state educational institution concerned must —

- (a) obtain the approval of the Director —
 - (i) to possess and use the specific type of equipment or aids required; and
 - (ii) to purchase the required specific quantity of equipment or aids on the rand for rand basis;

- (b) obtain at least two written quotations from suppliers for the delivery of the equipment or aids concerned and submit them to the Director in the way determined by him.

(3) The decision concerning which, if any, of the two or more quotations referred to in subregulation 2(b) is to be accepted, rests with the Director: Provided that the Director may at his discretion invite further quotations.

(4) After the equipment or aids concerned have been delivered by the suppliers indicated by the Director at the state institution concerned, the latter will pay the account in full directly to the supplier and claim from the Department in the way as determined by the Director, one half of the amount of the account.

(5) No rand for rand contributions in respect of used equipment or aids, can be made by the Department.

(6) Every article purchased through the Department on the rand for rand basis, becomes the property of the Administration and shall be included in the inventory.

HOOFSTUK 9

AANKOPE OP DIE RAND-VIR-RAND BASIS

127. (1) 'n Staatsonderwysinrigting kan, behoudens die bepalings van hierdie regulasie, enige uitrusting of hulpmiddels wat deur sodanige inrigting benodig word en —

- (a) wat nie deur die Departement voorsien word nie; of
- (b) wat wel deur die Departement voorsien word maar nie in voldoende hoeveelhede nie,

met die steun van die Departement op die rand-vir-rand basis aankoop.

(2) Voordat enige aankope soos in subregulasie (1) bedoel, gedoen word, moet die hoof van die betrokke staatsonderwysinrigting —

- (a) goedkeuring van die Direkteur verkry —
 - (i) om die bepaalde soort uitrusting of hulpmiddels wat verlang word, te besit en te gebruik; en
 - (ii) om die bepaalde hoeveelheid uitrusting of hulpmiddels wat verlang word, op die rand-vir-rand basis aan te skaf; en

- (b) minstens twee skriftelike kwotasies deur leweransiers vir die lewering van die betrokke uitrusting of hulpmiddels verkry en aan die Direkteur voorlê op die wyse wat hy bepaal.

(3) Die besluit oor welke, indien enige, van twee of meer kwotasies in subregulasie (2)(b) bedoel, aanvaar word, berus by die Direkteur: Met dien verstande dat die Direkteur na goedgeskonde verdere kwotasies kan aanvra.

(4) Nadat die betrokke uitrusting of hulpmiddels deur die leweransiers wat deur die Direkteur aangewys is, by die betrokke staatsonderwysinrigting afgelewer is, betaal laasgenoemde die volle rekening direk aan die leweransier en eis op die wyse deur die Direkteur bepaal een helfte van die bedrag van die rekening van die Departement.

(5) Geen rand-vir-rand bydraes deur die Departement kan ten aansien van gebruikte uitrusting of hulpmiddels gemaak word nie.

(6) Elke artikel wat deur 'n staatsonderwysinrigting met 'n rand-vir-rand bydrae deur die Departement aangekoop is, word die eiendom van die Administrasie en moet op inventaris geneem word.

CHAPTER 10

GENERAL PROVISIONS

Regulations repealed

128. The regulations published by the Government Notices referred to in Annexure A, are hereby repealed.

Date of coming into operation

129. (1) Subject to the provisions of subregulations (2) and (3), these regulations shall be deemed to have come into force on 1 January 1976.

(2) Regulations 92(1) and 94(1) of these regulations and the repeal of regulations 41(1) and 43(1) of the regulations published by Government Notice 53 of 1964, shall be deemed to have come into force on 1 January 1978.

(3) Chapter 7 of these regulations shall come into force on 1 January 1979.

ANNEXURE A

LIST OF GOVERNMENT NOTICES

53 of 1964
58 of 1964
59 of 1964
60 of 1964
65 of 1964
66 of 1964
112 of 1964
140 of 1964
58 of 1965
66 of 1966
3 of 1967
72 of 1969
109 of 1969
110 of 1969
66 of 1970
19 of 1971
222 of 1973
59 of 1974
213 of 1975
314 of 1975
329 of 1975
335 of 1975
336 of 1975

ANNEXURE B

NOTICE TO PARENTS OF MEETING TO ELECT A SCHOOL COMMITTEE

Notice is hereby given that a meeting of parents* of children attending the

School will be held at this school on day)

of (month and year)

HOOFSTUK 10

ALGEMENE BEPALINGS

Herroeping van regulasies

128. Die regulasies afgekondig by die Goewermentskennisgewing in Bylae A genoem word hierby herroep.

Datum van inwerkingtreding

129. (1) Behoudens die bepalinge van subregulasies (2) en (3) word hierdie regulasies geag in werking te getree het op 1 Januarie 1976.

(2) Regulasies 92(1) en 94(1) van hierdie regulasies, en die herroeping van regulasies 41(1) en 43(1) van die regulasies afgekondig by Goewermentskennisgewing 53 van 1964, word geag in werking te getree het op 1 Januarie 1978.

(3) Hoofstuk 7 van hierdie regulasies tree in werking op 1 Januarie 1979.

BYLAE A

LYS VAN GOEWERMENTSKENNISGEWINGS

53 van 1964
58 van 1964
59 van 1964
60 van 1964
65 van 1964
66 van 1964
112 van 1964
140 van 1964
58 van 1965
66 van 1966
3 van 1967
72 van 1969
109 van 1969
110 van 1969
66 van 1970
19 van 1971
222 van 1973
59 van 1974
213 van 1975
314 van 1975
329 van 1975
335 van 1975
336 van 1975

BYLAE B

KENNISGEWING AAN OUERS VAN VERGADERING OM 'N SKOOLKOMITEE TE KIES

Hiermee word bekend gemaak dat 'n vergadering van ouers* van kinders wat die

skool besoek by dié skool gehou sal word, op

(dag van)

(maand en jaar) om (tyd)

at (time) to elect
members for the school committee.

Nomination forms for the nomination of candidates qualified in terms of the Education Ordinance to be members of a school committee are obtainable from the Headmaster of the school or from the presiding officer on the day of the meeting.

RETURNING OFFICER

PLACE:

DATE:

The Education Ordinance stipulates:

"Each parent of a child who, at the time of an election of members of a school committee, is a pupil of the school for which that school committee has been instituted, is entitled to vote at such election: Provided that where any person other than the father or the mother has the guardianship of such pupil, only such person shall be entitled to vote at such election."

ANNEXURE C

NOMINATION FORM FOR ELECTION OF SCHOOL COMMITTEE

(A) I (full name).....
of (address).....
.....
am a parent of a child/children attending the
School and hereby nominate (full name)
.....
of (address).....
.....
as a candidate for the election of the school committee for the said school.

SIGNATURE OF PROPOSER

PLACE:

DATE:

(B) We (1) (Full name)
(address).....
and (2) (full name)
(address).....
are parents of children attending the
School and second the above nomination.

om lede vir die skoolkomitee te kies.

Nominasievorms vir die nominasie van kandidate wat ingevolge die Onderwysordonnansie bevoeg is om lede van 'n skoolkomitee te wees, is verkrygbaar by die hoofonderwyser van die skool of by die presiderende beampte op die dag van die vergadering.

KIESBEAMPTE

PLEK:

DATUM:

*Die Onderwysordonnansie bepaal:

"Elke ouer van 'n kind wat ten tyde van 'n verkiesing van lede van 'n skoolkomitee, 'n leerling is van die skool waarvoor daardie skoolkomitee ingestel is, is geregtig om te stem by sodanige verkiesing: Met dien verstande dat waar enigiemand anders as die vader of moeder voogdy oor sodanige leerling het, slegs so iemand geregtig is om te stem by sodanige verkiesing."

BYLAE C

NOMINASIEVORM VIR VERKIESING VAN SKOOLKOMITEE

(a) Ek (naam voluit)
van (adres)
.....
is 'n ouer van 'n kind/kinders wat die
.....
besoek en nomineer hierby (naam voluit)
.....
van (adres)
as kandidaat in die verkiesing van die skoolkomitee vir genoemde skool.

VOORSTELLER SE NAAMTEKENING

PLEK:

DATUM:

(B) Ons (1)(naam voluit)
(adres)
en (2)(naam voluit)
(adres)
is ouers van kinders wat die skool
besoek, en sekondeer bogenoemde nominasie.

(1)

(2)

Signatures of Seconders

PLACE:

DATE:

(C) I (full name).....

(address)

hereby declare —

(1) that I accept the above nomination; and

*(2) that I am, to the best of my knowledge and belief,
qualified in terms of the Education Ordinance to be elec-
ted a member of the school committee for the
School

SIGNATURE OF CANDIDATE

PACE:.....

DATE

OR

(D) I (full name)

am the presiding officer at the meeting of parents at which the
above nomination form has been received, and hereby declare that
I have reason to assume that this candidate —

(a) has been prevented by circumstances from signing this
nomination form; and

*(b) is qualified for election as a member and will be willing to ser-
ve as a member, if elected.

PRESIDING OFFICER

PLACE:

DATE:

*The Education Ordinance stipulates that —

“A person shall be incompetent to be elected, nominated or ap-
pointed a member of a school committee, or if elected, nominated
or appointed, to hold office as such, if —

(1)

(2)

Sekondante se naamtekeninge

PLEK:

DATUM:

(C) Ek (naam voluit)

(adres)

verklaar hierby —

(1) dat ek bogenoemde nominasie aanvaar; en

*(2) dat ek na beste kennis en wete ingevolge die Onderwys-
ordonnansie bevoeg is om tot lid van die skoolkomitee vir
die
skool

KANDIDAAT SE NAAMTEKENING

PLEK:

DATUM:

OF

(D) Ek (naam voluit)

is die presiderende beampte by die ouervergadering waarop boge-
noemde nominasievorm ontvang is en verklaar hierby dat ek rede
het om te aanvaar dat hierdie kandidaat —

(a) weens omstandighede verhinder is om hierdie nominasievorm
te onderteken; en

*(b) bevoeg is om tot lid verkies te word en bereid sal wees om as
lid op te tree, indien hy verkies word.

PRESIDERENDE BEAMPTTE

PLEK:

DATUM:

*Die Onderwysordonnansie bepaal:

“Iemand is onbevoeg om as lid van 'n skoolkomitee verkies of
benoem te word of indien verkies of benoem of aangestel, om as
sodanig te dien, indien —

- (a) he has at any time been convicted of an offence for which he has been sentenced to imprisonment without the option of a fine, unless he has received a free pardon, or unless the period of imprisonment has expired at least three years before the date of his election, nomination or appointment; or
- (b) he is of unsound mind and has been so declared by a competent court; or
- (c) he is an unrehabilitated insolvent; or
- (d) he is not a South African citizen, unless he is the parent of a pupil of the school for which the school committee has been instituted; or
- (e) he is in the service of the Department or any educational institution under the control of the Department, or is connected with the Department or any such educational institution; or
- (f) he is in the service of or has financial interest in any private educational institution in the Territory; or
- (g) he is under the age of 21 years."

ANNEXURE D

SOUTH WEST AFRICA ADMINISTRATION

EDUCATION DEPARTMENT

UNDERTAKING

(Regulation 102(3))

I
undertake to if my application for special leave for study in terms of the provision of regulation 102(3)(c) of the Education Ordinance for the period of

.....
to
is approved by the Director of Education

- (i) immediately after expiry of such period of special leave, serve the Department as a teacher for a continuous period equal to the period for which such special leave for study was granted to me in terms of regulation 102(3)(c); and
- (ii) should I fail in any way to render the service referred to in paragraph (i), including discharge on account of misconduct, refund to the said Administration the full remuneration which I received during the period of leave in terms of regulation 102(3)(c), together with interest thereon at six per cent per annum calculated from the date of the last payment thereof by the Administration.

T.E. 11

I hereby further declare that I understand that, should the Director of Education, after the above-mentioned period of special leave for study has expired, grant me leave without remuneration or any other type of leave which the said Director decides not to take into account for the fulfilment of my above-mentioned service obligations, such service obligations be extended by a period equal to such period of leave without pay, or other type of leave.

- (a) hy te eniger tyd skuldig bevind is aan 'n misdryf waarvoor hy tot gevangenisstraf sonder die keuse van 'n boete gevonnis is, tensy algehele gracie aan hom verleen is, of tensy die tydperk van gevangenisstraf minstens drie jaar voor die datum van sy verkiesing, benoeming of aanstelling verstryk het; of
- (b) hy in sy geestesvermoë gekrenk is en deur 'n bevoegde hof aldus verklaar is; of
- (c) hy 'n ongerehabiliteerde insolvent is; of
- (d) hy nie 'n Suid-Afrikaanse burger is nie, tensy hy die ouer is van 'n leerling van die skool waarvoor die betrokke skoolkomitee ingestel is; of
- (e) hy by die Departement of enige onderwysinrigting onder die beheer van die Departement in diens is of verbonde is aan die Departement of enige sodanige onderwysinrigting; of
- (f) hy in diens is of geldelike belang het by enige private onderwysinrigting ind ie Gebied; of
- (g) hy jonger as 21 jaar is."

BYLAE D

ADMINISTRASIE VAN SUIDWES-AFRIKA

ONDERWYSDEPARTEMENT

ONDERNEMING

(Regulasie 102(3))

Ek,

onderneem om, indien my aansoek om spesiale verlof vir studie ingevolge die bepalings van regulasie 102(3)(c) van die Onderwysregulasies vir die tydperk

.....
tot

deur die Direkteur van Onderwys toegestaan word —

- (i) onmiddellik na verstryking van sodanige tydperk van spesiale verlof, diens as onderwyser in die Departement te doen vir 'n ononderbroke tydperk wat gelyk is aan die tydperk van spesiale verlof vir studie wat ingevolge regulasie 102(3)(c) aan my toegestaan word; en
- (ii) by versuim om die diens in paragraaf (i) beoog te doen om welke rede ook al, insluitende ontslag op grond van wangedrag, die volle besoldiging wat ek gedurende die tydperk van verlof in regulasie 102(3)(c) beoog van die Administrasie van Suidwes-Afrika ontvang het, aan sodanige Administrasie terug te betaal, tesame met rente daarop teen ses persent per jaar vanaf die datum van die laaste betaling daarvan deur die Administrasie.

Ek verklaar verder hierby dat ek begryp dat indien die Direkteur van Onderwys, nadat bogenoemde tydperk van spesiale verlof vir studie verstryk het, aan my verlof sonder besoldiging of enige ander tipe verlof wat bedoelde Direkteur besluit nie ter nakoming van my bogenoemde diensverpligting sal tel nie, sou toestaan, my bogenoemde diensverpligting verleng word met 'n tydperk gelyk aan genoemde tydperk van verlof sonder besoldiging of ander tipe verlof.

Signed at
 on this the
 day of 19

.....
 SIGNATURE OF TEACHER

WITNESSES: 1.....
 2

ANNEXURE E

SOUTH WEST AFRICA ADMINISTRATION

EDUCATION DEPARTMENT

UNDERTAKING

(Regulation 102(4)(a)(ii))

I
 undertake to —

- (i) immediately after the expiry of the period of special leave for military training and service granted to me in terms of regulation 102(4)(a)(1), serve the Department of Education as a teacher for a continuous period equal to such period of special leave, namely
 years months
 days; and

- (ii) should I fail in any way to render the service referred to in paragraph (1), including discharge on account of misconduct, refund to the said Administration the full remuneration which I received during such period of special leave from such administration, together with interest thereon at six per cent per annum calculated from the date of the last payment of such remuneration by the said Administration.

I hereby further declare that I understand that, should the Director of Education, after the above-mentioned period of special leave for military training and service has expired, grant leave to me without remuneration or any other type of leave which the said Director decides not to take into account for the fulfilment of my above-mentioned service obligations, such service obligations be extended by a period equal to such period of leave without pay or other type of leave

Signed at on this the
 day of 19

Geteken te
 op hierdie
 dag van 19

.....
 HANDTEKENING VAN ONDERWYSER

GETUIES: 1.....
 2.....

BYLAE E

ADMINISTRASIE VAN SUIDWES-AFRIKA

ONDERWYSDEPARTEMENT

ONDERNEMING

(Regulasie 102(4)(a)(ii))

Ek,
 onderneem om —

- (i) onmiddellik na verstryking van die tydperk van spesiale verlof vir militêre opleiding en diens van
 tot

wat ingevolge regulasie 102(4)(a)(i) van die Onderwysregulasies aan my toegestaan word, diens as onderwyser in die Departement van Onderwys te doen vir 'n ononderbroke tydperk wat gelyk is aan genoemde tydperk van spesiale verlof,

te wete jaar
 maande dae; en

- (ii) by versuim om die diens in paragraaf (i) beoog te doen om welke rede ook al, insluitende ontslag op grond van wangedrag, die volle besoldiging wat ek gedurende bedoelde tydperk van spesiale verlof van die Administrasie van Suidwes-Afrika ontvang het, aan sodanige Administrasie terug te betaal, te same met rente daarop teen ses persent per jaar vanaf die datum van die laaste betaling van sodanige besoldiging deur die bedoelde Administrasie.

Ek verklaar verder hierby dat ek begryp dat indien die Direkteur van Onderwys, nadat bogenoemde tydperk van spesiale verlof vir militêre opleiding en diens verstryk het, aan my verlof sonder besoldiging of enige ander tipe verlof wat genoemde Direkteur besluit nie ter nakoming van my bogenoemde diensverpligting sal tel nie, sou toestaan, sodanige diensverpligting verleng word met 'n tydperk gelyk aan genoemde tydperk van verlof sonder besoldiging of ander tipe verlof

Geteken te op hierdie die
 dag van 19

.....
SIGNATURE OF TEACHER

WITNESSES: 1.

2.

Assisted by:
(If teacher is not of age).....
FATHER OR GUARDIAN OF TEACHER

WITNESSES: 1.

2.

.....
ONDERWYSER

GETUIES: 1.

2.

Bygestaan deur:
(indien onderwyser minderjarig is).....
VADER OF VOOG VAN ONDERWYSER

GETUIES: 1.

2.

621/2/2A

BYLAE F
ADMINISTRASIE — S.W.A. — ADMINISTRATION
ONDERWYSDEPARTEMENT — EDUCATION
DEPARTMENT
AANSOEK OM STUDIEBEURS/
APPLICATION FOR STUDY BURSARY

1) Hierdie vorm moet slegs in <i>enkelyoud</i> ingevul word. 2) Die volgende dokument moet in <i>enkelvoud</i> aangeheg word: Geneeskundige Verslag (Vorm SWA 485)	1) This form should be completed <i>singly</i> only. 2) The following document should be attached <i>singly</i> : Medical Report (Form SWA 485)
--	---

1. Van Surname	
2. Voorname First Names	
3. Geboortedatum Date of birth	4. Identiteitsnommer Identity number
5. Permanente posadres Permanent postal address	
Tel.:	
6. Maak 'n X in die ruimtes wat op u van toepassing is. Insert an X in the spaces applicable to you.	
(i) Manlik Male	(ii) Ongetroud Single
(iii) Is u 'n S.A. burger? Are you a S.A. citizen?	(iv) Is/was u in ontvangs van 'n ander beurs/lening? Are/were you in receipt of another bursary/loan?
(v) Verrig u militêre diensplig? Are you doing compulsory military service?	(vi) Registrasienommer van die Weermag Registration number of the Defence Force

7. OPVOEDKUNDIGE KWALIFIKASIES/ EDUCATIONAL QUALIFICATIONS

(a) Matrikulasie — (of gelykwaardige) eksamen:
Matriculation (or equivalent) examination:

(i) Eksamen afgelê/afgelê te word
Examination written/ to be written

(ii) Naam van skool
Name of school

(iii) Dorp/Stad
Town/City

L.W. APPLIKANTE WAT ALREEDS DIE EKSAMEN AFGELÊ HET, MOET 'N AMPTELIKE STAAT VAN SIMBOLE AANHEG.
N.B. APPLICANTS WHO HAVE ALREADY WRITTEN THE EXAMINATION MUST ATTACH AN OFFICIAL STATEMENT OF SYMBOLS.

(b) Universiteits- en ander opleiding:
University and other training:

(i) Grade/kursusse reeds behaal/geslaag
Degrees/courses already obtained/passed

(ii) Tans ingeskryf vir die
At present enrolled for the

graad/kwalifikasie by (naam van inrigting)
degree/qualification at (name of institution)

(iii) Studiejear
Year of study

(iv) Vakke (huidige studiejear)
Subjects (present year of study)

L.W. Applikante wat reeds by 'n universiteit/kollege ingeskryf is, moet 'n gesertifiseerde bewys van hulle Junie-eksamenpunte aanheg.
N.B. Applicants who have already enrolled at a university/college must attach certified proof of their June examination marks.

VOORGENOME STUDIEKURSUS/INTENDED COURSE OF STUDY

8. Beroepskeuse
Choice of a profession

9. Graad of diploma wat u wil behaal
Degree or diploma you intend obtaining

10. Normale duur van kursus
Normal duration of course

Jaar
Year(s)

11. Vakke (volledig) — onderstreep die hoofvakke
Subjects (in full) — underline major subjects

EERSTE JAAR FIRST YEAR	TWEEDE JAAR SECOND YEAR	DERDE JAAR THIRD YEAR
VIERDE JAAR FOURTH YEAR	VYFDE JAAR FIFTH YEAR	SESDE JAAR SIXTH YEAR

12. Benodig u 'n beurs of 'n lening? maak 'n x in die ruimte wat op u van toepassing is.
Do you require a bursary or a loan? insert an x in the space applicable to you.

13. Besonderhede van beurs benodig
Details of bursary required

Bedrag per jaar

R

vir
for

Jaar

Amount per annum

Year(s)

14. Aan watter universiteit/onderwyskollege/inrigting studeer u/ is u van plan om te studeer?
At which university/teacher's college/institution are you/do you intend studying?

15. In die geval van 'n onderwyskollege, meld name in voorkeurorde.
In the case of a teachers' college, indicate names in order of priority.

(i)

(ii)

(iii)

16. Ons/Ek verklaar dat bostaande gegewens volledig en korrek is.
We/I declare that the above particulars are complete and correct.

HANDTEKENING VAN APPLIKANT
SIGNATURE OF APPLICANT

DATEUM/DATE: _____

L.W. HANDTEKENING VAN VADER OF VOOG
(INDIEN APPLIKANT MINDERJARIG IS)
N.B. SIGNATURE OF FATHER OR GUARDIAN
(IF APPLICANT IS NOT OF AGE)

DATUM/DATE: _____

BYLAE G

ADMINISTRASIE — S.W.A. — ADMINISTRATION
DEPARTEMENT VAN ONDERWYS — DEPARTMENT OF
EDUCATION

GENEESKUNDIGE VERSLAG — MEDICAL REPORT

A. PERSOONLIKE BESONDERHEDE
PERSONAL DETAILS

1. Van: Surname:	
2. Voorname: Christian Names:	
3. Geboortedatum: Date of Birth:	4. Geslag: Sex:
5. Huisadres (ouers): Home Address (parents)	

B. ONDERSOEK
EXAMINATION

Antwoorde moet deur middel van 'n kruisie in die betrokke vierkant aangedui word (behalwe 4(b), 5(b) en 13). Indien 'n kruis in enige gekleurde vierkant — behalwe 1 — verskyn moet volledige besonderhede daaromtrent onder item 13 verstrek word. Replies are to be indicated by means of a cross in the appropriate square (except for 4(b), 5(b) and 13). If a cross appears in any shaded square — except 1 — full details thereof should be furnished under item 13.		
1. INENTING — VACCINATION Is applikant suksesvol ingeënt? Has applicant been successfully vaccinated?	JA-YES	NEE-NO
2. VEL — SKIN Is daar enige tekens of getuienis van 'n siektetoestand? Are there any signs or evidence of disease?	JA-YES	NEE-NO
3. BEENSTELSE EN GEWRIGTE — SKELETON AND JOINTS Is daar enige tekens of getuienis van 'n siektetoestand of abnormaliteit? Are there any signs or evidence of disease or abnormality?	JA-YES	NEE-NO
4. (a) HET DIE APPLIKANT ENIGE GEBREK AAN SY/HAAR — HAS THE APPLICANT ANY DEFECT OF — (i) Gehoor? Hearing? (ii) Spraak? Speech? (iii) Tande? Teeth? (iv) Gesig? Sight?	JA-YES	NEE-NO
(b) GESIGSKERPTE VOLGENS SNELLEN SE TOETSKAART VISUAL ACUITY ACCORDING TO SNELLEN'S TYPE (i) Linkeroog Left eye (ii) Regteroog Right eye	Sonder bril Without glasses	Met bril With glasses
5. BLOEDOMLOOPSTELSEL — CIRCULATORY SYSTEM (a) Is daar enige tekens of getuienis van 'n siektetoestand of abnormaliteit? Are there any signs or evidence of disease or abnormality?	JA-YES	NEE-NO
(b) Bloeddruklesing Bloodpressure reading	Sistolies Systolic	
	Diastolies Diastolic	

C. OPSOMMING

1. Het u ondersoek en waarneming as geneesheer u daarvan oortuig dat hierdie voornemende student se gesondheidstoestand sodanig is dat hy/sy 'n opleidingskursus — wat ook liggaamlike opvoeding kan insluit — sal kan voltooi, en eventueel sy/haar pligte as staatsamptenaar in enige deel van die Republiek van Suid-Afrika of Suidwes-Afrika na behore sal kan vervul? From your examination and observations as a medical practitioner do you consider this prospective student's health from such a nature that it will not interfere with his/her course of training — which might include Physical Training — and eventually be able to perform his/her duties properly as a public servant in any part of the Republic of South Africa or South West Africa?	JA-YES NEE-NO
2. DIE VOLTOOIDE VORM IS IN DIE AANGEHEGTE KOEVERT GEPLAAS EN VERSEËL: THE COMPLETED FORM IS PLACED IN THE ATTACHED ENVELOPE AND SEALED:	
*(a) Aan die departement gepos;/Posted to the department; (b) Aan die aplikant oorhandig./Handed to the applicant.	
*(Skrap wat nie van toepassing is nie. — Delete which is not applicable).	
..... HANDTEKENING—SIGNATURE	DATUM DATE
AMPTELIKE BENAMING OFFICIAL DESIGNATION	PLEK PLACE
PROFESIONELE Kwalifikasies PROFESSIONAL QUALIFICATIONS	PROFESIONELE Kwalifikasies PROFESSIONAL QUALIFICATIONS

ANNEXURE H

ADMINISTRATION OF SOUTH WEST AFRICA

E 21/2/2/4/.....

EDUCATION DEPARTMENT OF SOUTH WEST AFRICA
PRIVATE BAG 13186
WINDHOEK 9100**PERSONAL REPORT (Confidential)****1. APPLICANT**

Full name and surname: Mr/Miss.....

Residential address :

2. ACHIEVEMENT

(a) High school attended:

(b) Latest intelligence test result..... N.V. V..... Total.....

(c) School achievement:

Examination subject: Grade	December Std. 9 (Percentage)	June Std. 10 (Percentage)	December Std. 10 (Symbol)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
Average			

3. RECOMMENDATION(a) **Teacher-psychologist** (arising from psychometric data, interest tests and personality profile)

.....

.....

.....

.....

SIGNATURE:

DATE

(b) **Principal:**.....

.....

.....

.....

SIGNATURE: ..

DATE

(c) **Election Committee:**.....

.....

.....

.....

SIGNATURE OF CHAIRMAN:

DATE:

BYLAE H

ADMINISTRASIE VAN SUIDWES-AFRIKA

E 21/2/2/4/

ONDERWYSDEPARTEMENT VAN SUIDWES-AFRIKA
 PRIVAATSAK 13186
 WINDHOEK 9100

PERSOONLIKE VERSLAG (VERTROULIK)**1. AANSOEKER**

Volle naam en van: Mnr./Mej

Woonadres

.....

2. PRESTASIE

(a) Hoërskool bygewoon:

(b) Jongste verstandstoetsresultaat N.V. V. Totaal

(c) Skoolprestasie:

Eksamenvak: Graad	Desember St.9 (Persentasie)	Junie St. 10 (Persentasie)	Desember St. 10 (Simbool)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
GEMIDDELDE			

3. AANBEVELING(a) **Onderwyser-sielkundige** (na aanleiding van psigometriesse gegewens, belangstellingstoetse en persoonlikheidsprofiel)

.....

.....

.....

.....

HANTEKENING

DATUM

(b) **Skoolhoof:**

.....

.....

.....

HANTEKENING

DATUM

(c) **Keurkomitee:**

.....

.....

HANDTEKENING VAN VOORSITTER

DATUM

ANNEXURE I

ADMINISTRATION OF SOUTH WEST AFRICA
DEPARTMENT OF EDUCATION

BURSARY AGREEMENT AND BAIL BOND

A. MEMORANDUM OF AGREEMENT entered into by and between THE ADMINISTRATION OF SOUTH WEST AFRICA

.....
(hereinafter called THE ADMINISTRATION) herein represented by

in his capacity as
duly authorised thereto;

AND

.....
(full Christian names and surname)

(hereinafter called THE BURSARY HOLDER) herein duly assisted by his/her father/mother/guardian.

It is hereby agreed that the Administration will grant to the Bursary holder an annual study bursary to the amount of R

for a period of.....

years from 1 April 197
subject to the following conditions:—

1

The amount of the study bursary and the period for which it is awarded may at any time be altered by the Director of Education, whether at his own initiative or at the request of the Bursary Holder, and such alteration do not effect the conditions of the bursary agreement or the bail bond.

2

Payment by the Administration of the annual amount of the study bursary will be effected only if —

- (a) the Bursary Holder has been enrolled at a university or college for a course approved by the Director of Education as a fulltime student for the year of study concerned and he in fact pursues his studies for the year concerned;
- (b) the Bursary Holder, except in the case of his being a first year student, has successfully completed the preceding year of study of his approved course;
- (c) the Bursary Holder has, to the satisfaction of the Director of Education, submitted written proof in support of the facts referred to in subparagraphs (a) and (b).

3

The annual amount of the study bursary is after 1 April of the year concerned paid by the Administration in favour of the Bursary holder to the university or college where the Bursary Holder is enrolled as a student and not to the Bursary Holder himself and the said university or college will in its discretion use the amount in settlement of any financial obligations of the Bursary Holder in connection with his course of study at such university or college and the balance, if any, will be paid to the Bursary Holder.

BYLAE I

ADMINISTRASIE VAN SUIDWES-AFRIKA
DEPARTEMENT VAN ONDERWYS

BEURSOOREENKOMS EN BORGAKTE

A. MEMORANDUM VAN OOREENKOMS aangegaan deur en tussen DIE ADMINISTRASIE VAN SUIDWES-AFRIKA (hierna genoem DIE ADMINISTRASIE), hierin verteenwoordig deur

.....
in sy hoedanigheid as
behoorlik daartoe gemagtig:

EN

.....
(volle voorname en van)

(Hierna "DIE BEURSHOUER" genoem), hierin behoorlik bygestaan deur sy/haar vader/moeder/voog

Hiermee word ooreengekom dat die Administrasie aan die Beurshouer vir 'n tydperk van

.....jaar

met ingang van 1 April 19... 'n jaarlikse studiebeurs ten bedra van

R toeken, onderhewig aan die volgende voorwaardes:

1.

Die bedrag van die studiebeurs en die tydperk waarvoor dit toegeken word, kan te eniger tyd deur die Direkteur van Onderwys, hetsy op eie inisiatief, hetsy op versoek van die beurshouer, gewysig word, en sodanige wysiging raak nie die voorwaardes van die beursooreenkoms of die borgakte nie.

2.

Die uitbetaling deur die Administrasie van die jaarlikse bedrag van die studiebeurs word alleenlik gedoen indien —

- (a) die beurshouer by 'n universiteit of kollege vir 'n kursus deur die Direkteur van Onderwys goedgekeur as 'n voltijdse student vir die betrokke studiejaar ingeskryf is en hy inderdaad sy studies vir die betrokke jaar voortsit;
- (b) die beurshouer, behalwe in die geval waar hy 'n eerstejaarstudent is, die voorafgaande studiejaar van sy goedgekeurde kursus suksesvol voltooi het;
- (c) die beurshouer tot bevrediging van die Direkteur van Onderwys skriftelike bewys ter staving van die feite, in subparagraphe (a) en (b) uiteengesit, voorgelê het.

3.

Die jaarlikse bedrag van die studiebeurs word na 1 April van die betrokke jaar deur die Administrasie ten behoeve van die beurshouer aan die universiteit of kollege waar die beurshouer as student ingeskryf is, betaal en nie aan die beurshouer self nie, en bedoelde universiteit of kollege moet die bedrag na goeddunke aanwend ter delging van enige geldelike verpligting wat die beurshouer teenoor bedoelde universiteit of kollege het, en die balans, indien enige, aan die beurshouer uitbetaal.

4

- (a) The Bursary Holder may change his approved course of study or any subject or subjects thereof only after he has obtained approval therefore from the Director of Education in advance.
- (b) If a Bursary Holder should not pass any annual course of studies or if his conduct is unsatisfactory or if he does not comply with any of the conditions contained in this paragraph of the bursary agreement, and in this case all moneys which the Administration has paid under this agreement on behalf of the Bursary Holder concerned, are repayable by such Bursary Holder to the Administration, either without delay in one amount, or over a period not longer than the period over which the bursary moneys were paid by the Administration, together with interest at six per cent per annum, calculated from the date on which the bursary moneys were paid on behalf of the Bursary Holder by the Administration.

5

- (a) Directly after the Bursary Holder has successfully completed the full course of study for which the study bursary was granted to him, he shall make available his services to the Department of Education in any suitable post on the teaching staff wherein the Director may appoint or place him.
- (b) The Bursary Holder must, as consideration for the study bursary awarded to him, serve the Education Department for a period equal to the duration of the full course of study for which such study bursary was awarded to him.
- (c) When a Bursary Holder is appointed or placed in a post on the teaching staff by the Director of Education, he will be employed on the salary scale and subject to the conditions of service applicable to such post.
- (d) The Director of Education shall not be obliged to appoint or place a Bursary Holder directly after successful completion of the course of study for which the study bursary has been granted to him, in a post on the teaching staff, but may at any time within 12 calendar months of such completion, by giving the Bursary Holder at least three months' notice, require him to assume duty with the Department of Education on a specific date.

6

Should the Bursary Holder, after the successful completion of the course of study for which the study bursary was awarded, fails to —

- (a) render service to the Department of Education in terms of paragraph 5(a); or
- (b) assume duty in the Department of Education after he has been given notice to do thus in terms of paragraph 5(d);

4.

- (a) Die beurshouer kan sy goedgekeurde studiekursus, of enige vak of vakke daarvan, slegs verander indien hy vooraf goedkeuring daarvoor van die Direkteur van Onderwys verkry het.
- (b) Indien 'n beurshouer nie slaag in enige jaarkursus van sy goedgekeurde studiekursus nie, moet hy die betrokke jaarkursus op eie koste in die eersvolgende studiejaar herhaal en slaag.
- (c) Die Direkteur van Onderwys behou die reg om die uitbetaling van die studiebeurs te staak indien die beurshouer na sy uitsluitlike oordeel nie bevredigend vorder met sy studies nie, of indien sy gedrag onbevredigend is, of indien hy enige voorwaarde vervat in hierdie paragraaf van die beurs-ooreenkoms nie nakom nie, en in sodanige geval is alle gelde wat die Administrasie ingevolge die beursooreenkoms ten behoeve van die betrokke beurshouer betaal het deur sodanige beurshouer aan die Administrasie terugbetaalbaar, of onmiddellik in een bedrag, of oor 'n tydperk wat nie langer is nie as die tydperk waaroor die beursgelde deur die Administrasie betaal is, tesame met rente teen ses persent per jaar, bereken vanaf die datum waarop die beursgelde deur die Administrasie ten behoeve van die beurshouer uitbetaal is.

5.

- (a) Onmiddellik na die suksesvolle voltooiing deur die beurshouer van die volledige studiekursus waarvoor die studiebeurs aan hom toegeken is, moet hy sy dienste tot beskikking van die Departement van Onderwys stel in enige toepaslike pos in die onderwyspersoneel waarin die Direkteur van Onderwys hom mag aanstel of plaas.
- (b) Die beurshouer moet, as teenprestasie vir die studiebeurs aan hom toegeken, aan die Departement van Onderwys diens lewer vir 'n tydperk gelyk aan die duur van die volledige studiekursus waarvoor die bedoelde studiebeurs aan hom toegeken is.
- (c) Wanneer die beurshouer deur die Direkteur van Onderwys in 'n pos in die onderwyspersoneel aangestel of geplaas word, geskied dit teen die salarisskaal, en is dit onderhewig aan die diensvoorwaardes, wat op sodanige pos van toepassing is.
- (d) Die Direkteur van Onderwys is nie verplig om 'n beurshouer onmiddellik na die suksesvolle voltooiing van die studiekursus waarvoor die studiebeurs aan hom toegeken is, in 'n pos in die onderwyspersoneel aan te stel of te plaas nie, maar kan te eniger tyd binne 12 kalendermaande na sodanige voltooiing, deur aan die beurshouer minstens 3 maande kennis te gee, hom aansê om hom op 'n bepaalde datum vir diens in die Departement van Onderwys aan te meld.

6.

By versuim deur die beurshouer na die suksesvolle voltooiing van die studiekursus waarvoor die studiebeurs aan hom toegeken is, om —

- (a) sy dienste tot beskikking van die Departement van Onderwys te stel soos in paragraaf 5.(a) beoog; of
- (b) hom vir diens in die Departement van Onderwys aan te meld nadat hy aangesê is om dit te doen soos in paragraaf 5.(d) beoog,

the full amount of the study bursary paid by the Administration on behalf of the Bursary Holder including interest at six per cent per annum calculated from the date of payment of the bursary moneys paid by the Administration on behalf of the Bursary Holder in terms of the bursary agreement, becomes immediately repayable by the Bursary Holder to the Administration.

7

If a Bursary Holder does not complete the full compulsory period of service in terms of paragraph 5(b) of this agreement with the Department of Education, but terminates service, for whatever reason or purpose including in the case of a female Bursary Holder by marriage, that portion of the full amount of the study bursary which is in the same ratio to the full amount of the study bursary as the unexpired portion of the period for which service had to be rendered to the full period for which service had to be rendered, shall immediately on termination of his service be repayable by such Bursary Holder to the Administration, together with interest at six per cent per annum calculated from the date on which the bursary money was paid by the Administration on behalf of the Bursary Holder: Provided that, in the case of a female Bursary Holder who marries and thereafter, without interruption of service, remains in the employ of the Department in terms of section 71 of the Education Ordinance, 1975, the latter service be deemed to be a continuation of the compulsory service in terms of paragraph 5(b) of this agreement: Provided, further, that, in any calculation in terms of this paragraph, only full calendar months of actual service rendered to the Department of Education will be taken into consideration.

8

No amount paid in terms of this bursary agreement by the Administration on behalf of a Bursary Holder, is repayable by such Bursary Holder to the Administration if —

- (a) such Bursary Holder has rendered the compulsory service referred to in paragraph 5(b) of this bursary agreement, in the service of the Education Department; or
- (b) the Director of Education has not instructed such Bursary Holder within 12 calendar months of the successful completion of the course of study for which the study bursary was awarded to him, to assume duty in the Department of Education in terms of paragraph 5(d) of this bursary agreement.

9

The Bursary Holder selects as *domicilium sitanti et executandi* the following address where legal documents and notices under this agreement may be served on him/her (Fixed residential address, not address of university or college)

.....

word die volle bedrag van die studiebeurs wat ten behoeve van die beurshouer ingevolge die beursooreenkoms deur die Administrasie betaal is, onmiddellik deur die beurshouer aan die Administrasie terugbetaalbaar, tesame met rente teen ses persent per jaar, bereken vanaf die datum waarop die beursgelde deur die Administrasie ten behoeve van die beurshouer uitbetaal is.

7.

Indien 'n beurshouer nie vir die volle tydperk van verpligte diens ingevolge paragraaf 5.(b) van hierdie ooreenkoms sodanige diens aan die Departement van Onderwys lewer nie, maar sy diens beëindig, om welke rede en op welke wyse ook al, insluitende, in die geval van 'n vroulike beurshouer, deur in die huwelik te tree, word daardie gedeelte van die volle bedrag van die studiebeurs wat in dieselfde verhouding tot die volle bedrag van die studiebeurs staan as die onverstreke gedeelte van die tydperk waarvoor diens gelewer moes word tot die volle tydperk waarvoor diens gelewer moes word, onmiddellik by die beëindiging van sy diens deur sodanige beurshouer aan die Administrasie terugbetaalbaar, tesame met rente teen ses persent per jaar, bereken vanaf die datum waarop die beursgelde deur die Administrasie ten behoeve van die beurshouer uitbetaal is: Met dien verstande dat, in die geval van 'n vroulike beurshouer wat in die huwelik tree en daarna, sonder onderbreking, ingevolge artikel 71 van die Onderwysordonnansie, 1975 in diens van die Departement aanbly, die laasgenoemde diens geag word 'n voortsetting van die verpligte diens ingevolge paragraaf 5.(b) van hierdie ooreenkoms te wees: Met dien verstande voorts dat, by enige berekening ingevolge hierdie paragraaf, slegs volle kalendermaande van werklik gelewerde diens aan die Departement van Onderwys in aanmerking geneem word.

8.

Geen bedrag wat ingevolge hierdie beursooreenkoms ten behoeve van 'n beurshouer deur die Administrasie betaal is, is deur sodanige beurshouer aan die Administrasie terugbetaalbaar nie indien —

- (a) sodanige beurshouer die verpligte diens in paragraaf 5.(b) van hierdie beursooreenkoms beoog aan die Departement van Onderwys gelewer het; of
- (b) die Direkteur van Onderwys sodanige beurshouer nie binne 12 kalendermaande na die suksesvolle voltooiing van die studiekursus waarvoor die studiebeurs aan hom toegeken is, aangesê het om hom vir diens in die Departement van Onderwys aan te meld soos in paragraaf 5.(d) van hierdie beursooreenkoms beoog nie.

9.

Die beurshouer kies as *domicillium citandi et executandi* die volgende adres waar geregtelike prosessstukke en kennisgewings ingevolge hierdie ooreenkoms aan hom/haar beteken kan word. (Vaste woonadres, nie adres van Universiteit of kollege nie.)

.....

10.

The Bursary Holder hereby declares that he/she has no obligation, towards any person or body, of which the terms are in conflict with this agreement and the Bursary Holder undertakes not to enter into any such obligation for the duration of this agreement.

Signed at on this the
day of 19

F. ADMINISTRATION: SOUTH WEST AFRICA

WITNESSES:

1.
2.

Signed at on this the day
of 19

SIGNATURE OF BURSARY HOLDER

ASSISTED BY MY,

SIGNATURE OF FATHER/MOTHER/GUARDIAN

WITNESSES:

1.
2.

B. BAIL BOND

I, the undersigned hereby bind myself as Surety and Co-Principal Debtor in solidum to the above-mentioned Administration of South West Africa (hereinafter referred to as "THE ADMINISTRATION") for the due payment by the said....

.....
(full Christian names and surname of Bursary Holder)

(hereinafter called the "BURSARY HOLDER") of any amount of money which may become indebted to the Administration by the Bursary Holder arising from the above-mentioned agreement entered into by the Administration and the Bursary Holder as fully set out in A above, and I undertake to pay such amount to the Administration on demand.

I hereby expressly renounce all the advantages of the legal exceptions *ordinis sen excussionis et divisionis* with the full force and effect with which I declare myself fully acquainted.

Signed at on this the
day of 19

SIGNATURE OF SURETY

10.

Die beurshouer verklaar hiermee dat hy/sy nie teenoor enige persoon of instansie 'n verpligting het waarvan die terme strydig is met hierdie ooreenkoms nie en die beurshouer onderneem om geen sodanige verpligting aan te gaan gedurende die duur van hierdie ooreenkoms nie.

Geteken te op hierdie
..... dag van 19

Nms. ADMINISTRASIE VAN SUIDWES-AFRIKA

GETUIES:

1.
2.

Geteken te op hierdie
dag van 19

HANDTEKENING VAN BEURSHOUEER

BYGESTAAN DEUR MY,

HANDTEKENING VAN VADER/MOEDER/VOOG

GETUIES:

1.
2.

B. BORGAKTE

Ek, die ondergetekende, verbind my hiermee as BORG en MEDEHOOFD SKULDENAAR IN *solidum* aan die bogemelde ADMINISTRASIE VAN SUIDWES-AFRIKA (hierna "die Administrasie" genoem)

vir die behoorlike betaling deur die genoemde

.....
(volle name en van van Beurshouer)

(hierna "die Beurshouer" genoem) van enige geldbedrag wat deur die Beurshouer aan die Administrasie verskuldig mag raak uit hoofde van die bogemelde ooreenkoms aangegaan tussen die Administrasie en die Beurshouer, soos volledig in A hierbo uiteengesit en ek onderneem om sodanige bedrag op aanvraag aan die Administrasie te betaal. Ek doen hiermee uitdruklik afstand van al die voordele van die regseksepsies *ordinis sen excussionis et divisionis* met die volle krag en waarde waarvan ek myself ten volle bekend verklaar.

Geteken te
op hierdie dag van
19

HANDTEKENING VAN BORG

WITNESSES:

1.
2.

C. PERSONAL PARTICULARS OF SURETY:

FULL NAME

DATE OF BIRTH:

OCCUPATION:

FULL POSTAL ADDRESS:

.....

.....

AND RESIDENTIAL ADDRESS:

.....

TELEPHONE NUMBER (WORK)

(HOME)

ANNUAL NETT INCOME: R

ASSETS (SPECIFY): R

.....

.....

LIABILITIES (SPECIFY): R

.....

.....

GETUIES:

- 1
- 2

C. PERSOONLIKE BESONDERHEDE VAN BORG:

VOLLE NAME

GEBOORTEDATUM:

BEROEP:

VOLLEDIGE POSADRES:

EN WOONADRES:

.....

.....

TELEFOONNOMMER: (BEDRYF):

(HUIS):

JAARLIKSE NETTO INKOMSTE: R

BATES: (SPESIFISEER): R

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LASTE: (SPESIFISEER): R

.....

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BYLAE J

ADMINISTRASIE VAN SUIDWES-AFRIKA
DEPARTEMENT VAN ONDERWYS

E21/2/2/4

EERSTE REGISTRASIE VIR GOEDGEKEURDE STUDIEKURSUS

Mnr./Mej.....

Woonadres

Universiteits-/Kollegeadres.....

- A. 1. U moet Deel B van hierdie vorm volledig invul en dit onderteken. Daarna moet dit deur die registrasiebeampte van die universiteit/kollege as korrek gesertifiseer word. Stuur dit aan die Direkteur van Onderwys, Privaatsak 13186, Windhoek 9100, sodat dit hom voor of op 15 Maart bereik.
2. Uitbetaling van die jaarlikse bedrag van 'n studiebeurs deur die Administrasie aan die universiteit/kollege kan slegs geskied nadat hierdie vorm deur die Departement van Onderwys ontvang en in orde bevind is.
3. Indien u u goedgekeurde studiekursus of enige vak daarvan wil verander, moet u vooraf skriftelik by die Direkteur om goedkeuring daarvoor aansoek doen.

B. Ek het my vanjaar aan die..... universiteit/
kollege laat registreer vir die eerste jaar van die.....
graad/diploma en neem die volgende vakke:—

HIERDIE JAAR

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DERDE JAAR

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VYFDE JAAR

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TWEDE JAAR

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VIERDE JAAR

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SESDE JAAR

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DATUM

HANDTEKENING VAN STUDENT

GESERTIFISEER KORREK:

REGISTRASIEBEAMPTTE:

ANNEXURE J

ADMINISTRATION OF SOUTH WEST AFRICA
EDUCATION DEPARTMENT

E 21/2/2/4/.....

FIRST REGISTRATION OF APPROVED STUDY COURSE

Mr/Miss:.....

Residential Address:.....

University/College address

- A. 1. Part B of this form must be fully completed and signed by you. Thereafter the registration officer of the university/college must certify it as being correct. Submit it to the Director of Education, Private Bag 13186, Windhoek, 9100 to reach him not later than 15 March.
2. Payment of the yearly amount of your study bursary can only be effected after receipt of this form by the Department of Education and when it has been found to be in order.
3. You must apply to the Director in writing in advance for approval if you wish to change your approved study Course or any of its subjects.

B. I have this year been registered at the
university/college for the first year for the.....

degree/diploma and am taking the following subjects:—

FIRST YEAR

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THIRD YEAR

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FIFTH YEAR

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SECOND YEAR

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FOURTH YEAR

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SIXTH YEAR

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SIGNATURE OF STUDENT

DATE:

CERTIFIED AS BEING CORRECT:

REGISTRATION OFFICER