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CAPE TOWN, 4TH DECEMBER, 1963.
KAAPSTAD, 4 DESEMBER 1963.

[No. 661.

GOVERNMENT NOTICE.

DEPARTMENT OF COLOURED AFFAIRS.

No. R. 1898] [21st November, 1963.

COLOURED PERSONS EDUCATION ACT, 1963— REGULATIONS.

The Minister of Coloured Affairs, has, under and by virtue of the powers vested in him by section *thirty-four* of the Coloured Persons Education Act, 1963 (Act No. 47 of 1963) made the following Regulations to come into operation on the 1st January, 1964:—

- Chapter A: Definitions and General.
- Chapter B: Appointment and Conditions of Service of Teachers.
- Chapter C: The Education Council for Coloured Persons.
- Chapter D: Regional Boards.
- Chapter E: Boards of Control for Training Colleges, Training Schools, Technical Colleges, Agricultural Schools and Vocational Schools.
- Chapter F: School Committees for Certain State and State-aided Schools.
- Chapter G: Advisory Committees for Special Schools and Homes.
- Chapter H: Grants-in-aid to State-aided Schools (excluding State-aided Vocational and Special Schools and Continuation Classes.)
- Chapter I: Grants-in-aid to State-aided Vocational Schools.
- Chapter J: State-aided Special Schools.
- Chapter K: Continuation Classes.
- Chapter L: Part-time Classes.
- Chapter M: Grants-in-aid to Nursery Schools.
- Chapter N: Inspection of Schools.
- Chapter O: State and State-aided Hostels.
- Chapter P: Occupation of Official Quarters.
- Chapter R: Compulsory School Attendance.
- Chapter S: Admission of Persons to Schools, the Control of Pupils at their discharge from State and State-aided Schools.
- Chapter T: Financial Aid to pupils at State and State-aided schools and to Pupil Teachers at Training Institutions.
- Chapter U: Administration and Control of School Funds.
- Chapter V: The Official Languages as Media and Subjects of Instruction.
- Chapter W: Private Schools.
- Chapter X: Establishment and Classification of State Schools.

GOEWERMENSKENNISGEWING.

DEPARTEMENT VAN KLEURLINGSAKE

No. R. 1898] [21 November 1963.

WET OP ONDERWYS VIR KLEURLINGE, 1963— REGULASIES.

Die Minister van Kleurlingsake het, kragtens die bevoegdheid hom verleen by artikel *vier-en-dertig* van die Wet op Onderwys vir Kleurlinge, 1963 (Wet No. 47 van 1963), die volgende regulasies uitgevaardig om op 1 Januarie 1964 in werking te tree:—

- Hoofstuk A: Woordomskrywing en Algemeen.
- Hoofstuk B: Aanstelling en Diensvoorwaardes van Onderwysers.
- Hoofstuk C: Die Onderwysraad vir Kleurlinge.
- Hoofstuk D: Streekgrade.
- Hoofstuk E: Beheerrade vir Opleidingskolleges, Opleidingskole, Tegnieke Kolleges, Landboukole en Beroepskole.
- Hoofstuk F: Skoolkomitees vir sekere Staats- en Staatsondersteunde skole.
- Hoofstuk G: Advieskomitees vir Spesiale Skole en Tehuse.
- Hoofstuk H: Hulptoelae aan Staatsondersteunde Skole (uitgesonderd staatsondersteunde beroep- en -spesiale skole en voortsettingsklasse).
- Hoofstuk I: Hulptoelae aan Staatsondersteunde Beroepskole.
- Hoofstuk J: Staatsondersteunde Spesiale Skole.
- Hoofstuk K: Voortsettingsklasse.
- Hoofstuk L: Deeltydse Klasse.
- Hoofstuk M: Hulptoelae aan Kleuterskole.
- Hoofstuk N: Inspeksie van Skole.
- Hoofstuk O: Staats- en Staatsondersteunde Koshuise.
- Hoofstuk P: Bewoning van Amptelike Huisvesting.
- Hoofstuk R: Leerplig.
- Hoofstuk S: Toelating van persone tot skole, die beheer oor leerlinge by en hul ontslag uit skole.
- Hoofstuk T: Finansiële hulp aan leerlinge in staats- en staatsondersteunde skole en aan Leerlingonderwysers aan Opleidingsinrigtings.
- Hoofstuk U: Administrasie en Beheer van Skoolfondse.
- Hoofstuk V: Die Amptelike tale as Mediums van onderrig en as leervakke en Godsdiensonderrig.
- Hoofstuk W: Private Skole.
- Hoofstuk X: Instelling en Klassifisering van Staat-skole.

CHAPTER A.

Definitions and General.

A1. In these regulations any expression to which a meaning has been assigned in the Coloured Persons Education Act, 1963, shall have the same meaning, and, unless the context otherwise indicates:—

“advisory committee” means the advisory committee of a special school or home established in terms of section three of the Act;

“approved” means approved by the Secretary;

“average enrolment” means the daily average of the number of full-time pupils on the roll on school days during a calendar quarter;

“calendar month” means a period extending from the first up to and including the last day of any of the twelve months of a calendar year;

“calendar quarter” means a period of three consecutive calendar months beginning on the first day of January, the first day of April, the first day of July and the first day of October in any calendar year;

“calendar year” means a period of twelve consecutive calendar months extending from the 1st day of January up to and including the 31st day of December of any year;

“established enrolment” means the average of the average enrolment for the six consecutive quarters ended on the thirtieth day of June of the previous year;

“itinerant teacher” means a teacher teaching a special subject in several schools;

“management” means the governing body of a State-aided special school or home, State-aided vocational school or nursery school in receipt of grants-in-aid or loans in terms of section four of the Act;

“manager” means the person or management committee appointed in terms of sub-regulation H1.7 of these regulations and includes, for the purposes of Chapter B, the governing body of a State-aided special school;

“month” means a period extending from a date in any calendar month up to and including the date preceding the corresponding date in the next succeeding calendar month;

“parent” means the father or mother or legal guardian of a child;

“pensionable age” means

(a) in the case of a member of the Public Service Pension Fund the pensionable age as defined in section twenty-one of the Government Service Pensions Act, 1955; and

(b) in the case of a member of the provident fund and pension scheme established in terms of section nineteen of the Higher Education Act, 1923, the superannuation date as defined in the regulations promulgated in terms of the latter Act;

“pupil teacher” means a person taking a teacher-training course at any teacher training institution;

“recognized” means recognized by the Secretary;

“regional board” means the board constituted in terms of regulation D5 of these regulations;

“regional representative” means the officer of the Department in control of a regional office of the Department;

“salary” means the basic remuneration or wage normally payable to a teacher when on duty and includes allowances that do not normally form part of basic remuneration or wage;

“school” means a school or college established in terms of section three of the Act or in receipt of grants-in-aid in terms of section four of the Act (excluding a State-aided vocational school, nursery school, part-time class and continuation class) and includes a school of industries and a reform school;

“school committee” means the committee constituted in terms of regulation F1 of these regulations;

“school day” means any day of a school quarter on which enrolled pupils must receive tuition;

“school holiday” means the period between two successive school quarters;

HOOFSTUK A.

Woordomskrywing en Algemeen.

A.1. In hierdie regulasies het enige uitdrukking waaraan in die Wet op Onderwys vir Kleurlinge, 1963, 'n betekenis geheg is, dieselfde betekenis en, tensy strydig met die sinsverband, beteken—

„advieskomitee”, die Advieskomitee van 'n kragtens artikel drie van die Wet ingestelde spesiale skool of tehuis;

„bestuur”, die bestuursliggaam van 'n Staatsondersteunde spesiale skool of tehuis, Staatsondersteunde beroepsskool of kleuterskool wat kragtens artikel vier van die Wet hulptoelaes of lenings ontvang;

„bestuurder”, die persoon of bestuurskomitee wat ingevolge subregulasie H1.7 van hierdie regulasies aangestel word en omvat dit, vir die doeleindes van Hoofstuk B, die bestuursliggaam van 'n Staatsondersteunde spesiale skool;

„diens”

(a) enige tydperk van erkende voltydse werk binne of buite die Republiek, insluitende erkende deeltydse werk soos deur die Sekretaris in voltydse werk omgesit, maar uitsluitende ten opsigte van werk onder die Departement alle spesiale en bevallingsverlof sonder salaris en ten opsigte van ander werk alle verlof sonder salaris; en

(b) enige tydperk van erkende voltydse diens met die land-, see- of lugmag of die handelsvloot van die Republiek of 'n bondgenoot van die Republiek gedurende enige oorlog waarin die Republiek sedert die sesde dag van September 1939 betrokke was of hierna betrokke word: Met dien verstande dat sover dit regulasie B29 betref, diens onder die Departement omvat:

(i) behoudens die bepalings van regulasies B28.9 en B28.10, enige tydperk van voltydse diens as 'n onderwyser onder die Departement en enige tydperk van diens wat ingevolge hierdie regulasies as diens vir langverlofdoeleindes erken is of geag word diens te wees ten opsigte waarvan langverlof verdien kan word;

(ii) in die geval van 'n onderwyser wat nie vir aanstelling in 'n vaste hoedanigheid in aanmerking kom nie, nie diens in 'n tydelike hoedanigheid deur sodanige onderwyser gelewer terwyl hy aldus nie vir vaste aanstelling in aanmerking kom nie: Met dien verstande voorts dat vir sover dit regulasie B30 betref, omvat diens soos in hierdie sub-paragraaf (ii) omskryf;

„die Wet”, die Wet op Onderwys vir Kleurlinge, 1963;

„erken”, deur die Sekretaris erken;

„gehandhaafde inskrywing”, die gemiddelde van die gemiddelde inskrywings vir die ses agtereenvolgende kwartale geëindig op die dertigste dag van Junie van die vorige jaar;

„gemiddelde inskrywing”, die daaglikse gemiddelde van die getal ingeskrewe voltydse leerlinge op skooldae gedurende 'n kalenderkwartaal;

„goedgekeur”, deur die Sekretaris goedgekeur;

„hierdie regulasies”, die regulasies uitgevaardig ingevolge artikel vier-en-dertig van die Wet op Onderwys vir Kleurlinge, 1963;

„jaar”, 'n tydperk wat strek van 'n datum in enige kalenderjaar tot en met die datum wat die ooreenstemmende datum in die daaropvolgende kalenderjaar voorafgaan;

„kalenderjaar”, 'n tydperk van twaalf agtereenvolgende kalendermaande wat strek van 1 Januarie tot en met 31 Desember van enige jaar;

„kalenderkwartaal”, 'n tydperk van drie agtereenvolgende kalendermaande wat begin op 1 Januarie, 1 April, 1 Julie of 1 Oktober van enige kalenderjaar;

„kalendermaand”, 'n tydperk wat strek van die eerste dag tot en met die laaste dag van enigeen van die twaalf maande van 'n kalenderjaar;

„leerlingonderwyser”, 'n persoon wat hom aan 'n opleidingsinrigting as 'n onderwyser bekwaam;

"school quarter" means the period during a calendar quarter which includes all the school days in such quarter;

"school region" means a school region defined in terms of regulation D1 of these regulations;

"school year" means the period extending from the first school day in any calendar year up to and including the last school day in such calendar year;

"secretary" means the Secretary for Coloured Affairs;

"service" means

(a) any period of recognized full time work performed in or outside the Republic, including recognized part time work as converted into full time work by the Secretary, but excludes, in respect of work under the Department all special and accouchement leave without salary and in respect of any other work all leave without salary; and

(b) any period of recognized full time service with the land, sea or air force or the mercantile marine of the Republic or an ally of the Republic during any war in which the Republic was or will be engaged after the sixth day of September, 1939: Provided that for the purposes of regulation B29, service under the Department includes:—

(i) subject to the provisions of regulations B28.9 and B28.10 any period of full-time service as a teacher under the Department and any period of service recognized as service for furlough purposes in terms of these regulations, or deemed as service in respect of which furlough can be earned;

(ii) in the case of a teacher who is not eligible for permanent appointment, not service rendered by such teacher in a temporary capacity while not eligible for permanent appointment: Provided further that, for the purposes of regulation B30, service includes service as defined in this sub-paragraph (ii).

"special subject" means woodwork, needlework, music, physical education or any other subject designated a special subject by the Secretary from time to time;

"teacher" means a person whose full time is devoted to educational work in a school or schools or a continuation class, and whose appointment has been approved by the Secretary;

"technical college" means a vocational school established in terms of section three of the Act and which has assumed the designation of Technical College in terms of regulation A5 of these regulations;

"the Act" means the Coloured Persons Education Act, 1963;

"these regulations" means the regulations made in terms of section thirty-four of the Coloured Persons Education Act, 1963;

"training institution" means a training college or training school or State-aided training school, and in the case of Chapter T includes a technical college or a university college established in terms of the Extension of University Education Act, 1959;

"Treasury" means the Minister of Finance or an officer in the Department of Finance who is authorized by the said Minister to carry out the functions assigned to the Treasury by these regulations;

"year" means a period extending from a date in any calendar year up to and including the date preceding the corresponding date in the next succeeding calendar year.

Application of Regulations.

A2. Unless specifically otherwise provided, these regulations shall apply to all State schools, hostels, teachers' quarters, school clinics or any other accessories to a State school, as well as to State-aided schools, nursery schools, continuation classes and part-time classes and to persons employed at such schools and classes and at schools of industries and reform schools as well as to pupils admitted to such schools or classes, with the exception of pupils in schools of industries and reform schools, except where in respect of such pupils these regulations specifically provide otherwise.

"maand", 'n tydperk wat strek van 'n datum in enige kalendermaand tot en met die datum wat die ooreenstemmende datum in die daaropvolgende kalendermaand voorafgaan;

"onderwyser", iemand wie se volle tyd aan onderwyswerk in 'n skool of skole of 'n voortsettingsklas bestee word en wie se aanstelling deur die Sekretaris goedgekeur is;

"opleidingsinrigting", 'n opleidingskollege of -skool of staatsondersteunde opleidingskool, en omvat dit in die geval van Hoofstuk T 'n tegniese kollege of 'n universiteitskollege ingestel ingevolge die Wet op Uitbreiding van Universiteitsopleiding, 1959;

"ouer", die vader of moeder of wettige voog van 'n kind;

"pensioenleeftyd",

(a) in die geval van 'n lid van die Staatsdienspensioenfonds, die pensioenleeftyd soos in artikel een-en-twintig van die Regeringsdienspensioenwet, 1955, omskryf; en

(b) in die geval van 'n lid van die voorsorgfonds en pensioenskema ingevolge artikel negentien van die Hoger Onderwyswet, 1923, ingestel, die pensioendatum soos in die regulasies ingevolge daardie Wet uitgevaardig, omskryf;

"rondreisende onderwyser", 'n onderwyser wat aan verskillende skole in 'n spesiale vak onderrig gee;

"salaris", die basiese besoldiging of loon wat gewoonlik aan 'n onderwyser betaalbaar is wanneer hy in diens is en sluit in toelaes wat nie normaalweg by basiese besoldiging of loon inbegrepe is nie;

"Sekretaris", die Sekretaris van Kleurlingsake;

"skool", 'n skool of kollege wat ingestel is ingevolge artikel drie van die Wet of hulptoelaes ontvang ingevolge artikel vier van die Wet (uitgesonderd 'n Staatsondersteunde beroepsskool, kleuterskool, deeltydse klas en voortsettingsklas) en omvat dit 'n nywerheid- en verbeteringsskool;

"skoordag", enigeen van die dae in 'n skoolkwartaal waarop daar onderrig aan die ingeskrewe leerlinge van 'n skool gegee moet word;

"skooljaar", die tydperk wat strek van die eerste skoordag in enige kalenderjaar tot en met die laaste skoordag in sodanige kalenderjaar;

"skoolkomitee", die komitee saamgestel ingevolge regulasie F1 van hierdie regulasies;

"skoolkwartaal", die tydperk in 'n kalenderkwartaal wat al die skooldae in sodanige kwartaal insluit;

"skoolstreek", 'n skoolstreek ingedeel ingevolge regulasie D1 van hierdie regulasies;

"skoolvakansie", die tydperk wat tussen twee agtereenvolgende skoolkwartale val;

"spesiale vak", houtwerk, naaldwerk, musiek, liggaamsopvoeding of ander vakke wat die Sekretaris van tyd tot tyd as spesiale vakke mag aanwys;

"streekraad", die raad saamgestel ingevolge regulasie D5 van hierdie regulasies;

"streekverteenvoerder", die beamppte van die Departement in beheer van 'n streekkantoor van die Departement;

"tegniese kollege", kragtens artikel drie van die Wet ingestelde beroepsskool wat die benaming "tegniese kollege" ingevolge regulasie A5 van hierdie regulasies aangeneem het;

"Tesourie", die Minister van Finansies of 'n beamppte in die Departement van Finansies wat deur bedoelde Minister gemagtig is om die werksaamhede wat deur hierdie regulasies aan die Tesourie opgedra word, te verrig.

Toepassing van Regulasies.

A2. Tensy uitdruklik anders bepaal, is hierdie regulasies van toepassing op alle Staatskole, koshuise, kwartiere vir onderwysers, skoolklinieke of enige ander toebehore van 'n Staatskool, asook op Staatsondersteunde skole, kleuterskole, voortsettingsklasse en deeltydse klasse en op persone in diens by sodanige skole en klasse en by nywerheidskole en verbeteringskole asook op leerlinge wat toegelaat is tot sodanige skole of klasse, uitgesonderd leerlinge aan nywerheidskole en verbeteringskole, behalwe waar ten opsigte van genoemde leerlinge uitdruklik in die regulasies anders bepaal word.

Delegation of Powers.

A3.1 Subject to the provisions of the Act, the Minister may delegate to the Secretary or any other officer of the Department any of the powers vested in him by these regulations; likewise the Secretary may delegate any of the powers vested in him by these regulations to any officer of the Department.

A3.2 The Minister or the Secretary may at any time vary or revoke any delegation granted in terms of these regulations.

Exceptional Cases.

A4. When in the opinion of the Minister the circumstances of any case justify a departure from the provisions of these regulations, he may, subject to the provisions of the Act, deal with the case as he deems fit: Provided that no action taken in respect of any person in terms of this regulation may be detrimental to such person.

Assumption of the Designation Technical College.

A5. Whenever the Minister approves the establishment of a vocational school, he may allow the school to assume the designation "technical college".

CHAPTER B.*Appointment and Conditions of Service of Teachers.*

B1. Except where specific provision is made for part-time teachers, this Chapter shall apply to all teachers whose salaries are paid in full by the Department.

School Staff.

B2. Save with the approval of the Secretary, no person shall teach on a full-time or part-time basis in a school or part-time class.

B3. Subject to the observance of the provisions of subsection (1) of section eight of the Act, the Secretary may decide which posts at a school shall be filled by men and women, respectively.

B4. The Secretary shall classify one post in each school as that of principal unless he is satisfied that there is good reason to the contrary.

B5. Unless he is satisfied that there is good reason to the contrary, the Secretary shall create or classify posts of vice-principal at training colleges, training schools, State-aided training colleges, State-aided training schools, high schools, secondary schools, primary schools and State-aided primary schools, in the same manner in which this would have been done by a provincial administration on the date immediately prior to the date of commencement of the Act.

B6. Unless he is satisfied that there is good reason to the contrary, the Secretary shall classify or create posts, other than that of principal or vice-principal, at schools referred to in regulation B5 in the same manner in which this would have been done by a provincial administration on the date immediately prior to the date of commencement of the Act.

B7. The Secretary shall create posts of vice-principal in the under-mentioned schools or classify such posts in such schools on the recommendation of the Public Service Commission:

Schools of Industries, Reform Schools, Vocational Schools, Special Schools, State-aided Special Schools and Agricultural Schools.

Advertising of Posts and Filling of Vacancies.

B8.1. Whenever a new or vacant post of a teacher is to be filled, the regional representative concerned shall advertise the post in the "Supplement to the Education Journal" and applications for such vacancy shall be awaited by him unless good reasons, approved by the Secretary, exist for such advertising to be dispensed with.

Oordrag van Bevoegdheede.

A3.1. Behoudens die bepalings van die Wet kan die Minister enige van die bevoegdheede by hierdie regulasies aan hom verleen, aan die Sekretaris of 'n ander beamppte van die Departement oordra; insgelyks kan die Sekretaris bevoegdheede by hierdie regulasies aan hom verleen, oordra aan 'n ander beamppte van die Departement.

A3.2. Die Minister of Sekretaris kan 'n delegasie wat kragtens hierdie regulasies verleen is, te eniger tyd wysig of intrek.

Buitengewone Gevalle.

A4. Waar die omstandighede van 'n geval na die oordeel van die Minister 'n afwyking van die bepalings van hierdie regulasies regverdig, kan hy die geval behoudens die bepalings van die Wet, na goeie dinge behandel: Met dien verstande dat geen handeling kragtens hierdie regulasie ten opsigte van enige persoon tot sy nadeel mag strek nie.

Aanneming van die Benaming Tegnieke Kollege.

A5. Wanneer die Minister die instelling van 'n beroepsskool goedgekeur het, kan hy sodanige skool toelaat om die benaming van „tegniese kollege" aan te neem.

HOOFSTUK B.*Aanstelling en Diensvoorwaardes van Onderwysers.*

B1. Behalwe waar spesiale voorsiening vir deelydse onderwysers gemaak word, is hierdie Hoofstuk van toepassing op alle onderwysers wie se salarisse ten volle deur die Departement betaal word.

Skoolpersoneel.

B2. Niemand mag, behalwe met die goedkeuring van die Sekretaris, hetsy voltyds of deelydse onderrig in 'n skool of deelydse klas gee nie.

B3. Met behoorlike inagneming van die bepalings van subartikel een van artikel agt van die Wet kan die Sekretaris besluit watter poste in 'n skool deur mans en vroue, onderskeidelik, gevul moet word.

B4. In elke skool word een pos deur die Sekretaris as dié van hoof geklassifiseer, tensy die Sekretaris oortuig is dat daar goeie rede bestaan om dit nie te doen nie: Met dien verstande dat die hoof van 'n nywerheids- en verbeteringskool bekend sal staan as 'n *prinsipaal*.

B5. Poste van onderhoof word deur die Sekretaris, tensy hy oortuig is dat daar goeie rede bestaan om dit nie te doen nie, geskep of as poste van onderhoof geklassifiseer by opleidingskolleges, opleidingskole, Staatsondersteunde opleidingskolleges, en -skole, hoërskole, middelbare skole, laerskole en Staatsondersteunde laerskole, en wel op dieselfde wyse as wat dit deur 'n provinsiale administrasie sou gedoen geword het op die datum onmiddellik vóór die datum van inwerkingtreding van die Wet.

B6. Die klassifisering of skepping van ander poste as dié van hoof of onderhoof in skole vermeld in regulasie B5, word deur die Sekretaris gedoen, tensy hy oortuig is dat daar goeie rede bestaan om dit nie te doen nie, en wel op dieselfde wyse as wat dit deur 'n provinsiale administrasie sou gedoen geword het op die datum onmiddellik vóór die datum van inwerkingtreding van die Wet.

B7. Poste van onderhoofde word deur die Sekretaris by ondergenoemde skole geskep of poste in sodanige skole word deur hom as sodanig geklassifiseer op aanbeveling van die Staatsdienskommissie:

Nywerheidsskole, Verbeteringskole, Beroepsskole, Spesiale skole, Staatsondersteunde spesiale skole en Landbousskole.

Advertering van Poste en Vulling van Vakatures.

B8.1. Wanneer ook al 'n nuwe of vakante pos vir 'n onderwyser aangevul moet word, moet die betrokke streekvertegenwoordiger die pos in die „Byvoegsel tot die Onderwysblad" adverteer, tensy daar goeie rede wat deur die Sekretaris goedgekeur is, bestaan om van sodanige advertensie af te sien, en aansoeke om sodanige vakature moet deur die streekvertegenwoordiger ingewag word.

B8.2. The Secretary shall determine the closing date for the receipt of applications. After the closing date the regional representative shall submit all the applications received to the school committee (or manager) concerned for consideration.

B8.3. After consideration of the applications, in consultation with the principal concerned, the school committee (or manager) shall return all the applications to the regional representative with a recommendation that the Minister—

- (a) Appoint one of at least three of the applicants in the order of preference recommended by such school committee (or manager) to fill the vacancy; or
- (b) should there be less than three applicants, appoint one of such applicants to fill the vacancy; or
- (c) not appoint any of the applicants to fill the vacancy, in which case full reasons for such recommendation shall be furnished in writing by the school committee (or manager) concerned.

B8.4. Should the vacancy to be filled be that of a teacher other than a principal, the school committee (or manager) shall, together with each recommendation in accordance with the provisions of sub-regulation 3, submit the written substantiated recommendation of the principal concerned in connection with the filling of the vacancy, should the principal so request.

B8.5. Each recommendation in accordance with the provisions of sub-regulations 3 and 4 shall be submitted by the regional representative to the Secretary together with

- (a) a complete list of all the applicants;
- (b) the recommendation of the regional board;
- (c) any other information required by the Secretary; and
- (d) the applications of the persons recommended, in the case of a recommendation in accordance with the provisions of paragraph (a) or (b) of sub-regulation 3.

B8.6. The Minister may—

- (a) on receipt of a recommendation in accordance with the provisions of paragraph (a) or (b) of sub-regulation 3—
 - (i) appoint any of the applicants recommended to fill the vacancy; or
 - (ii) decide not to appoint any of the applicants recommended; in which case the school committee (or manager) shall, immediately in accordance with the provisions of paragraph (a) or (b) of sub-regulation 3, submit a recommendation for the appointment of another person from the list of applicants to fill the vacancy or, should the school committee (or manager) find it impracticable to do so, the provisions of sub-regulation 1 shall again be complied with and, in any event, should the recommendation of the school committee (or manager) which is then submitted be not acceptable to the Minister he may determine in which manner the vacancy shall be filled;
- (b) on receipt of a recommendation in accordance with the provisions of paragraph (c) of sub-regulation 3—
 - (i) direct that a recommendation be submitted in accordance with the provisions of paragraph (a) or (b) of sub-regulation 3, should he be of the opinion that amongst the applicants there is a suitable person or persons to fill the vacancy; or
 - (ii) direct that the provisions of sub-regulation 1 be again complied with; or
 - (iii) determine in which manner the vacancy shall be filled.

B8.2. Die Sekretaris bepaal die sluitingsdatum vir die ontvangs van aansoeke. Na die sluitingsdatum lê die streekverteenwoordiger al die aansoeke wat ontvang is, aan die betrokke skoolkomitee (of bestuurder) vir oorweging voor.

B8.3. Na oorweging van die aansoeke, in medewerking met die betrokke hoof, stuur die skoolkomitee (of bestuurder) al die aansoeke aan die streekverteenwoordiger terug en beveel aan dat die Minister—

- (a) een van minstens drie van die aansoekers wat deur sodanige skoolkomitee (of bestuurder) in die volgorde van voorkeur aangewys is, aanstel om die vakature aan te vul; of
- (b) indien daar minder as drie aansoekers is, een van sodanige aansoekers aanstel om die vakature aan te vul; of
- (c) geeneen van die aansoekers aanstel om die vakature aan te vul nie; in welke geval volledige redes vir sodanige aanbeveling skriftelik deur die betrokke skoolkomitee (of bestuurder) verstrek moet word.

B8.4. Indien die vakature wat aangevul moet word, dié van 'n ander onderwyser as 'n hoof is, lê die skoolkomitee (of bestuurder) tesame met elke aanbeveling ingevolge subregulasie 3, die skriftelike gemotiveerde aanbeveling van die betrokke hoof met betrekking tot die aanvulling van die vakature voor, indien die hoof dit versoek.

B8.5. Elke aanbeveling ingevolge subregulasies 3 en 4 word deur die streekverteenwoordiger aan die Sekretaris voorgelê tesame met

- (a) 'n volledige lys van al die aansoekers;
- (b) die aanbeveling van die streekraad;
- (c) enige ander inligting wat deur die Sekretaris vereis word; en
- (d) in die geval van 'n aanbeveling ingevolge paragraaf (a) of (b) van subregulasie 3, die aansoeke van die persone wat aanbeveel is.

B8.6. Die Minister kan—

- (a) na ontvangs van 'n aanbeveling ingevolge paragraaf (a) of (b) van subregulasie 3—
 - (i) enigeen van die aansoekers wat aanbeveel is, aanstel om die vakature te vul; of
 - (ii) geeneen van die aansoekers wat aanbeveel is, aanstel nie; in welke geval die skoolkomitee (of bestuurder) onverwyld uit die lys van aansoekers 'n ander aanbeveling vir die vulling van die vakature, ooreenkomstig die bepalings van paragraaf (a) of (b) van subregulasie 3, moet voorlê of, as die skoolkomitee (of bestuurder) dit ondoenlik vind om dit te doen, moet die bepalings van subregulasie 1 weer nagekom word, en in ieder geval, as die aanbeveling wat die skoolkomitee (of bestuurder) dan voorlê, nie vir die Minister aanneemlik is nie, kan hy bepaal op watter wyse die vakature aangevul moet word;
- (b) na ontvangs van 'n aanbeveling ingevolge paragraaf (c) van subregulasie 3—
 - (i) indien hy van mening is dat daar onder die aansoekers 'n geskikte persoon of persone is wat die vakature kan aanvul, gelas dat 'n aanbeveling ingevolge paragraaf (a) of (b) van subregulasie 3 voorgelê word; of
 - (ii) gelas dat die bepalings van subregulasie 1 weer nagekom word; of
 - (iii) bepaal op watter wyse die vakature aangevul moet word.

Fulfilment of Functions of Regional Boards and School Committees (or Managers) by Secretary.

B8.7 The Secretary may require the school committee (or manager) and regional board concerned to fulfil their functions in accordance with these regulations should he be of the opinion that a new or vacant post for a teacher requires to be filled and should they refuse to comply with such requirement or fail to do so within a reasonable period, the Secretary may fulfil the functions of the school committee (or manager) or regional board refusing or failing to do so.

B8.8 Whenever a new or vacant post for a teacher in a training college or training school (not a State-aided college or school), a reform school, school of industries, agricultural school, technical college, special school or for an itinerant teacher requires to be filled, the Secretary shall, notwithstanding anything to the contrary contained in these regulations, fulfil the functions of a regional board and school committee in connection with the filling of such post: Provided that anything in this sub-regulation shall not be interpreted as preventing the Secretary from requiring of the regional board concerned to fulfil the functions of a school committee in so far as the provisions of sub-regulations 3 and 4 are concerned.

Date on which Appointment takes Effect.

B8.9 When the appointment of a teacher is approved in terms of these regulations, he shall be appointed with effect from a date determined by the Minister and, subject to the provisions of this Chapter, subject to any conditions the Minister may stipulate.

Transfer of Teachers from One Post to Another.

B9.1 Whenever a teacher desires to be transferred from the post he holds to another post, he shall be at liberty to apply for any post advertised as vacant in accordance with the provisions of sub-regulation B8.1. Such teacher shall not, however, resign his post in order to be transferred to a vacant post but the Minister shall grant permission to such teacher should his application be successful, to accept the vacant post on transfer by approving his appointment to such post.

B9.2 A teacher employed in a permanent capacity, shall not be transferred by the Minister from the post he holds to another post at a time other than on the 1st January or the 1st July in any year and such teacher shall in any case not be transferred by the Minister to another post until he has had at least twelve months' service in the post he occupies: Provided that the Minister may depart from the provisions of this sub-regulation if he is satisfied that such departure is in the interest of the teacher or justifiable or necessary for any other reason.

Appointment of Principal when a Primary School is Classified as a Secondary School.

B10 When the Minister classifies a primary school as a secondary school the post of principal of the secondary school shall be dealt with as a new post in accordance with the provisions of regulation B8 and, should a teacher who occupied the post of principal in a permanent capacity immediately prior to such classification be not appointed as the principal of the secondary school, the Minister may—

- (a) terminate the appointment of such teacher after giving him notice of at least one calendar quarter, such notice to be served through the regional board and school committee; or
- (b) transfer such teacher with his consent and notwithstanding anything to the contrary contained in sub-regulation B8.1 to another post in the same school or any other school and being thus transferred he shall occupy the post which the Minister, after consultation with the regional board and school committee concerned, decides, or from time to time may decide and such teacher shall be entitled by

Vervulling van Funksies van Streekraad en Skoolkomitees (of Bestuurders) deur Sekretaris.

B8.7. As die Sekretaris van mening is dat 'n nuwe of vakante pos vir 'n onderwyser aangevul moet word, kan hy van die betrokke skoolkomitee (of bestuurder) en streekraad vereis om hul funksies kragtens hierdie regulasie te vervul, en ingeval hulle weier om aan sodanige vereiste te voldoen of in gebreke bly om dit binne 'n redelike tyd te doen, kan die Sekretaris die funksies vervul van die skoolkomitee (of bestuurder) of streekraad wat aldus weier of in gebreke bly.

B8.8. Wanneer ook al 'n nuwe of vakante pos vir 'n onderwyser in 'n opleidingskollege of -skool (nie 'n Staats-ondersteunde kollege of skool nie), 'n verbeteringskool, 'n nywerheidskool, landboukskool, tegniese kollege, spesiale skool of 'n rondreisende onderwyser aangevul moet word, vervul die Sekretaris, ondanks andersluidende bepalings van hierdie regulasies, die funksies van 'n streekraad en skoolkomitee met betrekking tot die vulling van sodanige pos: Met dien verstande dat hierdie subregulasie nie vertolk moet word as sou dit die Sekretaris verhinder om van die betrokke streekraad te vereis om, vir sover dit die bepalings van subregulasies 3 en 4 betref, die funksies van 'n skoolkomitee te vervul nie.

Datum waarop Aanstelling in Werking tree.

B8.9. As die aanstelling van 'n onderwyser kragtens hierdie regulasies goedgekeur word, word hy aangestel met ingang van 'n datum wat deur die Minister vasgestel word en, behoudens die bepalings van hierdie Hoofstuk, onderworpe aan enige voorwaardes wat hy stel.

Verplasing van Onderwysers van een Pos na 'n Ander.

B9.1. Wanneer ook al 'n onderwyser verlang om van die pos wat hy beklee, na 'n ander pos verplaas te word, staan dit hom vry om aansoek te doen om enige pos wat ingevolge subregulasie B8.1 as vakant geadverteer word. Sodanige onderwyser bedank egter nie uit sy pos ten einde na 'n vakante pos verplaas te word nie, maar die Minister verleen aan so 'n onderwyser, indien sy aansoek suksesvol is, toestemming om die vakante pos met oorplasing te aanvaar deur sy aanstelling in sodanige pos goed te keur.

B9.2. 'n Onderwyser wat in 'n permanente hoedanigheid in diens is, word nie deur die Minister van die pos wat hy beklee, na 'n ander pos verplaas op 'n ander tydstip as 1 Januarie of 1 Julie van enige jaar nie en sodanige onderwyser word in ieder geval nie deur die Minister na 'n ander pos verplaas alvorens hy minstens twaalf maande diens gehad het in die pos wat hy beklee nie: Met dien verstande dat die Minister van die bepalings van hierdie subregulasie kan afwyk indien hy oortuig is dat sodanige afwyking in die onderwyser se belang of om enige ander rede geregtig of noodsaaklik is.

Aanstelling van Hoof wanneer 'n Laerskool as 'n Middelbare Skool Geklassifiseer Word.

B10. Wanneer 'n laerskool deur die Minister as 'n middelbare skool geklassifiseer word, word die pos van hoof van die middelbare skool as 'n nuwe pos ooreenkomstig regulasie B8 behandel en, as 'n onderwyser onmiddellik voor sodanige klassifikasie die pos van hoof in 'n permanente hoedanigheid beklee het en sodanige onderwyser nie in die pos van hoof van die middelbare skool aangestel word nie, kan die Minister—

- (a) na kennisgewing van minstens een kalenderkwartaal wat deur bemiddeling van die streekraad en skoolkomitee gegee word, die aanstelling van sodanige onderwyser beëindig; of
- (b) sodanige onderwyser ondanks enige andersluidende bepaling van subregulasie B8.1, met sy toestemming, oorplaas na 'n ander pos in dieselfde skool of enige ander skool, en as hy aldus oorgeplaas word, beklee hy die pos waartoe die Minister, na oorlegpleging met die betrokke streekraad en skoolkomitee besluit, of van tyd tot tyd mag besluit, en is sodanige onderwyser geregtig om, terwyl hy die pos

choice to receive the salary in accordance with the salary scale applicable to him immediately prior to his being so transferred, whilst he occupies the post to which he has been so transferred or which he occupies from time to time in such school.

Appointment of Vice-Principals.

B11.1. Whenever a post is classified as a post of vice-principal in accordance with the provisions of regulation B5, the Secretary may, notwithstanding anything to the contrary contained in sub-regulation B8.1, agree that such post when classified be not advertised as vacant and that the procedure prescribed in sub-regulation 2 may be followed.

B11.2. Whenever the Secretary agrees in terms of sub-regulation 1 that the post of vice-principal need not be advertised, the school committee (or manager) concerned shall, in consultation with the principal, consider the claims of all the members of the staff of such school and submit to the Secretary the name of the staff member who is recommended for the post together with the reasons for such recommendation of the school committee (or manager): Provided that the views of the regional board on the choice of the school committee (or manager) shall also be obtained.

Date of Commencement of Appointment.

B11.3. When the appointment of a vice-principal is approved in accordance with the provisions of this regulation, such appointment shall normally commence from the beginning of the calendar quarter immediately following that in which the school committee (or manager) submitted its recommendation for the filling of the vacancy.

Discharge and Reappointment of Teacher Who Attains the Pensionable Age.

B12. The discharge from the service of the Department of a teacher who attains the pensionable age, shall be deemed to be effective from the day on which he attains the pensionable age: Provided that if such teacher attains the pensionable age during any school quarter, he shall remain in the post he occupies in a temporary capacity until the end of the school quarter in which he attains the pensionable age: Provided further that if a teacher attains the pensionable age during the first or the third school quarter in any calendar year, the Minister may, after consultation with the school committee (or manager) and the regional board concerned allow such teacher to remain on in a temporary capacity in the post he occupies until the end of the school quarter immediately following that in which he attains the pensionable age: Provided further that should such teacher wish to remain on in his post for such further school quarter, he shall inform the school committee (or manager) in writing, before the end of the school quarter in which he attains the pensionable age, that he wishes so to remain on in his post.

Discharge and Reappointment of Women Teachers Who Marry.

B13.1. A woman teacher who intends getting married or who resigns her post with the intention of getting married, shall notify the Secretary beforehand in writing, through the school committee (or manager) and regional board concerned, of her intended marriage.

B13.2. The discharge from the service of the department of a woman teacher on her marriage shall be deemed to take effect on the day following the day of her marriage: Provided that, if such teacher marries during a school quarter, she shall remain on in her post in a temporary capacity until the end of the school quarter in which she marries: Provided further that if such teacher marries during the first or third school quarter in any calendar year, the Minister may, after consultation with the school committee (or manager) and the regional board concerned,

beklee waarheen hy aldus oorgeplaas word of wat hy van tyd tot tyd in sodanige skool beklee, na sy keuse salaris te ontvang volgens die salarisskaal wat op hom van toepassing was onmiddellik voordat hy aldus oorgeplaas is.

Aanstelling van Onderhoofde.

B11.1. Wanneer ook al 'n pos ingevolge regulasie B5 as 'n pos van onderhoof geklassifiseer word, kan die Sekretaris, ondanks enige andersluidende bepaling van subregulasie B8.1, toestem dat sodanige pos by klassifikasie nie as vakant geadverteer word nie en dat die prosedure soos voorgeskryf in subregulasie 2 gevolg kan word.

B11.2. Wanneer die Sekretaris ingevolge subregulasie 1 toestem dat 'n pos van onderhoof nie geadverteer hoef te word nie, moet die betrokke skoolkomitee (of bestuurder), in oorleg met die hoof, die aansprake van al die lede van die personeel van sodanige skool oorweeg en die naam van die personeelid wat vir die pos aanbeveel word, tesame met die skoolkomitee (of bestuurder) se motivering vir sodanige aanbeveling, aan die Sekretaris voorlê: Met dien verstande dat die sienswyse van die streekraad oor die skoolkomitee (of bestuurder) se keuse ook verkry word.

Datum van Inwerkingtreding van Aanstelling.

B11.3. As die aanstelling van 'n onderhoof ingevolge hierdie regulasie goedgekeur word, tree sodanige aanstelling normaalweg in werking van die begin van die kalenderkwartaal wat onmiddellik volg op die kalenderkwartaal waarin die skoolkomitee (of bestuurder) sy aanbeveling vir die aanvulling van die vakature indien.

Ontslag en Heraanstelling van Onderwyser wat Pensioenleefyd Bereik.

B12. 'n Onderwyser wat die pensioenleefyd bereik, se ontslag uit die diens van die Departement word geag in werking te tree met ingang van die dag waarop hy die pensioenleefyd bereik: Met dien verstande dat, as sodanige onderwyser die pensioenleefyd in enige skoolkwartaal bereik, hy in die pos wat hy beklee, in 'n tydelike hoedanigheid moet aanbly tot aan die einde van die skoolkwartaal waarin hy die pensioenleefyd bereik: Met dien verstande voorts dat, as 'n onderwyser die pensioenleefyd gedurende die eerste of die derde skoolkwartaal van enige kalenderjaar bereik, die Minister, na oorlegpleging met die betrokke skoolkomitee (of bestuurder) en streekraad, sodanige onderwyser kan toelaat om in die pos wat hy beklee, in 'n tydelike hoedanigheid aan te bly tot aan die einde van die skoolkwartaal wat onmiddellik volg op die skoolkwartaal waarin hy die pensioenleefyd bereik: Met dien verstande voorts dat, as sodanige onderwyser verlang om vir genoemde verdere skoolkwartaal in sy pos aan te bly, hy die betrokke skoolkomitee (of bestuurder) voor die einde van die skoolkwartaal waarin hy die pensioenleefyd bereik, skriftelik in kennis moet stel dat hy verlang om aldus in sy pos aan te bly.

Ontslag en Heraanstelling van Onderwyseres wat in die Huwelik Tree.

B13.1. 'n Onderwyseres wat voornemens is om in die huwelik te tree, of uit haar pos bedank met die voorneme om in dié huwelik te tree, moet vooraf aan die Sekretaris, deur bemiddeling van die betrokke skoolkomitee (of bestuurder) en streekraad skriftelik kennis gee van haar voorgenome huwelik.

B13.2. 'n Onderwyseres wat in die huwelik tree se ontslag uit die diens van die Departement word geag, in werking te tree met ingang van die dag wat volg op die dag van haar huwelik: Met dien verstande dat, as 'n onderwyseres, gedurende 'n skoolkwartaal in die huwelik tree, sy in die pos wat sy beklee, in 'n tydelike hoedanigheid moet aanbly tot aan die einde van die skoolkwartaal waarin haar huwelik plaasvind: Met dien verstande voorts dat, as sodanige onderwyseres in die huwelik tree gedurende die eerste of die derde skoolkwartaal van enige kalenderjaar, die Minister, na oorlegpleging met die betrokke skoolkomitee (of bestuurder) en streekraad soda-

allow such teacher to remain on in a temporary capacity in the post she occupies until the end of the school quarter immediately following that in which she marries: Provided further that should such teacher wish to remain on in her post for such further school quarter, she shall inform the school committee (or manager) concerned in writing before the end of the school quarter in which she marries that she wishes so to remain on in her post.

Probationary Appointment of Teachers.

B14.1. The probationary appointment of a teacher shall normally be for a period of fifteen months which includes a full calendar year and which terminates on the 31st March of the following calendar year.

B14.2. A teacher shall not be appointed in a permanent capacity unless he is a South African citizen and has completed the period of probationary appointment prescribed in sub-regulation 1 to the satisfaction of the Secretary: Provided that the confirmation of an appointment shall be subject to the production by the teacher of an acceptable medical certificate in a form approved by the Secretary.

B14.3. If the Minister is not prepared to appoint a teacher in a permanent capacity after a period of probationary appointment he may extend such probationary appointment for a further period.

B14.4. The Minister may, if he deems it necessary, submit a teacher who formerly occupied a post in a permanent capacity, again to a period of probationary appointment defined in sub-regulation 1, when he is appointed to a higher post.

B14.5. The Minister may discharge a teacher appointed on probation either during, on or after expiry of the probationary appointment—

- (a) by giving one calendar quarter's notice of the discharge;
- (b) summarily, if his conduct is unsatisfactory.

Appointment of Teachers not in Possession of a Recognized Bilingual Certificate.

B15.1. No teacher not in possession of a recognized bilingual certificate, shall be considered for permanent appointment.

B15.2. The provisions of sub-regulation 1 shall not apply to a teacher if and as long as the Secretary is satisfied that the subject or subjects taught by the teacher and the duties performed by him do not require a bilingual certificate.

Resignation of Teachers.

B16.1. A teacher may resign his post at any time: Provided that he shall give notice to the Secretary in writing through the school committee (or manager) concerned of his intention to terminate his services at least one calendar quarter before he discontinues his actual teaching duties, unless the Secretary is prepared to accept shorter notice than herein prescribed.

B16.2. If a teacher resigns his post in terms of sub-regulation 1 he shall be deemed to have intimated, by such resignation, his intention to leave the service of the Department and his resignation shall be deemed to come into force from the day following the day on which his services terminate.

Termination of Appointment by Minister.

B17. Where it is necessary for the Minister to act in accordance with the provisions of paragraphs (c) and (e) of sub-section (1) of section fifteen of the Act, the Minister may—

- (a) terminate the services of such teacher after giving him notice of at least one calendar quarter through the regional board and school committee (or manager): Provided that where the post of a teacher

nige onderwyseres kan toelaat om in die pos wat sy beklee, in 'n tydelike hoedanigheid aan te bly tot aan die einde van die skoolkwartaal wat onmiddellik volg op die skoolkwartaal waarin sy in die huwelik tree: Met dien verstande voorts dat, as sodanige onderwyseres verlang om vir genoemde verdere skoolkwartaal in haar pos aan te bly, sy die betrokke skoolkomitee (of bestuurder) voor die einde van die skoolkwartaal waarin sy in die huwelik tree, skriftelik in kennis moet stel dat sy verlang om aldus in haar pos aan te bly.

Proefaanstelling van Onderwysers.

B14.1. Die proefaanstelling van 'n onderwyser strek normaalweg oor 'n tydperk van vyftien maande wat 'n volle kalenderjaar insluit en op 31 Maart van die daaropvolgende kalenderjaar eindig.

B14.2. 'n Onderwyser word nie in 'n vaste hoedanigheid aangestel nie tensy hy 'n Suid-Afrikaanse burger is en hy tot tevredenheid van die Sekretaris 'n tydperk van proefaanstelling soos in subregulasie 1 omskryf, uitgedien het: Met dien verstande dat 'n bekrachtigde aanstelling onderworpe is aan die voorlegging deur die onderwyser van 'n aanneemlike gesondheidsertifikaat in 'n vorm deur die Sekretaris goedgekeur.

B14.3. Indien die Minister nie bereid is om 'n onderwyser na 'n tydperk van proefaanstelling op vaste voet aan te stel nie, kan hy die onderwyser se proefaanstelling vir 'n verdere tydperk verleng.

B.14.4 Die Minister kan, indien hy dit nodig ag, 'n onderwyser wat voorheen 'n pos op vaste voet beklee het, by aanstelling in 'n hoër pos weer aan 'n tydperk van proefaanstelling soos in subregulasie 1 omskryf, onderwerp.

B14.5. Die Minister kan 'n onderwyser wat op proef aangestel is, ontslaan, hetsy gedurende of by of na verstryking van die proefaanstelling—

- (a) deur een kalenderkwartaal kennis te gee van die ontslag;
- (b) onverwyld as sy gedrag onbevredigend is.

Aanstelling van Onderwysers wat nie 'n erkende Tweetaligheidsertifikaat besit nie.

B15.1. Geen onderwyser wat nie in besit van 'n erkende tweetaligheidsertifikaat is nie, kom in aanmerking vir vaste aanstelling.

B15.2. Die bepalings van subregulasie 1 is nie van toepassing op 'n onderwyser as en vir so lank as die Sekretaris oortuig is dat die vak of vakke waarin hy onderrig gee en die pligte wat hy uitvoer, nie die besit van 'n tweetaligheidsertifikaat vereis nie.

Bedanking van Onderwysers.

B16.1. 'n Onderwyser kan te eniger tyd uit sy pos bedank: Met dien verstande dat hy die Sekretaris deur bemiddeling van die betrokke skoolkomitee (of bestuurder) skriftelik kennis van sy voorneme om sy dienste te beëindig, moet gee minstens een kalenderkwartaal voordat hy sy werklike onderwyspligte staak, tensy die Sekretaris bereid is om korter kennisgewing as wat hierin voorgeskryf is, te aanvaar.

B16.2. As 'n onderwyser ingevolge subregulasie 1 uit sy pos bedank, word daar geag dat hy deur sodanige bedanking sy voorneme te kenne gegee het om uit die diens van die Departement te tree en word sy uitdiens-treding geag in werking te tree met ingang van die dag wat volg op die dag waarop sy dienste eindig.

Beëindiging van Aanstelling deur Minister.

B17. Waar dit vir die Minister nodig word om ingevolge die bepalings van paragrawe (c) en (e) van sub-artikel (1) van artikel vyftien van die Wet op te tree, kan die Minister—

- (a) na kennisgewing van minstens een kalenderkwartaal wat deur bemiddeling van die streekraad en skoolkomitee (of bestuurder) gegee word die aanstelling van sodanige onderwyser beëindig: Met dien verstande dat waar die pos van 'n onderwyser

is abolished as a result of the closing of a primary school in terms of regulation X5 or as a result of the withdrawal in terms of regulation H4 of grants-in-aid to a State-aided school for the reason that it has not succeeded in maintaining the required minimum attendance of pupils, the appointment of such teacher shall be terminated without such prior notice on the date on which the school is closed or ceases to receive grants-in-aid, as the case may be; or

- (b) transfer such teacher, with his permission, and notwithstanding anything to the contrary contained in sub-regulation B8.1, to any other vacant post for a teacher and if he is so transferred, the Minister may, after consultation with the school committee (or manager) and regional board concerned, decide from time to time which post such teacher shall occupy in the school to which he has been so transferred and such teacher shall be entitled whilst he occupies the post to which he has been so transferred or which he occupies from time to time at such school, to receive at his choice a salary according to the salary scale which was applicable to him immediately prior to such transfer.

Discharge of Teacher on Account of Continued Ill-health.

B18.1. If the Secretary has reason to believe that a teacher is by reason of ill-health (including any physical or mental defect) unfit to continue with his teaching duties, the Secretary may, if he is not already in possession of sufficient medical evidence in regard to the state of health of the teacher, instruct such teacher to be examined on a fixed date by a medical practitioner nominated by the Secretary and whenever the available medical evidence or that which is made available to him, confirms his belief regarding the teacher's state of health, the Secretary may require such teacher to be examined on a fixed date by a medical board appointed by the Secretary for Health. The cost of any examination in accordance with this sub-regulation shall be paid from State Funds: Provided that such teacher may, if he so wishes, arrange at his own expense, for his private doctor to be present at the proceedings of a medical board.

B18.2. If, on the strength of the report submitted by the medical board referred to in sub-regulation 1 in regard to the state of health of the teacher, the Secretary is satisfied that such teacher is by reason of ill-health (including any physical or mental defect) permanently unfit to continue with his duties as a teacher, he may, with the approval of the Minister, in terms of paragraph (b) of subsection 1 of section fifteen of the Act, discharge the teacher from the service of the Department with effect from a date determined by the Minister.

Emoluments of Teachers.

B19.1. The salaries, increments and allowances payable to teachers as determined or prescribed from time to time by the Minister, after consultation with the Minister of Finance, and on the recommendation of the Public Service Commission, shall be subject to the provisions of the following sub-regulations.

B19.2. Any teacher acting with the approval of the Secretary for a continuous period of not less than one month in a post to which a higher salary scale is attached than that of the post he occupies, shall be remunerated for such service by means of a non-pensionable allowance equal to the difference between the salary attached to the post which he occupies and the salary which would have been payable to him had he been appointed to the higher post.

B19.3. The salary of a teacher, employed at a school, shall not be reduced by reason of a change in the classification or grading of the school, but such teacher may,

afgeskaf word omdat 'n laerskool gesluit word kragtens regulasie X5 of omdat die betaling van hulptoelaes aan 'n Staatsondersteunde skool kragtens regulasie H4 gestaak word omrede dit nie daarin geslaag het om die vereiste minimum besoek van leerlinge te handhaaf nie, die aanstelling van sodanige onderwyser sonder voornoemde kennisgewing beëindig word op die datum waarop die skool gesluit word of ophou om hulptoelaes te ontvang, na gelang van die geval; of

- (b) sodanige onderwyser ondanks enige andersluidende bepaling van subregulasie B8.1, met sy toestemming, oorplaas na enige ander vakante pos vir 'n onderwyser, en as hy aldus oorgeplaas word, kan die Minister, na oorlegpleging met die betrokke skoolkomitee (of bestuurder) en streekraad, van tyd tot tyd besluit watter pos sodanige onderwyser in die skool waarheen hy aldus oorgeplaas word, moet beklee, en is sodanige onderwyser geregtig om, terwyl hy die pos beklee waarheen hy aldus oorgeplaas word of wat hy van tyd tot tyd in sodanige skool beklee, na sy keuse salaris te ontvang volgens die salarisskaal wat op hom van toepassing was onmiddellik voordat hy aldus oorgeplaas is.

Ontslag van Onderwyser weens voortdurende swak Gesondheid.

B18.1. As die Sekretaris rede het om te vermoed dat 'n onderwyser weens swak gesondheid (insluitende enige liggaamlike of geestelike gebrek) ongeskik is om met sy pligte as 'n onderwyser voort te gaan, kan die Sekretaris, indien hy nie reeds oor voldoende mediese getuienis aangaande die onderwyser se gesondheidstoestand beskik nie, sodanige onderwyser aansê om op 'n bepaalde datum ondersoek te word deur 'n geneesheer wat die Sekretaris benoem, en wanneer ook al die mediese getuienis wat tot die Sekretaris se beskikking is of tot sy beskikking gestel word, sy vermoede aangaande die onderwyser se gesondheidstoestand bevestig, kan die Sekretaris van sodanige onderwyser vereis om op 'n bepaalde datum ondersoek te word deur 'n mediese raad wat deur die Sekretaris van Gesondheid saamgestel word. Die koste van enige ondersoek ingevolge hierdie subregulasie word uit Staatsfondse betaal: Met dien verstande dat die onderwyser wat ondersoek moet word, indien hy dit verlang, op eie koste kan reël dat sy private geneesheer by die verrigtinge van 'n mediese raad teenwoordig kan wees.

B18.2. As die Sekretaris, op grond van die verslag wat die mediese raad, in subregulasie 1 genoem, aangaande die onderwyser se gesondheidstoestand indien, oortuig is dat sodanige onderwyser weens swak gesondheid (insluitende enige liggaamlike of geestelike gebrek) permanent ongeskik is om met sy pligte as onderwyser voort te gaan, kan hy die onderwyser met die goedkeuring van die Minister ingevolge die bepalings van paragraaf (b) van subartikel (1) van artikel vyftien van die Wet uit die diens van die Departement ontslaan met ingang van 'n datum wat die Minister vasstel.

Besoldiging van Onderwysers.

B19.1. Die salarisse, salarisverhogings en toelaes betaalbaar aan onderwysers, soos van tyd tot tyd deur die Minister na oorlegpleging met die Minister van Finansies en op aanbeveling van die Staatsdienskommissie bepaal of voorgeskryf word, is onderworpe aan die bepalings van die volgende subregulasies.

B19.2. 'n Onderwyser wat vir 'n ononderbroke tydperk van minstens een maand met die goedkeuring van die Sekretaris in 'n pos diens doen waaraan 'n hoër salarisskaal verbonde is as die van die pos wat hy beklee, word vir sodanige diens vergoed by wyse van 'n nie-pensioengewende toelae gelykstaande met die verskil tussen die salaris verbonde aan die pos wat hy beklee en die salaris wat aan hom betaalbaar sou wees indien hy in die hoër pos aangestel was.

B19.3. Die salaris van 'n onderwyser in diens by 'n skool word nie verminder omrede van 'n verandering in die klassifikasie of gradering van die skool nie, maar so 'n

as soon as a suitable vacancy occurs, be transferred by the Minister to a post with a grade appropriate to his salary.

B19.4. A teacher who is employed for any school quarter, and who assumes duty on the first day of such school quarter and remains on duty up to and including the last day of such school quarter, shall be paid salary from and including the first day of the calendar quarter up to and including the last day of such calendar quarter.

B19.5. A teacher employed in any school quarter for a period extending over at least half the number of school days in such quarter shall be paid salary—

- (a) if such employment commences on the first day of the school quarter, from and including the first day of the calendar quarter up to and including the last day on which he is so employed; or
- (b) if such employment terminates on the last day of the school quarter, from and including the day on which such employment commences up to and including the last day of the calendar quarter; or
- (c) if such employment does not commence on the first day of the school quarter nor end on the last day of the school quarter, from and including the day on which such employment commences up to and including the last day on which he is so employed.

B19.6. A teacher employed in any school quarter for a period extending over less than half the number of school days in such school quarter, shall be paid salary from and including the day on which such employment commences up to and including the last day on which he is so employed, irrespective of whether such service commences on the first day of the school quarter or terminates on the last day of the school quarter.

B19.7. Notwithstanding anything to the contrary in sub-regulations 5 and 6, a teacher referred to therein who is employed during any period which includes a school holiday, may be paid salary for such school holiday, provided he has rendered compulsory service during the full period of such school holiday.

B19.8. No teacher shall be entitled to salary for any period, unless, during such period, he was on duty or on approved leave of absence with salary or was suspended with salary or was, in the opinion of the Secretary, lawfully absent from duty.

B19.9. A person who has been discharged from the service of the Department in terms of paragraphs (b), (d) or (f) of sub-section (1) or sub-section (2) of section fifteen of the Act, may not, without the prior permission of the Secretary, be employed as a teacher, and shall not be entitled to any salary in respect of any service rendered by him in any school, while so employed without permission.

B19.10. The first two years of service shall not be taken into account for the purpose of the granting of salary increments to a teacher, who has in terms of sub-regulation

B20.4 been classified as an uncertificated teacher: Provided that when such teacher obtains a recognized qualification for permanent appointment, all his previous service shall be taken into account for the purpose of the granting of salary increments with effect from a date to be determined by the Secretary.

B19.11. The annual salary increments, as may be prescribed, shall be payable to a teacher if the Secretary considers that such teacher has discharged or is likely to discharge his duties as a teacher in a satisfactory manner, and shall be payable from the commencement of the calendar month in which such increment comes into operation.

Cession of Salary.

B19.12. A teacher may not, without the approval of the Secretary, cede his salary (including allowances) or part thereof.

onderwyser kan, sodra daar 'n geskikte vakature ontstaan, deur die Minister verplaas word na 'n pos met 'n graad wat by sy salaris pas.

B19.4. 'n Onderwyser wat vir enige skoolkwartaal in diens geneem word en diens aanvaar op die eerste dag van sodanige skoolkwartaal en in diens bly tot en met die laaste dag van sodanige skoolkwartaal, word salaris betaal van en met inbegrip van die eerste dag van die kalenderkwartaal tot en met inbegrip van die laaste dag van sodanige kalenderkwartaal.

B19.5. 'n Onderwyser wat in enige skoolkwartaal in diens geneem word vir 'n tydperk wat minstens die helfte van die getal skooldae in sodanige skoolkwartaal insluit, word salaris betaal—

- (a) as sodanige diens op die eerste dag van die skoolkwartaal begin, van en met inbegrip van die eerste dag van die kalenderkwartaal tot en met inbegrip van die laaste dag waarop hy aldus in diens is; of
- (b) as sodanige diens op die laaste dag van die skoolkwartaal eindig, van en met inbegrip van die dag waarop sodanige diens begin tot en met inbegrip van die laaste dag van die kalenderkwartaal; of
- (c) as sodanige diens nie op die eerste dag van die skoolkwartaal begin en ook nie op die laaste dag van die skoolkwartaal eindig nie, van en met inbegrip van die dag waarop sodanige diens begin tot en met inbegrip van die laaste dag waarop hy aldus in diens is.

B19.6. Aan 'n onderwyser wat in enige skoolkwartaal in diens geneem word vir 'n tydperk wat minder as die helfte van die getal skooldae in sodanige skoolkwartaal insluit, word salaris betaal van en met inbegrip van die dag waarop sodanige diens begin tot en met inbegrip van die laaste dag waarop hy aldus in diens is, ongeag of sodanige diens op die eerste dag van die skoolkwartaal begin of op die laaste dag van die skoolkwartaal eindig.

B19.7. Ondanks enige andersluidende bepalings van sub-regulasies 5 en 6 kan 'n daarin bedoelde onderwyser wat in diens is vir enige tydperk wat 'n skoolvakansie insluit, salaris betaal word vir sodanige skoolvakansie, mits hy verpligte diens verrig het vir die volle tydperk van so 'n skoolvakansie.

B19.8. Geen onderwyser is geregtig op salaris vir enige tydperk nie, tensy hy gedurende sodanige tydperk diens gedoen het of met goedgekeurde verlof met salaris was of met salaris geskors is of na die mening van die Sekretaris wettiglik van diens afwesig was.

B19.9. Iemand wat ingevolge die bepalings van paragrafe (b), (d) of (f) van subartikel (1) of subartikel (2) van artikel vyftien van die Wet uit die diens van die Departement ontslaan word, kan nie sonder die voorafverkreë toestemming van die Sekretaris as 'n onderwyser in diens geneem word nie en is nie geregtig op enige salaris ten opsigte van enige diens wat deur hom in enige skool gelewer is onderwyl hy aldus nie in diens geneem kon word nie.

B19.10. Vir die doeleindes van die toekenning van salarisverhogings aan 'n onderwyser wat ingevolge subregulasie B20.4, as ongediplomeerde onderwyser ingedeel is, word die eerste twee jaar van sy diens buite rekening gelaat: Met dien verstande dat, wanneer sodanige onderwyser 'n erkende kwalifikasie vir vaste aanstelling verwerf, al sy vorige diens vir die doeleindes van die toekenning van salarisverhogings in berekening gebring word met ingang van 'n datum wat die Sekretaris vasstel.

B19.11. Die jaarlikse salarisverhogings wat voorgeskryf word is aan 'n onderwyser betaalbaar as die Sekretaris van mening is dat so 'n onderwyser sy pligte as 'n onderwyser op 'n bevredigende wyse uitgevoer het of waarskynlik sal uitvoer, en is betaalbaar van die begin van die kalendermaand waarin dit in werking tree.

Afstaan van Salaris.

B19.12. 'n Onderwyser mag nie sonder die goedkeuring van die Sekretaris sy salaris (insluitende toelaes) of 'n deel daarvan sedeer nie.

Qualifications of Teachers.

B20.1. Teachers shall be classified by the Secretary into categories according to the qualifications held by them in the same manner in which this would have been done by a provincial administration or, by the Department in respect of persons referred to in sub-section (2) of section nine of the Act, on the date immediately prior to the date of commencement of the Act.

B20.2. The Secretary shall assess the qualifications for the purpose of classification in one of the categories referred to in sub-regulation 1, and shall also determine the qualifications a teacher should hold in order to be eligible for permanent appointment to one of the various teaching posts.

B20.3. The commencing salary of a teacher above the minimum of the salary scale applicable to the post to which he is appointed, shall be determined by the Secretary according to the service and qualifications of such teacher.

Uncertificated Teachers.

B20.4. Teachers who do not hold the minimum qualifications for classification into one of the categories referred to in sub-regulation 1, shall be classified by the Secretary as uncertificated teachers.

Grading of Schools.

B21.1. (a) The grade into which the Secretary shall classify training colleges, training schools, State-aided training colleges, State-aided training schools, high schools, secondary schools, primary schools and State-aided primary schools shall be determined in the same manner in which this would have been done by a provincial administration on the date immediately prior to the date of commencement of the Act.

(b) Vocational schools, agricultural schools, special schools, State-aided special schools, schools of industries and reform schools shall be classified into six grades; the placing of a school in one of these grades being determined by its established enrolment of full-time pupils as follows:

3,000 pupils or more ...	Special Grade A
1,500 to 2,999 pupils ...	Special Grade B
500 to 1,499 pupils ...	Special Grade C
200 to 499 pupils ...	Grade A
100 to 199 pupils ...	Grade B
Less than 100 pupils ...	Grade C

B21.2. (a) Where a part-time class has been placed under the control of the principal of a State school, the established enrolment of pupils in such class may be added for the determining of the grade of the school on the basis of one full-time pupil in respect of every—

- (i) three part-time apprentices; or
- (ii) six part-time pupils taking a course leading to an examination for a national or other approved certificate; or
- (iii) ten part-time pupils taking any course other than those mentioned above.

(b) For the purposes of sub-regulation 1, one full-time pupil, taking an approved post-matriculation course at a school (excluding a training college or training school) shall be deemed to be equivalent to two full-time pupils.

B21.3. The Secretary may specially review the grading of a school, when the enrolment in such school has increased considerably as a direct result of the provision of additional hostel or classroom or workshop accommodation or of other special circumstances: Provided that a raising of the grade of a school as a result of such review shall take place with effect from a date determined by the Secretary.

Kwalifikasies van Onderwysers.

B20.1. Onderwysers word deur die Sekretaris na gelang van die kwalifikasies wat hulle besit, in kategorieë ingedeel en wel op dieselfde wyse as wat dit deur 'n provinsiale administrasie of, ten opsigte van die in subartikel (2) van artikel nege van die Wet bedoelde persone, deur die Departement, sou gedoen geword het op die datum onmiddellik vóór die datum van inwerkingtreding van die Wet.

B20.2. Die Sekretaris bepaal die waarde van kwalifikasies vir die doeleindes van indeling in een van die kategorieë waarna in subregulasie 1 verwys word en bepaal ook watter kwalifikasies 'n onderwyser moet besit ten einde vir vaste aanstelling in een van die verskillende onderwysposte in aanmerking te kom.

B20.3. Die aanvangsalaris van 'n onderwyser bo die minimum van die salarisskaal wat van toepassing is op die pos waarin hy aangestel word, word deur die Sekretaris vasgestel volgens die diens en kwalifikasies van so 'n onderwyser.

Ongediplomeerde Onderwysers.

B20.4. Onderwysers wat nie die minimum kwalifikasies vir indeling by een van die kategorieë in subregulasie 1 bedoel, besit nie, word deur die Sekretaris as ongediplomeerde onderwysers ingedeel.

Gradering van Skole.

B21.1. (a) Die graad waarin die Sekretaris opleidingskolleges, opleidingskole, Staatsondersteunde opleidingskolleges en -skole, hoërskole, middelbare skole, laerskole en Staatsondersteunde laerskole indeel, word bepaal op dieselfde wyse as wat dit deur 'n provinsiale administrasie sou bepaal geword het op die datum onmiddellik voor die datum van die inwerkingtreding van die Wet.

(b) Beroepskole, landbouskole, spesiale skole, Staatsondersteunde spesiale skole, nywerheidskole en verbeteringskole word in ses grade ingedeel; die plasing van 'n skool in een van dié grade word deur die skool se gehandhaafde inskrywing van voltydse leerlinge bepaal, en wel soos volg:

3,000 leerlinge of meer ...	Spesiale Graad A.
1,500 tot 2,999 leerlinge ...	Spesiale Graad B.
500 tot 1,499 leerlinge ...	Spesiale Graad C.
200 tot 499 leerlinge ...	Graad A.
100 tot 199 leerlinge ...	Graad B.
Minder as 100 leerlinge ...	Graad C.

B21.2. (a) Waar 'n deeltydse klas onder die beheer van die hoof van 'n Staatskool geplaas is, kan die gehandhaafde inskrywing van leerlinge in sodanige klas, bygereken word vir die bepaling van die graad van die skool op 'n grondslag van een voltydse leerling vir elke—

- (i) drie deeltydse vakleerlinge; of
- (ii) ses deeltydse leerlinge wat 'n kursus volg wat lei tot 'n eksamen vir 'n nasionale of ander goedgekeurde sertifikaat; of
- (iii) tien deeltydse leerlinge wat 'n ander kursus as dié hierbo genoem, volg.

(b) Vir die doeleindes van subregulasie 1 word een voltydse leerling wat 'n goedgekeurde na-matrikulasiekursus aan 'n skool (uitgesonderd 'n opleidingskollege of -skool) volg, geag gelykstaande te wees met twee voltydse leerlinge.

B21.3. Die Sekretaris kan die gradering van 'n skool spesiaal hersien wanneer die leerlingtal in so 'n skool aansienlik gestyg het as 'n direkte gevolg van die verskaffing van addisionele koshuis-, klaskamer- of werkwinkelruimte of van ander buitengewone omstandighede: Met dien verstande dat 'n verhoging van die graad van 'n skool as gevolg van sodanige hersiening, geskied met ingang van 'n datum wat die Sekretaris vasstel.

B21.4. Whenever a school is established in terms of section *three* of the Act, or a school becomes eligible for grants-in-aid and loans in terms of the provisions of section *four* of the Act, or a school is reclassified by the Minister as a high, secondary or primary school, the Secretary shall determine the placing of such school in one of the grades prescribed in sub-regulation 1, in accordance with the anticipated established enrolment of full-time pupils as estimated by the Secretary.

Part-time Teachers.

B22.1. A teacher, not in full-time employment of the Department, shall be known as a part-time teacher, and shall be remunerated for his services at the rates determined or prescribed by the Minister from time to time after consultation with the Minister of Finance and on the recommendation of the Public Service Commission.

B22.2. The provisions of sub-regulations B8.1 to B8.6 may be applied *mutatis mutandis* in respect of the appointment of a part-time teacher.

B22.3. A part-time teacher, who is in employment on the date of commencement of these regulations, shall be remunerated for his services from a date determined by the Secretary, at the rate applicable to him as a part-time teacher: Provided that the remuneration accruing at such rate shall not be less than the remuneration he would have received had these regulations not come into operation.

B22.4. A part-time teacher shall not be eligible for any leave with pay and shall receive no remuneration during his absence from classes, whether it be for vacation or other purposes.

B22.5. The services of a part-time teacher may be summarily terminated by the Secretary if in his opinion such person's service or conduct is unsatisfactory.

B22.6. Where a part-time teacher is appointed in a full-time capacity as a teacher—

- (a) his part-time service shall not be taken into consideration for the purposes of the granting of leave to him as a full-time teacher;
- (b) any period of part-time service rendered by him shall be taken into consideration for salary purposes, and such service shall be converted for this purpose into full-time service by reducing the part-time service proportionately according to the relation as determined by the Secretary between the time required to be devoted by such teacher to his duties during such part-time service and the time required to be devoted by a teacher to his duties during full-time services:

Provided that where, on or before the date of commencement of these regulations, a teacher has had part-time service or is in part-time employment in respect of which he could have earned furlough as defined in sub-regulation

B29.1, had these regulations not come into operation, such service shall be recognized for the purposes of furlough with effect from a date determined by the Secretary, and the service which he has to his credit for this purpose shall be calculated on the basis as prescribed in paragraph (b) of this sub-regulation.

Recognition of Service Outside the Department for Salary Purposes.

B23.1. A teacher who has had service, not under the Department, on the teaching staff of a school, college, class or university or as an inspector of schools, shall submit documentary proof in support thereof to the Secretary, if he desires such service to be recognized for salary purposes.

B23.2. If a teacher has had service not described in sub-regulation 1, but which is nevertheless regarded by the Secretary as suitable for recognition for salary purposes, the Secretary may upon submission by the teacher of documentary proof in support thereof, recognize such service as service for salary purposes to the extent of one half of the period of service up to a maximum of six years

B21.4. Wanneer 'n skool kragtens artikel *drie* van die Wet ingestel word, of 'n skool kragtens die bepalings van artikel *vier* van die Wet vir die toekenning van hulp-toelaes en lenings in aanmerking kom, of 'n skool deur die Minister as 'n hoër-, middelbare of laerskool herklas-sifiseer word, word die plasing van sodanige skool in een van die grade wat in subregulasie 1 voorgeskryf word, deur die Sekretaris bepaal ooreenkomstig die verwagte gehandhaafde inskrywing van voltydse leerlinge soos deur die Sekretaris beraam.

Deeltydse Onderwysers.

B22.1. 'n Onderwyser wat nie in 'n voltydse hoedanigheid in diens van die Departement is nie, staan bekend as 'n deeltydse onderwyser en word vir sy dienste vergoed teen die tariewe wat die Minister na oorlegpleging met die Minister van Finansies en op aanbeveling van die Staatsdienskommissie van tyd tot tyd bepaal of voorskryf.

B22.2. By die aanstelling van 'n deeltydse onderwyser kan die bepalings van subregulasies B8.1. tot B8.6. *mutatis mutandis* toegepas word.

B22.3. 'n Deeltydse onderwyser wat op die datum van inwerkingtreding van hierdie regulasies in diens is, word met ingang van 'n datum wat die Sekretaris vasstel, vir sy dienste vergoed teen die tarief wat op hom as 'n deeltydse onderwyser van toepassing is: Met dien verstande dat die vergoeding wat 'n onderwyser teen sodanige tarief toeval, nie minder mag wees as dié wat hy sou ontvang het as hierdie regulasies nie in werking getree het nie.

B22.4. 'n Deeltydse onderwyser kom nie vir verlof met betaling in aanmerking nie en ontvang gedurende sy afwesigheid van klasse, hetsy vir vakansie- of ander doeleindes geen vergoeding nie.

B22.5. Die dienste van 'n deeltydse onderwyser kan deur die Sekretaris summiër beëindig word indien hy van mening is dat so iemand se diens of gedrag onbevredigend is.

B22.6. Waar 'n deeltydse onderwyser in 'n voltydse hoedanigheid as 'n onderwyser aangestel word—

- (a) word sy deeltydse diens nie in aanmerking geneem vir die doeleindes van die toekenning van verlof aan hom as 'n voltydse onderwyser nie;
- (b) word enige tydperk van deeltydse diens wat hy gehad het, vir salarisdoeleindes in aanmerking geneem en word sodanige diens vir dié doel in voltydse diens omgesit deur die deeltydse diens eweredig te verminder in ooreenstemming met die verhouding, soos die Sekretaris bepaal, tussen die tyd wat gedurende sodanige deeltydse diens deur die onderwyser aan sy pligte bestee moes word en die tyd wat gedurende voltydse diens deur 'n onderwyser aan sy pligte bestee moet word:

Met dien verstande dat waar 'n onderwyser voor of op die datum van inwerkingtreding van hierdie regulasies deeltydse diens gehad het of in deeltydse diens is ten opsigte waarvan hy langverlof soos in subregulasie B29.1. omskryf, sou kon verdien as hierdie regulasies nie in werking getree het nie, word sodanige diens, met ingang van 'n datum wat die Sekretaris vasstel, vir langverlofdoeleindes erken en word die diens wat hy vir dié doel tegoed het, bereken op die grondslag soos in paragraaf (b) van hierdie subregulasie voorgeskryf word.

Erkenning van Diens buite die Departement vir Salarisdoeleindes.

B23.1. 'n Onderwyser wat diens gehad het, nie onder die Departement nie, in die onderwyspersoneel van 'n skool, kollege, klas of universiteit of as 'n inspekteur van skole moet dokumentêre bewys ter staving daarvan by die Sekretaris indien as hy verlang dat sodanige diens vir salarisdoeleindes erken moet word.

B23.2. As 'n onderwyser diens gehad het wat nie in subregulasie 1 beskryf word nie maar nietemin deur die Sekretaris as geskik vir erkenning vir salarisdoeleindes beskou word, kan die Sekretaris by voorlegging deur die onderwyser van dokumentêre bewys ter staving daarvan, sodanige diens as diens vir salarisdoeleindes erken in die mate van een helfte van die tydperk van diens tot 'n maksimum van ses jaar erkende diens: Met dien verstande dat die

recognized service: Provided that the Secretary may, in the case of a teacher employed for training in the trades recognize as service for salary purposes, trade experience gained by such teacher, which the Secretary considers suitable for such recognition, on the basis of one year recognized service for each full year of trade experience up to a maximum of six years, plus one year recognized service for every full two years' trade experience in excess of six years.

B23.3 If the service referred to in sub-regulations 1 and 2 is part-time service, such service shall be converted for the purposes of this regulation into full-time service on the basis prescribed in paragraph (b) of sub-regulation B22.6.

B23.4. A salary adjustment by virtue of service mentioned in this regulation shall come into operation with effect from a date determined by the Secretary.

Appointment of a Person Who is in the Service of Other Departments, Administrations and Institutions.

B24.1. When a person who is in full-time employment of

- (a) the South African Railways;
- (b) the State Diggings;
- (c) a provincial education department;
- (d) a recognized university or university college or a class, educational or other institution within the Republic, established or in receipt of grants-in-aid in terms of any Act, excluding an Act administered by the Department, but subject to the provisions of sub-paragraph (e);
- (e) a continuation class, State-aided vocational school or home in receipt of grants-in-aid in terms of section four of the Act;
- (f) a provincial administration and appointed in terms of a provincial ordinance; or
- (g) a Government Department;

is appointed without a break in service in a full-time capacity as a teacher in the service of the Department, the Secretary may decide at his discretion whether—

- (i) such person shall be eligible for the payment of subsistence allowance, transfer costs or the award of transport facilities;
- (ii) such person may be credited with vacation leave standing to his credit, or, if he qualifies for furlough under the Department, his previous service may be recognized for furlough purposes; or
- (iii) if the services of the person under such an administration, department or institution terminate during a school holiday, the appointment of such person under the Department may commence on the day immediately following the day on which his services so terminated.

B24.2. In the event of the Secretary deciding in terms of paragraph (ii) of sub-regulation 1, that a person may be credited with vacation leave or that his previous service may be recognized for furlough purposes, then—

- (a) if vacation leave is standing to the credit of such person, and he is able also to earn vacation leave under the Department, he shall be credited with vacation leave equal to the number of days vacation leave standing to his credit;
- (b) if vacation leave is standing to the credit of such person, and he is able to earn furlough under the Department, he shall be credited with one year's service in respect of which he may earn furlough for each seven days vacation leave standing to his credit;
- (c) if such person has earned furlough, and he is able to earn vacation leave under the Department, he shall be credited with seven days vacation leave for each year of service in respect of which he could have earned furlough in his previous post; and

Sekretaris, in die geval van 'n onderwyser wat vir ambags-onderlig in diens geneem word, ambagsondervinding wat sodanige onderwyser gehad het en wat deur die Sekretaris as geskik vir erkenning vir salarisdoeleindes beskou word, as diens vir salarisdoeleindes kan erken op die grondslag van een jaar erkende diens vir elke volle jaar ambags-onderlig tot 'n maksimum van ses jaar plus een jaar erkende diens vir elke volle twee jaar ambagsondervinding bo ses jaar.

B23.3. As die diens vermeld in subregulasies 1 en 2 deeltydse diens is, word sodanige diens vir die doeleindes van hierdie regulasie in voltydse diens omgesit op die wyse soos voorgeskryf in paragraaf (b) van subregulasie B22.6.

B23.4. 'n Salarisaanpassing uit hoofde van diens vermeld in hierdie regulasie is van krag met ingang van 'n datum wat die Sekretaris vasstel.

Aanstelling van Persoon wat in Diens is van ander Departemente, Administrasies en Inrigtings.

B24.1. As 'n persoon wat voltyds in diens is van—

- (a) die Suid-Afrikaanse Spoorweë;
- (b) die Staatsdelwerye;
- (c) 'n provinsiale onderwysdepartement;
- (d) 'n erkende universiteit of universiteitskollege of 'n klas, onderwys- of ander inrigting binne die Republiek, wat ingestel is of hulptoelae ontvang kragtens enige Wet, uitgesonderd 'n Wet wat deur die Departement geadministreer word, maar behoudens die bepalings van sub-paragraaf (e);
- (e) 'n voortsettingsklas, Staatsondersteunde beroepskool of tehuis wat ingevolge artikel vier van die Wet hulptoelae ontvang;
- (f) 'n provinsiale administrasie, en aangestel is kragtens 'n provinsiale ordonnansie; of
- (g) 'n Staatsdepartement;

sonder onderbreking van diens in 'n voltydse hoedanigheid as 'n onderwyser in diens van die Departement aangestel word, kan die Sekretaris na goeddunke besluit of—

- (i) sodanige persoon in aanmerking kan kom vir die betaling van verblyftoelae, oorplasingse koste of die toestaan van vervoervoorregte;
- (ii) sodanige persoon met vakansieverlof wat hy te goed het, gekrediteer kan word of, indien hy langverlof onder die Departement sal verdien, sy vorige diens vir langverlofdoeleindes erken kan word; of,
- (iii) indien die persoon se diens onder so 'n administrasie, departement of inrigting gedurende 'n skoolvakansie eindig, sodanige persoon se aanstelling onder die Departement in werking kan tree op die dag wat onmiddellik volg op die dag waarop sy diens aldus eindig.

B24.2. As die Sekretaris ingevolge paragraaf (ii) van subregulasie 1 besluit dat 'n persoon met vakansieverlof gekrediteer of dat sy vorige diens vir langverlofdoeleindes erken kan word, dan—

- (a) indien hy vakansieverlof te goed het en hy onder die Departement ook vakansieverlof sal verdien, word hy gekrediteer met vakansieverlof gelykstaande met die getal dae vakansieverlof wat hy te goed het;
- (b) indien hy vakansieverlof te goed het en hy onder die Departement langverlof sal verdien, word hy gekrediteer met een jaar diens ten opsigte waarvan hy langverlof kan verdien, vir elke sewe dae vakansieverlof wat hy te goed het;
- (c) indien hy langverlof verdien het en hy onder die Departement vakansieverlof sal verdien, word hy gekrediteer met sewe dae vakansieverlof vir elke jaar diens ten opsigte waarvan hy langverlof in sy vorige pos sou kon verdien, en

(d) if such person has earned furlough and he is able also to earn furlough under the Department, he shall be credited with one year's service in respect of which he shall be able to earn furlough for each year of service in respect of which he could have earned furlough in his previous post.

B24.3. In calculating any period of service or vacation leave with which a teacher may be credited in accordance with sub-regulation 2, any portion of a day shall be reckoned as one day.

Duties of Teachers.

B25.1. The control of a school shall vest in the principal, who shall, in addition to giving instruction, supervise the general administration of the school and give guidance in connection with the instruction and other activities of such school. He shall supervise the activities of the teaching staff and other persons employed at the school, and shall furnish the Secretary with such returns and other information as may be required by the Secretary, and shall be responsible to the Secretary.

B25.2. A vice-principal shall discharge such special duties, apart from his normal duties as a member of the staff, as may be assigned to him from time to time by the principal after consultation with the school committee (or manager) and subject to any directions given by the Secretary.

B25.3. The principal may require any teacher on the staff of the school to give instruction in any standard or in any subject: Provided that the approval of the Secretary shall be obtained for the performance by such teacher for a continuous period of one month or longer of duties not appropriate to his post.

B25.4. The duties of an itinerant teacher shall be determined by the regional board subject to the approval of the Secretary.

B25.5. Every teacher shall during the school hours devote himself to the discharge of his duties and shall not allow his attention to be engaged upon, private affairs, or with any work having no direct bearing on the duties which he as a teacher shall perform at a particular time.

B25.6. Every teacher shall, in addition to the performance of his duties during the school hours and on the school premises, take part, when so required by the principal, in all matters affecting the general work and welfare of the school: Provided that he may for conscientious reasons decline to carry out any such additional duties on condition that he immediately submits his reasons in writing to the Secretary through the principal (if he serves under a principal), school committee (or manager) and regional board, whereupon the Secretary may release him from such duties or direct him to carry out such duties.

B25.7. The principal of a school shall ensure that the additional duties referred to in sub-regulation 6 are reasonably distributed among the teachers in the school and that they do not fall excessively on any teacher.

B25.8. A teacher who is in control of any stores or equipment of a school, and who shall with effect from any date and for any reason whatsoever no longer be in control of such stores or equipment, shall deliver before such date, a handing-over certificate in a form approved by the Secretary to his principal, or if the teacher is a principal, to the school committee (or manager) concerned.

Holding of Public Office by Teachers.

B26.1. A teacher shall not become or be a member of a committee, a divisional council, a municipal council, a local authority or any other statutory body, without the Secretary's consent given after he is satisfied that such membership will not be detrimental to the interests of education.

B26.2. No teacher shall hold any office which in the opinion of the Secretary will interfere with the performance of his duties as a teacher.

B26.3. Before coming to a decision in the exercise of his discretion under sub-regulation 1 or sub-regulation 2, the Secretary shall give the teacher concerned an opportunity

(d) indien hy langverlof verdien het en hy onder di Departement ook langverlof sal verdien, word h gekrediteer met een jaar diens ten opsigte waarva hy langverlof sal kan verdien, vir elke jaar diens te opsigte waarvan hy in sy vorige pos langverlof so kon verdien.

B24.3. By die berekening van enige tydperk van diens o vakansieverlof waarmee 'n onderwyser ingevolge subregulasie 2 gekrediteer kan word, word enige gedeelte van 'n dag as een dag gereken.

Pligte van Onderwysers.

B25.1. Die beheer van 'n skool berus by die hoof wat benewens onderrig te gee, toesig moet hou oor die algemene administrasie van die skool en leiding moet gee in verband met die onderrig- en ander werksaamhede van di skool. Hy moet toesig hou oor die werksaamhede van di onderwyspersoneel en ander persone wat in diens is by so 'n skool en moet aan die Sekretaris die opgawes en ander inligting verstrek wat deur die Sekretaris vereis word, en is aan die Sekretaris verantwoordelik.

B25.2. 'n Onderhoof moet enige spesiale pligte, afgesien van sy normale pligte as 'n lid van die personeel, uitvoer wat van tyd tot tyd deur die hoof aan hom toegewy word na oorlegpleging met die skoolkomitee (of bestuurder) en onderworpe aan enige opdragte wat deur die Sekretaris gegee word.

B25.3. Die hoof kan enige onderwyser in die personeel van die skool aansê om onderrig in enige standerd of in enige vak te gee: Met dien verstande dat die goedkeuring van die Sekretaris verkry moet word vir die gebruik van so 'n onderwyser vir 'n ononderbroke tydperk van een maand of langer vir pligte wat nie by sy pos pas nie.

B25.4. Die pligte van 'n rondreisende onderwyser word deur die streekraad vasgestel onderworpe aan die goedkeuring van die Sekretaris.

B25.5. Elke onderwyser moet hom gedurende skoolure aan die uitvoering van sy pligte wy en mag hom nie me private sake besig hou of met enige werk wat nie reg streeks betrekking het op die pligte wat hy as 'n onderwyser op 'n besondere tydstop moet nakom nie.

B25.6. Elke onderwyser moet, benewens die uitvoering van sy pligte gedurende die skoolure en op die skool perseel, deelneem, wanneer die hoof dit vereis, aan alle sake wat die algemene werk en welvaart van die skool raak: Met dien verstande dat hy om gewetensredes kan weier om enige sodanige addisionele pligte uit te voer mits hy onmiddellik sy redes skriftelik aan die Sekretaris voorlê deur bemiddeling van die hoof (as hy onder 'n hoof dien), die skoolkomitee (of bestuurder) en streekraad en daarna kan die Sekretaris hom van sodanige pligte vrystel of hom gelas om sodanige pligte uit te voer.

B25.7. Die hoof van 'n skool moet toesien dat die addisionele pligte waarna in subregulasie 6 verwys word redelik onder die onderwysers in die skool verdeel word en dat dit nie uitermate op enige onderwyser rus nie.

B25.8. 'n Onderwyser wat in beheer geplaas is van enige voorraad of uitrusting van 'n skool en met ingang van enige datum om watter rede ook al nie langer in beheer van sodanige voorraad of uitrusting is nie, moet vóór sodanige datum 'n oorhandigingstifikaat in 'n vorm deur die Sekretaris goedgekeur, aan sy hoof, of as die onderwyser 'n hoof is, aan die betrokke skoolkomitee (of bestuurder), oorhandig.

Bekleding van Ampte deur Onderwysers.

B26.1. 'n Onderwyser mag nie lid van 'n komitee, 'n afdelingsraad, 'n munisipale raad, 'n plaaslike bestuur of enige ander statutêre liggaam word of wees sonder die Sekretaris se toestemming wat verleen is nadat hy oortuig is dat sodanige lidmaatskap nie nadelig vir die belange van die onderwys sal wees nie.

B26.2. 'n Onderwyser mag nie enige amp beklee wat na die mening van die Sekretaris die uitvoering van sy pligte as onderwyser sal belemmer nie.

B26.3. Voordat die Sekretaris tot 'n beslissing geraak in die uitoefening van sy diskresie kragtens subregulasie 1 of subregulasie 2, moet hy die betrokke onderwyser 'n

through the committee (or manager) and regional board, to submit such representations as he may wish to make, and any such representations shall be accompanied by the comments of the school committee (or manager) and regional board.

B26.4. In the event of a dispute arising between the Government and a council, committee or authority referred to in sub-regulation 1, a teacher, who is a member of such council, committee or authority, shall not take part in the discussion or give any vote on that dispute.

Official Channels of Communication.

B27. Except where the Secretary has approved other arrangements in the case of any particular school or section thereof, all representations which a teacher wishes to make to the Department or any other Government department shall be submitted to the Secretary through the principal (if he serves under one), school committee (or manager) and regional board.

LEAVE OF ABSENCE OF TEACHERS.

General.

B28.1. Leave in terms of these regulations cannot be claimed as of right, and subject to the provisions of regulation B37, a teacher cannot claim payment in respect of the cash value of leave standing to his credit.

B28.2. Any portion of a day shall be reckoned as one day in calculating, in terms of these regulations, any period of vacation leave or service for furlough purposes.

B28.3. Where it becomes necessary, in terms of these regulations, to convert the furlough credit of a teacher into vacation leave, he shall be credited with seven days' vacation leave for each year of service in respect of which he may earn furlough, and where it becomes necessary to convert a teacher's vacation leave credit into furlough, he shall be credited with one year's service in respect of which he may earn furlough for every seven days' vacation leave standing to his credit: Provided that if the latter teacher is a teacher who does not qualify for an appointment in a permanent capacity all vacation leave standing to his credit shall lapse on the date on which he can no longer earn vacation leave.

B28.4. Any leave, except where otherwise determined in these regulations or by the Secretary, shall commence on the first school day on which a teacher is absent from duty, and shall terminate on the last school day prior to the day on which the teacher resumes his duties.

B28.5. Where, during any school quarter, a teacher is absent on leave without or with reduced salary (excluding sick leave with half salary) for more than half the number of school days in such school quarter, then—

- (a) if he is absent from the beginning of the first day of the school quarter, the leave shall commence on the first day of the calendar quarter;
- (b) if he is absent up to and including the last day of the school quarter, the leave shall terminate on the last day of the calendar quarter; and
- (c) if he is absent from the first day of the school quarter up to and including the last day of the school quarter, the leave shall commence on the first day of the calendar quarter and terminate on the last day of the calendar quarter:

Provided that the provisions of this sub-regulation shall not apply to a teacher who normally performs compulsory duty during school holidays and who actually performed such duty while he was so absent on leave without or with reduced salary, in which case the provisions of sub-regulation 4 shall apply to such teacher.

B28.6. If a teacher is absent on leave up to and including the last day of any school quarter and is also absent on leave as from the first day of the next succeeding school quarter, the period of the school holiday intervening shall not be regarded as leave: Provided that where such school holiday is preceded and succeeded by special, accouchement or sick leave without salary or any leave

geleentheid gee om deur bemiddeling van die skoolkomitee (of bestuurder) en streekraad die vertoë voor te lê wat hy wil rig, en enige sodanige vertoë moet vergesel gaan van die opmerkings van die skoolkomitee (of bestuurder) en streekraad.

B26.4. As 'n geskil tussen die Regering en 'n raad, komitee of bestuur in subregulasie 1 genoem, ontstaan, mag 'n onderwyser wat lid van so 'n raad, komitee of bestuur is, nie aan die bespreking of stemming oor daardie geskilpunt deelneem nie.

Amptelike Verbindingskanaal.

B27. Tensy ander reëlings deur die Sekretaris in die geval van 'n besondere skool of afdeling daarvan goedgekeur is, moet alle vertoë wat 'n onderwyser verlang om aan die Departement of aan 'n ander Staatsdepartement te rig, deur bemiddeling van die hoof (as hy onder 'n hoof dien), skoolkomitee (of bestuurder) en streekraad aan die Sekretaris voorgelê word.

VERLOF VAN AFWESIGHEID VAN ONDERWYSERS.

Algemeen.

B28.1. Verlof ingevolge hierdie regulasies kan nie as 'n reg geëis word nie en, behoudens die bepalinge van regulasie B37, kan geen onderwyser eis dat die geldwaarde van ongebruikte verlof aan hom uitbetaal word nie.

B28.2. By die berekening van enige tydperk van vakansieverlof of diens vir langverlofdoeleindes, ingevolge hierdie regulasies, word enige gedeelte van 'n dag as een dag gereken.

B28.3. Waar dit nodig word om ingevolge hierdie regulasies 'n onderwyser se langverlofkrediet om te sit in vakansieverlof, word hy met sewe dae vakansieverlof gekrediteer vir elke jaar diens ten opsigte waarvan hy langverlof kan verdien, en waar dit nodig word om 'n onderwyser se vakansieverlofkrediet om te sit in langverlof, word hy gekrediteer met een jaar diens ten opsigte waarvan hy langverlof kan verdien, vir elke sewe dae vakansieverlof wat hy te goed het: Met dien verstande dat, as laasgenoemde onderwyser 'n onderwyser is wat nie vir aanstelling in 'n vaste hoedanigheid in aanmerking kom nie, alle vakansieverlof wat hy te goed het, verval op die datum waarop hy nie langer vakansieverlof sal verdien nie.

B28.4. Enige verlof, behalwe waar in hierdie regulasies of deur die Sekretaris anders bepaal word, begin op die eerste skooldag waarop 'n onderwyser van diens afwesig is en eindig op die laaste skooldag voor die dag waarop die onderwyser diens hervat.

B28.5. Waar 'n onderwyser in enige skoolkwartaal afwesig is met verlof sonder of met verminderde salaris (uitgesonderd siekteverlof met halwe salaris) vir meer as die helfte van die getal skooldae in sodanige skoolkwartaal, dan—

- (a) as hy van die begin van die eerste dag van die skoolkwartaal afwesig is, begin die verlof op die eerste dag van die kalenderkwartaal;
- (b) as hy tot en met die laaste dag van die skoolkwartaal afwesig is, eindig die verlof op die laaste dag van die kalenderkwartaal; en
- (c) as hy van die eerste dag van die skoolkwartaal tot en met die laaste dag van die skoolkwartaal afwesig is, begin die verlof op die eerste dag van die kalenderkwartaal en eindig op die laaste dag van die kalenderkwartaal:

Moet dien verstande dat die bepalinge van hierdie subregulasie nie van toepassing is nie op 'n onderwyser wat normaalweg verpligte diens gedurende skoolvakansies verrig en wel sodanige diens verrig het terwyl hy aldus met verlof sonder of met verminderde salaris afwesig was; en in dié geval is die bepalinge van subregulasie 4 op sodanige onderwyser van toepassing.

B28.6. As 'n onderwyser tot en met die laaste dag van enige skoolkwartaal met verlof afwesig is en met ingang van die daaropvolgende skoolkwartaal ook met verlof afwesig is, word die tussenkomende skoolvakansie nie as verlof beskou nie: Met dien verstande dat, waar sodanige skoolvakansie voorafgegaan en gevolg word deur spesiale, bevallings- of siekteverlof sonder salaris, of enige verlof

with reduced salary (excluding sick leave with half salary), such school holiday shall be recorded as special, accouchement or sick leave without salary, or leave with reduced salary, as the case may be: Provided further that the above-mentioned proviso shall not apply to a teacher who normally performs compulsory duty during school holidays, and who actually performed such duty during the full period of the intervening school holiday.

B28.7. Where it is stipulated in these regulations that leave shall be utilized for a calendar quarter or calendar quarters, the school holidays or parts thereof, included in such leave period(s) shall be regarded as constituting part of such leave.

B28.8. If, prior to the expiry of a period of approved leave, a teacher should resign his post or for any reason whatsoever be discharged from the service of the Department, such leave shall terminate on the date of the receipt of the notice of such resignation or the date on which such discharge takes effect.

B28.9. When a teacher resigns his post or for any reason whatsoever is discharged from the service of the Department, all leave standing to his credit shall lapse on the last day of his employment or on the date determined in sub-regulation 8, if applicable to him, and, if such teacher is thereafter re-appointed as a teacher, his service prior to such re-appointment shall not be taken into consideration for leave purposes: Provided that the payment of a leave gratuity in terms of regulation B37 shall not be forbidden by this sub-regulation.

B28.10. Whenever a leave gratuity has been paid to a teacher in terms of regulation B37, all leave standing to his credit shall lapse, and if he is thereafter re-appointed as a teacher, whether it be with or without a break in service, his service prior to such re-appointment shall not be taken into consideration for leave purposes.

B28.11. Furlough or vacation leave standing to the credit of a teacher shall not be granted during the last three months of his service under the Department, if such teacher retires from the service of the Department, or for any reason whatsoever is discharged from the service of the Department: Provided that this sub-regulation shall not apply to a teacher, who on account of continued ill-health is discharged from the service of the Department.

B28.12. Leave granted to a teacher may at any time be withdrawn by the Secretary at his discretion.

Principal and Vice-principal of a school of Industries or Reform school—Leave.

B28.13. The principal and vice-principal of a school of industries or of a reform school shall not be absent from such school at the same time without the approval of the Secretary.

Application for Leave.

B28.14. If, owing to sudden illness or other unavoidable circumstances, a teacher is prevented from reporting for duty, or is compelled to be absent from duty, he shall immediately notify his principal, or if the teacher is the principal, the school committee (or manager) of the reasons for his absence and the possible duration thereof, and in each case the principal shall immediately report to the school committee (or manager) the absence of a teacher who is so compelled to be absent, and shall ensure that in the case of all absences for a full school day or longer, the necessary application for leave is submitted.

B28.15. Except in the case where a teacher is suspended from duty or where he is prevented by sudden illness or other unavoidable circumstances from reporting for duty or compelled to be absent from duty, a teacher shall not leave his work or stay away from it until he has applied in writing for leave and has been advised that the leave applied for has been approved.

B28.16. Leave of absence may be granted to a teacher by the Secretary in terms of any of the following regu-

met verminderde salaris (uitgesonderd siekteverlof met halwe salaris), sodanige skoolvakansie as spesiale, bevalings- of siekteverlof sonder salaris of verlof met verminderde salaris, na gelang van die geval, aangeteken word: Met dien verstande voorts dat voornoemde voorbehoudsbepaling nie van toepassing is nie op 'n onderwyser wat normaalweg verpligte diens gedurende skoolvakansies verrig en wel sodanige diens verrig het vir die volle tydperk van so 'n tussenkomende skoolvakansie.

B28.7. Waar in hierdie regulasies bepaal word dat verlof vir 'n kalenderkwartaal of vir kalenderkwartale benut moet word, word die skoolvakansies of gedeeltes daarvan wat by sodanige verloftydperk(e) ingesluit is, geag deel te wees van sodanige verlof.

B28.8. Indien 'n onderwyser voor die verstryking van 'n tydperk van goedgekeurde verlof uit sy pos bedank of om watter rede ook al uit die diens van die Departement ontslaan word, eindig sodanige verlof op die datum van die ontvangs, van die kennisgewing van sodanige bedanking of op die datum waarop sodanige ontslag in werking tree.

B28.9. Wanneer 'n onderwyser uit sy pos bedank of om watter rede ook al uit die diens van die Departement ontslaan word, vervall alle verlof wat hy te goed het, op die laaste dag waarop hy in diens is of op die datum in sub-regulasie 8 bepaal, indien dit op hom van toepassing is, en as sodanige onderwyser daarna as 'n onderwyser heraan-gestel word, word sy diens voor sodanige heraanstelling nie vir verlofdoeleindes in aanmerking geneem nie: Met dien verstande dat die betaling van 'n verlofgratifikasie ingevolge regulasie B37 nie deur hierdie subregulasie belet word nie.

B28.10. Wanneer ook al 'n verlofgratifikasie ingevolge regulasie B37 aan 'n onderwyser betaal is, vervall alle verlof wat hy te goed het, en indien hy daarna met of sonder onderbreking van diens as 'n onderwyser heraan-gestel word, word sy diens voor sodanige heraanstelling nie vir verlofdoeleindes in aanmerking geneem nie.

B28.11. Aan geen onderwyser wat uit die diens van die Departement tree of om enige rede uit die diens van die Departement ontslaan word, word lang- of vakansieverlof wat hy te goed het, toegestaan gedurende die laaste drie maande van sy diens onder die Departement nie: Met dien verstande dat hierdie subregulasie nie van toepassing is op 'n onderwyser wat weens voortdurende swak gesondheid uit die diens van die Departement ontslaan word nie.

B28.12. Verlof wat aan 'n onderwyser toegestaan is, kan te eniger tyd na goeddunke deur die Sekretaris ingetrek word.

Hoof en Onderhoof van Nywerheid- of Verbeteringskool—Verlof.

B28.13. Die hoof en onderhoof van 'n nywerheid- of verbeteringskool mag nie sonder die goedkeuring van die Sekretaris op dieselfde tydstop van sodanige skool afwesig wees nie.

Aansoek om Verlof.

B28.14. As 'n onderwyser weens skielike siekte of ander onvermydelike omstandighede verhinder word om hom vir diens aan te meld of genoodsaak word om van diens afwesig te wees, moet hy sy hoof, of as die onderwyser 'n hoof is, die skoolkomitee (of bestuurder), onmiddellik in kennis stel van die redes vir sy afwesigheid en die moontlike duur daarvan, en in ieder geval moet die hoof enige afwesigheid van 'n onderwyser wat aldus genoodsaak word om afwesig te wees, onverwyld aan die skoolkomitee (of bestuurder) rapporteer en toesien dat, in die geval van alle afwesigheid vir 'n volle skooldag of langer, die nodige aansoek om verlof ingedien word.

B28.15. Behalwe in die geval waar 'n onderwyser in die diens geskors is of waar hy weens skielike siekte of ander onvermydelike omstandighede verhinder word om hom vir diens aan te meld of genoodsaak word om van diens afwesig te wees, mag 'n onderwyser nie sy diens verlaat of daarvan wegbly voordat hy skriftelik om verlof aansoek gedoen het en in kennis gestel is dat die verlofaansoek goedgekeur is nie.

B28.16. Afwesigheidsverlof kan deur die Sekretaris kragtens enige van die volgende regulasies aan 'n onderwyser

lations, and application therefor shall be made by the teacher on an approved form which shall be submitted to the Secretary through the principal (if he serves under a principal), the school committee (or manager) and regional board, whose recommendations shall accompany such application.

Furlough.

(Applicable to all teachers employed at State and State-aided schools (excluding reform schools, schools of industries, special and State-aided special schools) and to full-time teachers employed at continuation classes.)

B.29.1. Subject to the provisions of the following sub-regulations and regulation B28, a teacher may be granted, on application made at least three months in advance—

- (a) furlough with full salary for one calendar quarter or with half salary for two calendar quarters, as the teacher may elect, after his first ten years of service under the Department or after ten years of such service without furlough;
- (b) furlough with full salary for one calendar quarter and with half salary for one calendar quarter after fifteen years of service under the Department without furlough;
- (c) furlough with full salary for two calendar quarters after twenty years of service under the Department without furlough;

Provided that not more than one teacher in a school may proceed on furlough at the same time, unless the Secretary is satisfied that the efficiency of instruction in the said school will not suffer thereby.

B29.2. In respect of a teacher, who, prior to the date of commencement of these regulations, has earned furlough on the same basis as that prescribed in sub-regulation 1, it shall, on the date on which these regulations become applicable to such teacher, be deemed—

- (a) that furlough standing to the credit of such teacher, is leave credit in terms of these regulations;
- (b) that all previous service in respect of which such teacher could earn furlough, is service in respect of which he can earn furlough in terms of these regulations; and
- (c) that furlough which was granted to such teacher, is leave granted in terms of these regulations.

B29.3. In respect of a teacher who, immediately prior to the date of commencement of these regulations, earned furlough or vacation leave on a basis other than that prescribed in sub-regulation 1, and who is in employment at the date of such commencement,

- (a) these regulations shall be deemed to become applicable to such teacher on the date of such commencement;
- (b) such teacher shall be credited with vacation leave equal to the number of days furlough or vacation leave standing to his credit;
- (c) such teacher shall be allowed, with due regard to departmental requirements, to utilize at any time the vacation leave credited to him under paragraph (b): Provided that, unless the Secretary determines otherwise, leave utilized in accordance with this paragraph, shall not be for less than one school quarter or not for less than two successive school quarters and not exceeding two successive school quarters; and
- (d) such teacher shall be paid a leave gratuity in terms of regulation B37 in respect of any vacation leave not utilized by him in accordance with paragraph (c).

B29.4. A teacher discharged from the service of the Department on account of his having reached the pensionable age, on account of continued ill-health caused through no fault of his own, or in accordance with the provisions of regulation B10 or B17, shall, during the last twelve months of his service under the Department, not-

toegestaan word en aansoek daarom moet deur die onderwyser gedoen word op 'n vorm wat goedgekeur is en moet deur bemiddeling van die hoof (as hy onder 'n hoof dien), die skoolkomitee (of bestuurder), en streekraad, wie se aanbevelings sodanige aansoek moet vergesel aan die Sekretaris voorgelê word.

Langverlof.

(Van toepassing op alle onderwysers in diens by Staats- en Staatsondersteunde skole (uitgesonderd verbetering-, nywerheid-, spesiale en Staatsondersteunde spesiale skole), en op voltydse onderwysers in diens by voortsettings-klasse.)

B29.1. Behoudens die bepalings van die volgende sub-regulasies en regulasie B28 kan aan 'n onderwyser—

- (a) langverlof met volle salaris vir een kalenderkwartaal of met halwe salaris vir twee kalenderkwartale, al na die onderwyser verkies, na sy eerste tien jaar diens onder die Departement of na tien jaar sodanige diens sonder langverlof,
- (b) langverlof met volle salaris vir een kalenderkwartaal en met halwe salaris vir een kalenderkwartaal na vyftien jaar diens onder die Departement sonder langverlof,
- (c) langverlof met volle salaris vir twee kalenderkwartale na twintig jaar diens onder die Departement sonder langverlof

toegestaan word indien aansoek daarom minstens drie maande vooruit gedoen word: Met dien verstande dat nie meer as een onderwyser in 'n skool op 'n keer met langverlof mag gaan tensy die Sekretaris oortuig is dat die doeltreffendheid van die onderrig in genoemde skool nie daardeur sal ly nie.

B29.2. Ten opsigte van 'n onderwyser wat voor die datum van inwerkingtreding van hierdie regulasies langverlof verdien het op dieselfde wyse as dié in sub-regulasie 1 voorgeskryf, word daar op die datum waarop hierdie regulasies op sodanige onderwyser van toepassing word, geag—

- (a) dat langverlof wat sodanige onderwyser tegoed het, verlof tegoed is ingevolge hierdie regulasies;
- (b) dat alle vorige diens ten opsigte waarvan sodanige onderwyser langverlof kon verdien, diens is ten opsigte waarvan hy langverlof ingevolge hierdie regulasies kan verdien en
- (c) dat langverlof wat aan sodanige onderwyser toegestaan was, verlof is wat ingevolge hierdie regulasies toegestaan is.

B29.3. Ten opsigte van 'n onderwyser wat onmiddellik voor die datum van inwerkingtreding van hierdie regulasies lang- of vakansieverlof verdien het op 'n ander wyse as dié in subregulasie 1 voorgeskryf, en op die datum van sodanige inwerkingtreding in diens is,

- (a) word daar geag dat hierdie regulasies op sodanige onderwyser van toepassing word op die datum van sodanige inwerkingtreding;
- (b) word sodanige onderwyser gekrediteer met vakansieverlof gelykstaande met die getal dae lang- of vakansieverlof wat hy tegoed het;
- (c) word sodanige onderwyser, met inagneming van departementele behoeftes, toegelaat om die vakansieverlof waarmee hy ingevolge paragraaf (b) gekrediteer word, te eniger tyd te benut: Met dien verstande dat tensy die Sekretaris anders bepaal, verlof wat ingevolge hierdie paragraaf benut word, nie vir minder as een skoolkwartaal nie of nie vir minder as twee agtereenvolgende skoolkwartale nie, en vir hoogstens twee agtereenvolgende skoolkwartale, mag wees en
- (d) is aan sodanige onderwyser 'n verlofgratifikasie kragtens regulasie B37 betaalbaar ten opsigte van enige vakansieverlof wat nie deur hom ingevolge paragraaf (c) benut word nie.

B29.4. Gedurende die laaste twaalf maande van sy diens onder die Departement word, ondanks enige andersluidende bepaling van subregulasie 1 en benewens enige langverlof wat hy ingevolge genoemde subregulasie kan verdien, 'n onderwyser wat uit die diens van die Departement ontslaan word wens bereiking van die pensioenleeftyd, weens voortdurende swak gesondheid nie deur eie

withstanding any contrary provisions contained in sub-regulation 1, and in addition to any furlough earned by him in accordance with the said sub-regulation, be credited with furlough with full salary for one calendar quarter: Provided that such teacher shall have completed at least ten years' continuous service on the date of such credit: Provided further that such teacher shall not be compelled to utilize the furlough standing to his credit in terms of this sub-regulation, prior to such discharge from the service.

B29.5. Any period of furlough granted to a teacher in accordance with these regulations shall in no case exceed two successive calendar quarters.

B29.6. The Secretary may, whenever he is satisfied that the interests of education will be served thereby, depart from the provisions of the preceding sub-regulations requiring that furlough shall be for calendar quarters: Provided that the prescribed period of furlough shall in no case be exceeded.

B29.7. Where a teacher has been prevented from taking furlough, when due, by reason of being on military leave or by reason of the absence on military leave or furlough of other teachers on the staff of the same school or by reason of other circumstances, the Secretary may approve that the period of service by which such furlough is accordingly postponed be deducted from the period of service required to qualify for the next succeeding period of furlough: Provided that the teacher concerned shall apply for such concession within three months reckoned from the date on which such postponed furlough would have commenced, and that the recommendations of the principal (if the teacher serves under a principal), school committee (or manager) and regional board shall be submitted together with such application to the Secretary: Provided further that where a teacher, prior to the date of commencement of these regulations, was so prevented from taking furlough, when due, such teacher may at any time after the date of such commencement apply for the said concession.

Vacation Leave.

(Only applicable to teachers employed at schools of industries, reform schools, special and State-aided special schools.)

B30.1. Subject to the provisions of the following sub-regulations and of regulation B28, a teacher, employed in a permanent capacity, and who is not on duty during school holidays, shall be credited with vacation leave at 14 days per annum for any period of continuous service. (A teacher employed on a temporary basis, shall be credited with half of the vacation leave herein prescribed in respect of any period of continuous service.)

B30.2. Where it is required of a teacher to remain on duty during any school holiday, he may, in addition to the leave provided for in sub-regulation 1, be credited with vacation leave equal to one half the number of days he so remained on duty: Provided that a teacher shall not be credited in terms of this sub-regulation with more than 25 days vacation leave in any calendar year.

Duration of Vacation Leave.

B30.3(a). Vacation leave shall not be granted to a teacher for less than one complete school quarter, nor before he has such leave to his credit: Provided that the Secretary may authorize a teacher to utilize at any time the vacation leave standing to his credit or a portion thereof.

(b) The date of commencement and the date of expiry of any period of vacation leave granted to a teacher in terms of these regulations, shall, except where otherwise approved by the Secretary, coincide with the first and the last day, respectively, of a school quarter and the total continuous period of vacation leave shall not at any time extend over more than two school quarters: Provided that the Secretary may authorize an extension of leave for

toedoen veroorsaak nie, of ingevolge die bepalings van regulasie B10 of B17, gekrediteer met langverlof met volle salaris vir een kalenderkwartaal: Met dien verstande dat sodanige onderwyser minstens tien jaar ononderbroke diens op die datum van sodanige kreditering voltooi het: Met dien verstande voorts dat sodanige onderwyser nie verplig word om die langverlof wat hom kragtens hierdie subregulasie toekom, te benut voordat hy aldus uit die diens ontslaan word nie.

B.29.5. Enige tydperk van langverlof wat ingevolge hierdie regulasies aan 'n onderwyser toegestaan word, mag in geen geval twee agtereenvolgende kalenderkwartale oorskry nie.

B29.6. Die Sekretaris kan, wanneer hy ook al oortuig is dat die belange van onderwys daardeur bevorder sal word, afwyk van die bepalings van die voorafgaande sub-regulasies dat langverlof vir kalenderkwartale moet wees: Met dien verstande dat die voorgeskrewe tydperk van langverlof in geen geval oorskry mag word nie.

B29.7. Waar 'n onderwyser, omrede hy met militêre verlof is of weens die afwesigheid met militêre of langverlof van ander onderwysers in die personeel van dieselfde skool of weens ander omstandighede, verhinder word om langverlof te neem wanneer dit hom toekom, kan die Sekretaris dit goedkeur dat die tydperk van diens waarvoor sodanige langverlof gevolglik uitgestel word, afgetrek word van die tydperk van diens wat vereis word om vir die volgende tydperk van langverlof in aanmerking te kom: Met dien verstande dat die betrokke onderwyser om sodanige vergunning aansoek moet doen binne drie maande gereken vanaf die datum waarop sodanige uitgestelde langverlof 'n aanvang sou neem en dat die hoof (as die onderwyser onder 'n hoof dien), skoolkomitee (of bestuurder) en streekraad se aanbevelings met sodanige aansoek aan die Sekretaris voorgelê moet word: Met dien verstande voorts dat waar 'n onderwyser voor die datum van inwerkingtreding van hierdie regulasies aldus verhinder was om langverlof te neem toe dit hom toegekome het, sodanige onderwyser te eniger tyd ná die datum van sodanige inwerkingtreding aansoek mag doen om voormelde vergunning.

Vakansieverlof.

(Slegs van toepassing op onderwysers in diens by nywerheid-, verbetering-, spesiale en Staatsondersteunde spesiale skole.)

B30.1. Behoudens die bepalings van die volgende sub-regulasies en van regulasie B28, word 'n onderwyser wat in 'n vaste hoedanigheid aangestel is en wat nie gedurende skoolvakansies diens verrig nie, gekrediteer met vakansieverlof teen 14 dae per jaar vir enige tydperk van ononderbroke diens. ('n Onderwyser wat tydelik in diens is, word gekrediteer met die helfte van die vakansieverlof hierin voorgeskryf, ten opsigte van enige tydperk van ononderbroke diens.)

B30.2. Waar van 'n onderwyser vereis word om gedurende enige skoolvakansie op diens te bly, kan hy, benevens die verlof waarvoor in subregulasie 1 voorsiening gemaak word, gekrediteer word met vakansieverlof gelykstaande met die helfte van die getal dae wat hy aldus op diens bly: Met dien verstande dat 'n onderwyser met nie meer as 25 dae vakansieverlof in enige kalendarjaar kragtens hierdie subregulasie gekrediteer mag word nie.

Duur van Vakansieverlof.

B30.3. (a) Vakansieverlof word nie aan 'n onderwyser toegestaan vir minder as een volle skoolkwartaal nie en ook nie voordat hy sodanige verlof te goed het nie: Met dien verstande dat die Sekretaris 'n onderwyser kan magtig om te eniger tyd die vakansieverlof wat hy te goed het, of 'n gedeelte daarvan, te benut.

(b) Die aanvangs- en verstrykingsdatum van enige tydperk van vakansieverlof wat aan 'n onderwyser ingevolge hierdie regulasies toegestaan word, moet, behalwe waar anders deur die Sekretaris goedgekeur, saamval met onderskeidelik die eerste en die laaste dag van 'n skoolkwartaal, en die totale ononderbroke tydperk van vakansieverlof mag nie oor meer as twee skoolkwartale strek nie: Met dien verstande dat die Sekretaris 'n kort verlenging van

a short period to such teacher who is prevented from reporting for duty by causes beyond his control, subject to his having sufficient leave to his credit.

Break in Service of a Temporary Teacher.

B30.4. When the appointment of a teacher, employed on a temporary basis terminates and he is not re-appointed as a teacher, without a break in service, all vacation leave standing to his credit shall lapse on the date on which his appointment so terminates.

Leave of Teachers who do not Qualify for Permanent Appointment.

B30.5. In the case of a teacher, not qualifying for permanent appointment, being in employment on the date of commencement of these regulations, the continuous service of such teacher shall be taken into consideration for the purposes of vacation leave for as long as his service remains continuous.

Retention of Leave.

B30.6. In respect of a teacher in the service of the Department at the date of commencement of these regulations, it shall be deemed—

- (a) that vacation leave standing to the credit of such teacher, shall be leave credit in accordance with this regulation; and
- (b) that vacation leave, which had been granted to such teacher, shall be vacation leave granted in accordance with this regulation.

Study Leave.

(Applicable to all Teachers.)

B31. Study leave with quarter salary for a period not exceeding twelve months may be granted to a teacher, who has had at least six years of service, to enable him to pursue an approved course of study or training: Provided that, when a teacher has been granted a period of such leave, he shall not be eligible for a further period of such leave until he has had at least six years of service after the period of leave so granted: Provided further that a teacher may utilize any furlough or vacation leave standing to his credit for the purposes of study.

Special Leave.

(Applicable to all Teachers.)

B32.1. Special leave without salary may at any time for an approved purpose, be granted to a teacher for a period not exceeding twelve months: Provided that such leave may be granted for a period exceeding twelve months for the purpose of an approved course of study or training.

B32.2. Special leave with full salary shall be granted to a teacher who, though not ill himself, is absent from duty for the purposes of isolation or segregation under lawful compulsion.

B32.3. Special leave with full salary shall be granted to a teacher for the purpose of—

- (a) sitting for an approved examination; or
- (b) performing any special duty at the request or with the consent of the Secretary.

B32.4. Special leave with full salary may be granted to a teacher for a period or periods not exceeding in the aggregate ten school days in any calendar year if the Secretary is satisfied that such leave is urgently necessary.

B32.5. Special leave with full salary may, with the approval of the Minister and subject to any conditions imposed by him, be granted to a teacher for the purpose of representing the Republic in the field of sport, education or culture outside as well as in the Republic and in South West Africa.

verlof kan toestaan aan 'n onderwyser wat deur oorsake waaroor hy geen beheer het nie, verhinder word om hom vir diens aan te meld, mits hy nog voldoende verlof te goed het.

Onderbreking in Diens van Tydelike Onderwyser.

B30.4. Wanneer die aanstelling van 'n onderwyser wat tydelik in diens is, eindig en hy word nie sonder onderbreking van diens as 'n onderwyser heraangestel nie, verval alle vakansieverlof wat hy te goed het, op die datum waarop sy aanstelling aldus eindig.

Verlof van Onderwysers wat nie vir Vaste Aanstelling in Aanmerking Kom nie.

B30.5. Waar 'n onderwyser wat nie vir vaste aanstelling in aanmerking kom nie op die datum van inwerkingtreding van hierdie regulasies in diens is, word sodanige onderwyser se ononderbroke diens vir vakansieverlofdoeleindes in aanmerking geneem vir so lank sy diens ononderbroke bly.

Behoud van Verlof.

B30.6. Ten opsigte van 'n onderwyser wat op die datum van inwerkingtreding van hierdie regulasie in diens van die Departement is, word daar geag—

- (a) dat vakansieverlof wat sodanige onderwyser te goed het, verlof te goed is ingevolge hierdie regulasie; en
- (b) dat vakansieverlof wat aan sodanige onderwyser toegestaan was, verlof is wat ingevolge hierdie regulasie toegestaan is.

Studieverlof.

(Van toepassing op alle Onderwysers.)

B31. Studieverlof met kwart-salaris vir 'n tydperk van hoogstens twaalf maande kan aan 'n onderwyser wat minstens ses jaar diens gehad het, toegestaan word ten einde hom in staat te stel om 'n goedgekeurde studie- of opleidingskursus te volg: Met dien verstande dat wanneer 'n tydperk van sodanige verlof aan 'n onderwyser toegestaan is, hy nie vir 'n verdere tydperk van sodanige verlof in aanmerking kom voordat hy minstens ses jaar diens na die tydperk van aldus toegestane verlof gehad het nie: Met dien verstande voorts dat 'n onderwyser enige lang- of vakansieverlof wat hy te goed het, vir studiedoeleindes mag benut.

Spesiale Verlof.

(Van toepassing op alle Onderwysers.)

B32.1. Spesiale verlof sonder salaris kan te eniger tyd vir 'n tydperk van hoogstens twaalf maande aan 'n onderwyser vir 'n goedgekeurde doel toegestaan word: Met dien verstande dat sodanige verlof vir 'n tydperk van meer as twaalf maande toegestaan kan word met die doel om 'n goedgekeurde studie- of opleidingskursus te volg.

B32.2. Spesiale verlof met volle salaris word toegestaan aan 'n onderwyser wat, hoewel hy self nie siek is nie, van diens afwesig is vir die doeleindes van isolasie of afsondering kragtens wettige verpligting.

B32.3. Spesiale verlof met volle salaris word aan 'n onderwyser toegestaan met die doel om:

- (a) 'n goedgekeurde eksamen te doen, of
- (b) enige spesiale plig op versoek of met die toestemming van die Sekretaris uit te voer.

B32.4. Spesiale verlof met volle salaris, kan aan 'n onderwyser toegestaan word vir 'n tydperk of tydperke van altesame hoogstens tien skooldae in enige kalenderjaar as die Sekretaris oortuig is dat sodanige verlof dringend nodig is.

B32.5. Spesiale verlof met volle salaris kan, met die goedkeuring van die Minister en onderworpe aan enige voorwaardes wat hy ople, aan 'n onderwyser toegestaan word met die doel om die Republiek op die gebied van sport, onderwys of kultuur buite sowel as binne die Republiek en in Suidwes-Afrika te verteenwoordig.

Casual Leave.

(Applicable to all Teachers.)

B33. Casual leave without salary may be granted for an approved purpose to a teacher for a period or periods not exceeding in the aggregate thirty days in any calendar year.

Accouchement Leave.

B34.1. A woman teacher shall be obliged to take leave on account of her accouchement for such period as the Secretary may determine, but for not less than a period of three months before the anticipated date thereof and six weeks after such accouchement.

B34.2. A woman teacher who is obliged to take leave in terms of sub-regulation 1 shall apply for such leave at least one month prior to the commencement of the leave, and any such leave granted shall be leave without salary: Provided that if such woman teacher has any furlough or vacation leave standing to her credit, such leave may be utilized for this purpose.

Military Leave.

(Applicable to all Teachers.)

B35.1. Military leave may be granted to a teacher for the purpose of undergoing any training or performing any service in pursuance of any law relating to the defence of the Republic, and the conditions in regard to salary during such leave shall *mutatis mutandis* be the same as those for officers in the Public Service, unless in the opinion of the Minister the circumstances are not analogous to those of such officers, in which case the Minister shall determine the conditions in regard to salary. The Secretary may require the teacher to submit a certificate from a competent authority stating that the period of military leave has actually been spent or is to be spent in such training or service.

B35.2. A teacher shall be entitled as of right to military leave when absent from his teaching duties in compliance with any lawful order in pursuance of any law relating to the defence of the Republic.

Sick Leave.

(Applicable to all Teachers.)

B36.1. Any application for sick leave in respect of a continuous period of more than three days shall be supported by a medical certificate in an approved form: Provided that the Secretary may require a medical certificate to be furnished in support of any application for sick leave for a period of three days or less, if he considers that the circumstances warrant the furnishing of such certificate.

B36.2. In every cycle of three years, hereinafter called a sick leave cycle, a teacher who qualifies for appointment in a permanent capacity, may be granted sick leave with full salary for 90 days and sick leave with half salary for 90 days.

B36.3. A teacher who does not qualify for appointment in a permanent capacity may be granted sick leave with full salary for 45 days and sick leave with half salary for 45 days in every sick leave cycle.

B36.4. If a teacher referred to in sub-regulation 2, at any time during a sick leave cycle, and while he is in employment, no longer qualifies for appointment in a permanent capacity, such teacher shall, for the duration of the relative sick leave cycle retain the sick leave privilege provided for in the aforesaid sub-regulation.

B36.5. If a teacher referred to in sub-regulation 3 at any time during a sick leave cycle, and while he is in employment, qualifies for appointment in a permanent capacity, such teacher shall, with effect from the date on which he so qualifies for permanent appointment, be

Toevallige Verlof.

(Van toepassing op alle Onderwysers.)

B33. Toevallige verlof sonder salaris kan aan 'n onderwyser vir 'n goedgekeurde doel toegestaan word vir 'n tydperk of tydperke wat altesame nie dertig dae in enige kalenderjaar te bowe gaan nie.

Bevallingsverlof.

B34.1. 'n Onderwyseres moet verlof neem vir haar bevalling vir sodanige tydperk as wat die Sekretaris bepaal maar vir minstens 'n tydperk van drie maande voor die bevalling verwag word en ses weke na sodanige bevalling.

B34.2. 'n Onderwyseres wat ingevolge subregulasie 1 verlof moet neem, moet sodanige verlof aanvra minstens een maand voordat die verlof 'n aanvang neem, en enige sodanige verlof wat toegestaan word, is verlof sonder salaris: Met dien verstande dat indien sodanige onderwyseres enige lang- of vakansieverlof tegeroed het, sy sodanige verlof vir hierdie doel mag benut.

Militêre Verlof.

(Van toepassing op alle Onderwysers.)

B35.1. Militêre verlof kan aan 'n onderwyser toegestaan word ten einde opleiding te ondergaan of enige diens uit te voer ooreenkomstig enige wet insake die verdediging van die Republiek, en die voorwaardes met betrekking tot salaris gedurende sodanige verlof is *mutatis mutandis* dieselfde as dié vir beamptes in die Staatsdiens, tensy die omstandighede na die mening van die Minister nie ooreenstem met dié van sodanige beamptes nie, en in so 'n geval bepaal die Minister die voorwaardes betreffende salaris. Die Sekretaris kan van die onderwyser vereis om 'n sertifikaat van 'n bevoegde owerheid voor te lê waarin verklaar word dat die tydperk van militêre verlof werklik in sodanige opleiding of diens deurgebring is of deurgebring gaan word.

B35.2. 'n Onderwyser het regtens aanspraak op militêre verlof wanneer hy ter nakoming van 'n wettige bevel ooreenkomstig enige wet insake die verdediging van die Republiek van sy onderwyspligte afwesig is.

Siekteverlof.

(Van toepassing op alle Onderwysers.)

B36.1. Enige aansoek om siekteverlof ten opsigte van 'n ononderbroke tydperk van meer as drie dae moet gestaaft word deur 'n geneeskundige sertifikaat in 'n goedgekeurde vorm: Met dien verstande dat die Sekretaris kan vereis dat 'n geneeskundige sertifikaat verstrekt word ter staving van enige aansoek om siekteverlof vir 'n tydperk van drie dae of minder indien hy van mening is dat omstandighede die verstrekking van sodanige sertifikaat regverdig.

B36.2. In elke tydkring van drie jaar, hieronder 'n siekteverloftydkring genoem, kan aan 'n onderwyser wat vir aanstelling in 'n vaste hoedanigheid in aanmerking kom, siekteverlof met volle salaris vir 90 dae en siekteverlof met halwe salaris vir 90 dae toegestaan word.

B36.3. In elke siekteverloftydkring kan aan 'n onderwyser wat nie vir aanstelling in 'n vaste hoedanigheid in aanmerking kom nie, siekteverlof met volle salaris vir 45 dae en siekteverlof met halwe salaris vir 45 dae toegestaan word.

B36.4. As 'n onderwyser genoem in subregulasie 2 te eniger tyd gedurende 'n siekteverloftydkring en terwyl hy in diens is, nie langer in aanmerking kom vir aanstelling in 'n vaste hoedanigheid nie, behou sodanige onderwyser vir die duur van die betrokke siekteverloftydkring die siekteverlofvergunning waarvoor in voornoemde subregulasie voorsiening gemaak word.

B36.5. As 'n onderwyser genoem in subregulasie 3 te eniger tyd gedurende 'n siekteverloftydkring, en terwyl hy in diens is, in aanmerking kom vir aanstelling in 'n vaste hoedanigheid, skakel sodanige onderwyser met ingang van die datum waarop hy aldus vir vaste aanstelling

entitled to the sick leave privilege provided for in sub-regulation 2: Provided that all sick leave with salary granted to such teacher during the relative sick leave cycle, shall be deducted from the sick leave which may be granted to him in accordance with the aforesaid sub-regulation.

Additional Sick Leave with Half Salary.

B36.6. If, during any sick leave cycle, a teacher who has been granted the maximum sick leave provided for in sub-regulations 2, 3 and 5 is not yet able, for health reasons, to resume his duties, the Secretary—

- (a) on the submission to him of a satisfactory medical certificate; and
- (b) if he is of the opinion that the teacher at that particular time is not permanently unfit to continue with his duties as a teacher; and
- (c) if the teacher has no furlough or vacation leave standing to his credit,

may, at his discretion, grant such teacher further sick leave with half salary not exceeding 92 days in the relative sick leave cycle: Provided that such further sick leave may be granted in respect of separate periods of absence and in respect of different kinds of illnesses.

B36.7. Sick leave shall include only periods of absence falling within school quarters, prescribed by the Secretary in so far as the preceding sub-regulations are concerned.

Sick leave without pay.

B36.8. A teacher who in any sick leave cycle has utilized all his sick leave with full and half salary, provided for in these regulations, may be granted further sick leave without salary, not exceeding 365 days, in the relative sick leave cycle: Provided that such further sick leave may be granted, irrespective of whether sick leave with half salary in accordance with sub-regulation 6 has been granted to such teacher.

Date of commencement of sick leave cycle.

B36.9. The sick leave cycle of all teachers shall be a period of three years calculated as from the 1st January, 1964, and each succeeding period of three years.

Special sick leave.

B36.10. In addition to any sick leave that may be granted in terms of these regulations, special sick leave with full salary may be granted, for the period of incapacitation for work, to a teacher who sustains an injury or contracts an illness in the course of the performance of his official duties: Provided that where such teacher is entitled to compensation under the Workmen's Compensation Act, 1941 (Act No. 30 of 1941), he may be granted leave for the period of incapacitation with full salary less the amount of compensation payable under the said Act: Provided further that leave under this sub-regulation shall not be granted if it is established that the injury was sustained or illness was contracted through the neglect or the absence of reasonable precautions on the part of the teacher.

Secretary may require teacher to take sick leave.

B36.11. Whenever the Secretary has reason to believe that the state of health of a teacher is such that it renders him unfit to perform his duties as a teacher satisfactorily, the Secretary may require him to undergo on a specified date examination by a medical practitioner nominated by the Secretary. The expenses attached to such an examination shall be paid from State funds. Whenever the Secretary is satisfied that a teacher is by reason of ill-health

in aanmerking kom, oor na die siekteverlofvergunning waarvoor in subregulasie 2 voorsiening gemaak word: Met dien verstande dat alle siekteverlof met salaris wat gedurende die betrokke siekteverloftydkring aan sodanige onderwyser toegestaan was, afgetrek word van die siekteverlof wat aan hom ingevolge voornoemde subregulasie toegestaan kan word.

Addisionele Siekteverlof met halwe Salaris.

B36.6. As aan 'n onderwyser in enige siekteverloftydkring die maksimum hoeveelheid siekteverlof waarvoor in sub-regulasies 2, 3 en 5 voorsiening gemaak word, toegestaan is, en hy weens gesondheidsredes nog nie in staat is om sy pligte te hervat nie, kan die Sekretaris—

- (a) by die voorlegging aan hom van 'n bevredigende geneeskundige sertifikaat; en
- (b) as hy van mening is dat die onderwyser op die betrokke tydstop nie permanent ongeskik is om met sy pligte as 'n onderwyser voort te gaan nie; en
- (c) as die onderwyser geen lang- of vakansieverlof te goed het nie,

na goeddunke aan sodanige onderwyser verdere siekteverlof met halwe salaris vir hoogstens 92 dae in die betrokke siekteverloftydkring toestaan: Met dien verstande dat sodanige verdere siekteverlof ten opsigte van afsonderlike tydperke van afwesigheid en ten opsigte van ongesteldhede van verskillende aard toegestaan mag word.

B36.7. Vir sover dit die voorafgaande subregulasies betref, sluit siekteverlof net dié tydperke van afwesigheid in wat binne die skoolkwartale, voorgeskryf deur die Sekretaris, val.

Siekteverlof sonder Salaris.

B36.8. Aan 'n onderwyser wat in enige siekteverloftydkring al sy siekteverlof met volle en halwe salaris waarvoor in hierdie regulasies voorsiening gemaak word, opgebruik het, kan verdere siekteverlof sonder salaris vir hoogstens 365 dae in die betrokke siekteverloftydkring toegestaan word: Met dien verstande dat sodanige verdere siekteverlof toegestaan mag word ongeag of siekteverlof met halwe salaris ingevolge subregulasie 6 aan sodanige onderwyser toegestaan is.

Datum waarop Siekteverloftydkring 'n Aanvang neem.

B36.9. Die siekteverloftydkring van alle onderwysers is 'n tydperk van drie jaar gereken vanaf 1 Januarie 1964 en elke daaropvolgende tydperk van drie jaar.

Spesiale Siekteverlof.

B36.10. Benewens enige siekteverlof wat kragtens hierdie regulasies toegestaan mag word, kan spesiale siekteverlof met volle salaris, vir die tydperk van ongeskiktheid vir werk, toegestaan word aan 'n onderwyser wat 'n besering of siekte opdoen in die loop van die uitvoering van sy amptelike pligte: Met dien verstande dat waar sodanige onderwyser ingevolge die Ongevalwet, 1941 (Wet No. 30 van 1941) op vergoeding geregtig is, verlof vir die tydperk van ongeskiktheid aan hom toegestaan kan word met volle salaris min die bedrag van vergoeding wat ingevolge genoemde Wet betaalbaar is: Met dien verstande voorts dat verlof kragtens hierdie subregulasie nie toegestaan word as daar vasgestel word dat die besering of siekte opgedoen is weens die nalatigheid of die gebrek aan behoorlike voorsorgmaatreëls van die kant van die onderwyser nie.

Sekretaris kan Onderwyser aansê om Siekteverlof te neem.

B36.11. Wanneer ook al die Sekretaris rede het om te vermoed dat die gesondheidstoestand van 'n onderwyser sodanig is dat dit hom ongeskik maak om sy pligte as onderwyser op bevredigende wyse uit te voer, kan die Sekretaris hom aansê om op 'n bepaalde datum ondersoek te word deur 'n geneesheer wat deur die Sekretaris benoem word. Die onkoste verbonde aan so 'n ondersoek word uit Staatsfondse betaal. Wanneer ook al die Sekretaris oortuig is dat 'n onderwyser weens swak gesondheid (insluitende

(including any mental or physical defect) unable to perform his duties satisfactorily, he may require such teacher to proceed on leave in terms of this regulation for a specified period.

Leave Gratuity.

B37.1. A leave gratuity shall be payable in respect of furlough and vacation leave standing to the credit of a teacher employed in a permanent capacity when his services terminate as a result of—

- (a) death;
- (b) discharge owing to continued ill-health occasioned without own default;
- (c) discharge owing to the attainment of the pensionable age;
- (d) discharge in accordance with the provisions of regulation B10 or B17.

B37.2. (a) Where the services of a teacher terminate owing to his death, the leave gratuity shall be payable to the person or persons, fully dependent, in the opinion of the Secretary, on such teacher at the time of his death in the following order of preference:

- (i) The widow or widower;
- (ii) minor children and stepchildren in equal parts;
- (iii) major children and stepchildren in equal parts;
- (iv) the father and mother in equal parts;
- (v) brothers and sisters in equal parts.

(b) In cases where the deceased is not survived by a dependant referred to in paragraph (a), but leaves any other dependant, the Secretary for Social Welfare and Pensions shall determine the degree of dependency of such a person if the deceased was a member of the Public Service Pension Fund or the Government Employees' Provident Fund. Where the deceased was not a member of one of the aforementioned funds, the Department shall determine the degree of dependency by employing the following formula:

$$\frac{x}{y} \times \frac{100}{1} = \text{percentage dependency}$$

where x represents the deceased's monthly contribution towards the maintenance of the dependant and y the latter's total monthly income from all sources (including the deceased's contribution).

Where there is only one such dependant, the leave gratuity equal to the percentage of dependency shall be payable to such dependant. If the leave gratuity is to be shared by two or more persons whose total percentage of dependency exceeds one hundred, such division shall be made in accordance with the proportion of each one's percentage of dependency to the total.

B37.3. The maximum period of furlough and or vacation leave in respect of which a leave gratuity in accordance with these regulations may be paid, shall be 184 days.

B37.4. (a) The amount of the leave gratuity shall be, subject to the provisions of sub-regulation 3, calculated by employing the following formula:

$$\frac{A \times B}{365}$$

where A represents the number of days furlough and/or vacation leave standing to the credit of the teacher on the date of termination of his services, and B the basic annual salary of the teacher plus any personal non-pensionable allowances and other non-pensionable allowances, excluding climatic allowances, payable to the teacher in respect of the post occupied by him in a permanent capacity on the last day of his service.

(b) An adjustment in the amount of the leave gratuity may be made, where an increase in salary or allowances is authorized subsequent to the retirement of a teacher with retrospective effect from a date prior to his retirement, provided that the relative authority contains approval for the payment to the teacher of the relative increase notwithstanding the fact that he has already left the service.

enige geestelike of liggaamlike gebrek) nie in staat is om sy pligte op bevredigende wyse uit te voer nie, kan hy sodanige onderwyser aansê om kragtens hierdie regulasie vir 'n bepaalde tydperk met verlof te gaan.

Verlofgratifikasie.

B37.1. 'n Verlofgratifikasie is betaalbaar ten opsigte van lang- en vakansieverlof wat 'n onderwyser wat in 'n vaste hoedanigheid in diens is, tegoed het, wanneer sy dienste eindig ten gevolge van—

- (a) die dood;
- (b) ontslag weens voortdurende swak gesondheid nie deur eie toedoen veroorsaak nie;
- (c) ontslag weens bereiking van die pensioenleef tyd en
- (d) ontslag ingevolge die bepalings van regulasie B10 of B17.

B37.2. (a) Waar 'n onderwyser se dienste eindig ten gevolge van die dood, is die verlofgratifikasie betaalbaar aan die persoon of persone wat na die mening van die Sekretaris ten volle van sodanige onderwyser ten tyde van sy dood afhanklik was, in die volgende orde van voorrang:

- (i) Die weduwee of wewenaar;
- (ii) minderjarige kinders en stiefkinders in gelyke dele;
- (iii) meerderjarige kinders en stiefkinders in gelyke dele;
- (iv) die vader en moeder in gelyke dele;
- (v) broers en susters in gelyke dele.

(b) In gevalle waar die oorledene nie deur 'n in paragraaf (a) bedoelde afhanklike oorleef word nie, maar wel 'n ander afhanklike nalaat, moet die Sekretaris van Volkswelsyn en Pensioene die mate van die afhanklikheid van sodanige persoon bepaal indien die oorledene 'n lid van die Staatspensioenfonds of die Regeringswerknemersondersteuningsfonds was. As die oorledene nie 'n lid van een van voormelde fondse was nie, bepaal die Departement die mate van afhanklikheid van die betrokke deur van die volgende formule gebruik te maak:

$$\frac{x}{y} \times \frac{100}{1} = \text{persentasie afhanklikheid}$$

waar x die oorledene se maandelikse bydrae tot die afhanklike se onderhoud en y laasgenoemde se totale maandelikse inkomste uit alle bronne (insluitende die oorledene se bydrae) verteenwoordig.

Waar daar slegs een sodanige afhanklike is, is 'n verlofgratifikasie gelykstaande met die persentasie van afhanklikheid aan so 'n afhanklike betaalbaar. As die verlofgratifikasie onder twee of meer persone verdeel moet word, en die grootsom van die persentasie van hul afhanklikheid meer as honderd bedra, geskied sodanige verdeling in die verhouding van elkeen se persentasie van afhanklikheid teenoor sodanige grootsom.

B37.3. Die maksimum tydperk van lang- en/of vakansieverlof ten opsigte waarvan 'n verlofgratifikasie ingevolge hierdie regulasies betaal mag word, is 184 dae.

B37.4. (a) Die bedrag van die verlofgratifikasie word, behoudens die bepalings van subregulasie 3, bereken deur van die volgende formule gebruik te maak:

$$\frac{A \times B}{365}$$

waar A die getal dae lang- en/of vakansieverlof voorstel wat die onderwyser tegoed het op die datum waarop sy dienste eindig, en B die onderwyser se basiese jaarlikse salaris plus enige persoonlike nie-pensioendraende toelaes en ander nie-pensioendraende toelaes, uitgesonderd klimaatstoelaes, betaalbaar aan die onderwyser ten opsigte van die pos wat hy op die laaste dag van sy diens in 'n vaste hoedanigheid beklee het.

(b) 'n Aanpassing in die bedrag van die verlofgratifikasie mag gemaak word waar 'n verhoging van salaris of toelaes na uitdienststreding van 'n onderwyser gemagtig word met terugwerkende krag vanaf 'n datum voor sy uitdienststreding, mits in sodanige magtiging goedkeuring vervat is vir die betaling aan die onderwyser van die betrokke verhoging nieetenaande hy reeds uit die diens getree het.

B37.5. In the calculation of a leave gratuity in accordance with this regulation, furlough with full salary for a calendar quarter shall be deemed to be equivalent to 92 days and furlough with half salary for a calendar quarter to be equivalent to 46 days, and every portion of a day shall be reckoned as one day, but all fractions of a cent shall be disregarded.

PAYMENT OF TRAVELLING EXPENSES TO TEACHERS ON APPOINTMENT, FOR THE PURPOSE OF AN INTERVIEW AND AT SCHOOLS FAR FROM A RAILWAY STATION.

Rail Warrant upon Appointment.

B38.1. A rail warrant, in respect of a single journey only, may be issued to any teacher who has to travel to take up his first appointment under the Department.

B38.2. When a teacher proceeding to take up an appointment as described in sub-regulation 1 cannot make use of a railway or road motor service for the whole or part of his journey, he may be paid travelling expenses in respect of his travelling other than by train or road motor service at a rate not exceeding the current Government transport rates.

Rail Warrants for the Purpose of an Interview.

B38.3. A rail warrant in respect of a return journey may be issued to a teacher who is required for interview by a school committee (or regional board) in connection with the filling of a vacant post of principal of a primary school with an established enrolment of not less than 200, or of a secondary, vocational or high school: Provided that where the Secretary requires of a regional board to perform the functions of a school committee in respect of the filling of a vacancy of a principal at any school, not mentioned in this sub-regulation, a rail warrant as stated above may be issued: Provided further that rail warrants shall not be issued to more than three applicants in respect of any one such vacancy, without the approval of the Secretary.

Teachers Employed at Schools far from a Railway Station.

B38.4. The Secretary may, on application by a teacher employed at a school situated more than fifty miles by the shortest route from the nearest railway station, authorize payment to such teacher once in each calendar year, if he is proceeding on vacation or on leave of absence, or travelling expenses calculated as follows:

- (a) where no public conveyance is available, at a rate not exceeding the current Government transport rates for each mile in excess of one hundred miles on the whole journey to and from such nearest railway station, and where he makes use of his private or of hired transport; or
- (b) where a public conveyance is available for (i) the whole journey or (ii) a portion of such journey, the return fare for the distance travelled by the teacher in such public conveyance, plus in the case of (ii) an amount calculated at a rate not exceeding the current Government transport rates for any portion of the journey for which a public conveyance is not available, and for such portion of the journey where he makes use of his private or of hired transport: Provided that the amount payable in accordance with this paragraph shall not exceed the amount calculated at the aforementioned rate for each mile travelled in excess of one hundred miles.

Starting-point of Journey.

B38.5. For the purpose of these regulations the starting-point of a journey shall be deemed to be either the place at which the teacher normally resides or such other place as the Secretary may determine, and such starting-point shall be within the boundaries of the Republic.

B37.5. By die berekening van 'n verlofgratifikasie ingevolge hierdie regulasie word daar geag dat langverlof met volle salaris vir 'n kalenderkwartaal gelykstaande is met 92 dae en langverlof met halwe salaris vir 'n kalenderkwartaal gelykstaande is met 46 dae, en word enige gedeelte van 'n dag as een dag gereken, maar word alle breuke van 'n sent buite rekening gelaat.

BETALING VAN REISKOSTE AAN ONDERWYSERS BY AANSTELLING VIR DIE DOEL VAN 'N ONDERHOUD EN WAAR 'N SKOOL VER VAN 'N SPOORWEGSTASIE GELEË IS.

Spoorwegorder by Aanstelling.

B38.1. 'n Spoorwegorder, net vir die enkelreis, kan uitgereik word aan enige onderwyser wat moet reis om sy eerste aanstelling onder die Departement te aanvaar.

B38.2. Aan 'n onderwyser wat reis om 'n aanstelling te aanvaar soos in subregulasie 1 omskryf, en wat nie vir die hele of 'n gedeelte van sy reis van 'n spoorweg- of padmotordiens gebruik kan maak nie, kan reiskoste ten opsigte van sy reis met 'n ander voertuig as die trein of padmotordiens betaal word teen 'n skaal wat nie die heersende regeringsvervoertariewe oorskry nie.

Spoorwegorder vir die Doel van 'n Onderhoud.

B38.3. 'n Spoorwegorder vir die retoerreis kan uitgereik word aan 'n onderwyser van wie vereis word om 'n onderhoud te hê met 'n skoolkomitee (of streekraad) in verband met die vulling van 'n vakante pos van hoof van 'n laerskool met 'n gehandhaafde inskrywing van minstens 200 of van 'n middelbare, beroep- of hoërskool: Met dien verstande dat waar die sekretaris van 'n streekraad vereis om die funksies van 'n skoolkomitee te vervul ten opsigte van die aanvulling van 'n vakature van 'n hoof aan enige skool wat nie in hierdie subregulasie vermeld word nie, 'n spoorwegorder soos hierbo gemeld, uitgereik kan word: Met dien verstande voorts dat spoorwegorders aan nie meer as drie applikante ten opsigte van enige sodanige vakature sonder die goedkeuring van die Sekretaris uitgereik mag word nie.

Onderwysers in Diens by Skole wat vër van 'n Spoorwegstasie geleë is.

B38.4. Die Sekretaris kan op aansoek van 'n onderwyser in diens by 'n skool wat meer as vyftig myl met die kortste roete van die naaste spoorwegstasie geleë is, betaling van reiskoste soos hieronder bereken, een keer in elke boekjaar aan sodanige onderwyser magtig as hy met vakansie gaan of met verlof afwesig is:

- (a) waar geen openbare voertuig beskikbaar is nie, teen 'n skaal wat nie die heersende regeringsvervoertariewe oorskry nie, vir elke myl bo honderd myl op die hele reis na en van sodanige naaste spoorwegstasie afgelê en hy van sy private of van gehuurde vervoer gebruik maak; of
- (b) waar 'n openbare voertuig vir (i) die hele reis of (ii) 'n gedeelte van genoemde reis beskikbaar is, die retoerprys vir die afstand deur die onderwyser met sodanige openbare voertuig afgelê plus, in die geval van (ii), 'n bedrag bereken teen 'n skaal wat nie die heersende regeringsvervoertariewe oorskry nie vir enige gedeelte van die reis waarvoor 'n openbare voertuig nie beskikbaar is nie en hy vir sodanige gedeelte van die reis van sy private of van gehuurde vervoer gebruik maak: Met dien verstande dat die bedrag betaalbaar ingevolge hierdie paragraaf nie die bedrag, bereken teen voornoemde skaal vir elke myl bo honderd myl afgelê, oorskry nie.

Aanvangspunt van Reis.

B38.5. Vir die doel van hierdie regulasies word die plek waar die onderwyser gewoonlik woonagtig is, of sodanige ander plek wat die Sekretaris mag bepaal, as die aanvangspunt van die reis beskou en sodanige aanvangspunt moet binne die grense van die Republiek wees.

Class of Train Journey.

B38.6. Teachers to whom rail warrants are issued under these regulations shall be entitled to first-class tickets.

Travelling Expenses of Teachers Only to be Met.

B38.7. In regard to this regulation, rail warrants shall not be issued nor shall travelling expenses be paid for the wife of a teacher, his family or dependants, nor for any excess luggage.

Travelling Expenses of Teachers Transferred From One Post to Another.

B38.8. When a teacher is transferred on his own initiative from one post to another, no travelling expenses shall be paid to him and no expenditure, incurred in connection with such transfer, shall be met from State funds.

Travelling Expenses in Connection with Official Journeys, Subsistence Allowances, Transfer Expenditure and Transport Privileges of Teachers.

B39. Where a teacher—

- (a) must necessarily travel in order to perform the approved duties attached to his post, or where he is required or requested to interview an officer of the Department, or to attend a gathering, approved by the Secretary;
- (b) must travel to assume duties as a result of a transfer at the initiative of the Minister;
- (c) subject to the provisions of regulation B24, is appointed to a teaching post under the Department in accordance with the said regulation;
- (d) is discharged on attainment of the pensionable age;
- (e) is discharged owing to continued ill-health occasioned without own default; or
- (f) while he is employed in a permanent capacity, dies or is discharged in accordance with the provisions of regulation B10 or B17;

the provisions of chapters D, E and F of the Public Service Regulations shall *mutatis mutandis* be applicable to such teacher in respect of the payment of travelling expenses, subsistence allowances, transfer expenditure and the granting of transport privileges.

HOURS OF DUTY OF TEACHERS AND ADDITIONAL REMUNERATION.*Hours of Duty of Teachers.*

B40.1. A teacher is required to give normally 25 hours' instruction per week: Provided that the hours of duty of a teacher, who gives workshop and other practical instruction in any school, may be increased to 30 hours per week or to such other maximum as the Secretary may determine.

B40.2. Where classes at a school are so arranged that a teacher does not give instruction for at least 25 hours or workshop and practical instruction for at least 30 hours per week or such other hours as are determined by the Secretary, the Secretary may, in respect of the shortfall of hours of duty, require such teacher to give instruction at a part-time class, a double-shift class, or any other class attached to such school, or to perform other school duties allocated to him by the principal without receiving extra remuneration therefor.

B40.3. A teacher shall not be entitled to claim extra remuneration in respect of additional duties performed by or required of him, except as is provided in sub-regulation 4.

Additional Remuneration for Extra Duties.

B40.4. Where a teacher, with the approval of the Secretary, gives instruction at both a school and a part-time, double-shift or other class for hours which in the aggregate exceed the weekly hours of duty prescribed in sub-

Klas van Treinreis.

B38.6. Onderwysers aan wie spoorwegorders kragtens hierdie regulasies uitgereik word, is op eersteklaskaartjies geregtig.

Reiskoste word net vir Onderwyser betaal.

B38.7. Vir sover dit hierdie regulasie betref, word spoorwegorders nie aan die eggenote van 'n onderwyser, sy gesin of afhanklikes uitgereik nie en word geen reiskoste vir hulle of enige koste vir oorgewigbagasie betaal nie.

Reiskoste van Onderwyser wat van een Pos na 'n Ander verplaas word.

B38.8. As 'n onderwyser op eie inisiatief van een pos na 'n ander verplaas word, word geen reiskoste aan hom betaal en geen uitgawe wat hy in verband met sodanige verplasing aangaan, uit Staatsgelde gedek nie.

Reiskoste in verband met Amptelike Reise, Verblyftoelae, Verplasingkoste en Vervoervoorregte van Onderwysers.

B39. Waar 'n onderwyser—

- (a) noodwendig moet reis ten einde die goedgekeurde pligte verbonde aan sy pos uit te voer, of van hom vereis of verlang word om 'n onderhoud met 'n beambte van die Departement te hê, of om 'n deur die Sekretaris goedgekeurde byeenkoms by te woon;
- (b) reis om diens by verplasing op inisiatief van die Minister te aanvaar;
- (c) behoudens die bepalings van regulasie B24, in 'n onderwyspos onder die Departement aangestel word ingevolge voornoemde regulasie;
- (d) ontslaan word weens die bereiking van die pensioenleefyd;
- (e) ontslaan word weens voortdurende swak gesondheid nie deur eie toedoen veroorsaak nie; of
- (f) terwyl hy in 'n vaste hoedanigheid in diens is, te sterwe kom of ontslaan word ingevolge die bepalings van regulasie B10 of B17,

is die bepalings van Hoofstukke D, E en F van die Staatsdiensregulasies *mutatis mutandis* van toepassing ten opsigte van sodanige onderwyser met betrekking tot die betaling van reiskoste, verblyftoelae, verplasingkoste en die bestaan van vervoervoorregte.

DIENSURE VAN ONDERWYSERS EN BYKOMENDE VERGOEDING.*Diensure van Onderwysers.*

B40.1. Van 'n onderwyser word verwag om normaalweg 25 uur per week onderrig te gee: Met dien verstande dat 'n onderwyser wat werkwinkel- en ander praktiese onderrig in enige skool gee, se diensure tot 30 uur per week of 'n ander maksimum wat die Sekretaris bepaal, verleng kan word.

B40.2. Waar klasse by 'n skool so gereël is dat 'n onderwyser nie onderrig vir minstens 25 uur per week, of werkwinkel- en praktiese onderrig vir minstens 30 uur per week of die ander ure wat die Sekretaris bepaal, gee nie, kan die Sekretaris van so 'n onderwyser vereis om ten opsigte van die tekort aan diensure, onderrig te gee in 'n deeltydse klas, 'n dubbelskofklas of enige ander klas wat aan sodanige skool verbonde is, of ander skoolpligte wat die hoof aan hom opdra te verrig sonder om addisionele vergoeding daarvoor te ontvang.

B40.3. 'n Onderwyser het, behalwe soos in subregulasie 4 bepaal, geen aanspraak op bykomende vergoeding ten opsigte van enige ekstra diens wat deur hom verrig of van hom vereis word nie.

Bykomende Vergoeding vir ekstra Diens.

B40.4. Waar 'n onderwyser by sowel 'n skool as in 'n deeltydse, dubbelskof- of ander klas met die goedkeuring van die Sekretaris onderrig gee vir ure wat altesaam meer is as die weeklikse diensure wat in subregulasie 1 voor-

regulation 1, he may, in respect of such excess, receive additional remuneration at the rates applicable to such class.

B40.5. In calculating the total hours of duty per quarter in respect of which additional remuneration in accordance with sub-regulation 4 is payable, portions of an hour of thirty minutes or more shall be reckoned as one hour and periods of less than thirty minutes shall be disregarded: Provided that extra duty of less than fifteen minutes on a particular day shall be disregarded.

B40.6. A teacher who, at the date of commencement of these regulations, performs extra duty in a part-time, double-shift or other class, in respect of which additional remuneration is payable to him, shall, with effect from a date determined by the Secretary, be remunerated for the extra hours of duty at a rate applicable to the class, in which he performs such extra duties: Provided that the additional remuneration which accrues to a teacher at such rate, shall not be less than the remuneration he would have received if these regulations had not come into force.

Additional Remuneration in Addition to Approved Salary.

B40.7. In addition to his salary, allowances and remuneration, payable to him in accordance with these regulations, no salary, allowances, remuneration, bonus, gratuity, honorarium or privilege shall be paid or granted to a teacher without the approval of the Secretary given on the recommendation of the Public Service Commission: Provided that the provisions of this sub-regulation shall not apply to any salary, allowances, remuneration, bonus, gratuity, honorarium, or privilege accruing to a teacher in terms of any Act, regulation or general instruction, and not being subject to such approval.

CHAPTER C.

THE EDUCATION COUNCIL FOR COLOURED PERSONS, ESTABLISHED BY SECTION *Thirty* OF THE ACT.

Meetings of the Education Council.

C1.1. An ordinary meeting of the Education Council (hereinafter in this Chapter referred to as a Council) shall be held at least once every year on a date and at a place to be determined by the chairman in consultation with the Secretary.

C1.2. Notice of the time and place of such meeting, stating the matters to be dealt with at the meeting, shall be sent by the secretary of the Council to each member so as to reach him not less than fourteen days before the date of the meeting.

C1.3. The chairman may at any time, with the approval of the Minister, and shall, whenever directed to do so by the Minister, call a special meeting of the Council by giving each member notice thereof, in writing, stating the matters to be dealt with at the meeting: Provided that notice of a special meeting may be given in such other manner as directed by the Minister: Provided further that the proceedings at a meeting shall not be void or voidable if the required notice has not been properly given, unless a resolution or decision at the meeting would probably not have been made or taken if proper notice had been given.

Quorum.

C2. At least one more than half of the members shall form a quorum at a meeting.

Procedure at Meetings.

C3.1. At a meeting the Council shall deal with matters of which prior notice has been given and such other matters as the Minister may direct or as may be raised by a member with the approval of the meeting.

C3.2. A resolution or recommendation of the Council shall be adopted by a majority vote of the members present.

geskryf is, kan hy ten opsigte van die ekstra diensure bykomende vergoeding ontvang teen die tarief wat op sodanige klas van toepassing is.

B40.5. By die berekening van die totale diensure per kwartaal waarvoor bykomende vergoeding ingevolge sub-regulasie 4 betaal kan word, word gedeeltes van 'n uur van dertig minute of meer gereken as 'n uur en tydperke van minder as dertig minute buite rekening gelaat: Met dien verstande dat ekstra diens van minder as vyftien minute op enige besondere dag buite rekening gelaat word.

B40.6. 'n Onderwyser wat op die datum van inwerking-treding van hierdie regulasies in 'n deeltydse, dubbelskof-of ander klas ekstra diens verrig ten opsigte waarvan bykomende vergoeding aan hom betaalbaar is, word met ingang van 'n datum wat die Sekretaris vasstel, vir die ekstra diensure vergoed teen die tarief wat van toepassing is op die klas waarin hy sodanige ekstra diens verrig: Met dien verstande dat die bykomende vergoeding wat 'n onderwyser teen sodanige tarief toeval, nie minder mag wees as dié wat hy sou ontvang het as hierdie regulasies nie in werking getree het nie.

Bykomende Vergoeding benewens Goedgekeurde Salaris.

B40.7. Daar mag nie aan 'n onderwyser, benewens die salaris, toelaes en vergoeding wat ingevolge hierdie regulasies aan hom betaalbaar is, enige salaris, toelaes, vergoeding, bonus, gratifikasie, honorarium of voorreg sonder die goedkeuring van die Sekretaris, op aanbeveling van die Staatsdienskommissie, betaal of toegestaan word nie: Met dien verstande dat die bepalings van hierdie subregulasie nie van toepassing is nie op enige salaris, toelaes, vergoeding, bonus, gratifikasie, honorarium of voorreg wat 'n onderwyser ingevolge enige Wet, regulasie of algemene voorskrif toekom en nie onderworpe is aan sodanige goedkeuring nie.

HOOFSTUK C.

DIE ONDERWYSRAAD VIR KLEURLINGE, INGESTEL BY ARTIKEL *Dertig* VAN DIE WET.

Vergaderings van die Onderwysraad.

C1.1 'n Gewone vergadering van die Onderwysraad (hieronder in hierdie Hoofstuk 'n Raad genoem) word minstens een maal per jaar gehou op die datum en plek wat die voorsitter in oorleg met die Sekretaris bepaal.

C1.2 Kennis van die tyd en plek van sodanige vergadering met vermelding van die sake wat op die vergadering behandel sal word, word deur die sekretaris van die Raad aan elke lid gestuur om hom minstens veertien dae voor die datum van die vergadering te bereik.

C1.3 Die voorsitter kan te eniger tyd met die goedkeuring van die Minister, en moet wanneer deur die Minister daartoe gelas, 'n buitengewone vergadering van die Raad belê deur elke lid skriftelik kennis daarvan te gee met vermelding van die sake wat by die vergadering behandel sal word: Met dien verstande dat kennis van 'n buitengewone vergadering op 'n ander wyse gegee kan word wat die Minister gelas: Met dien verstande voorts dat die verrigtinge van 'n vergadering nie ongeldig is of nietig verklaar kan word indien die vereiste kennisgewing nie behoorlik gegee is nie, tensy 'n besluit of beslissing op die vergadering waarskynlik nie geneem of gegee sou gewees het nie indien behoorlik kennis gegee is.

Kworum.

C2. Minstens een meer as die helfte van die lede vorm 'n kworum op 'n vergadering.

Prosedure op Vergadering.

C3.1 Op 'n vergadering behandel die Raad die aangeleenthede waarvan daar vooraf kennis gegee is en die ander aangeleenthede wat 'n lid met die goedkeuring van die vergadering opper of wat die Minister gelas.

C3.2 'n Beslissing of aanbeveling van die Raad word by 'n meerderheidstemming van die lede wat teenwoordig is aangeneem.

C3.3. Each member, including the chairman, shall have one vote: Provided that in the event of an equality of votes the chairman shall also have a casting vote.

C3.4. (a) As soon as possible after the conclusion of a meeting the secretary of the Council shall send a copy of the draft minutes of the meeting to each member with a request that the member shall confirm whether he agrees with it or not.

(b) If a member does not lodge an objection to the draft minutes with the secretary within two weeks after these have been sent to him, it will be deemed that he agrees therewith and the secretary shall send three copies thereof to the Secretary.

(c) If there is any objection to the draft minutes or part thereof, the secretary of the Council shall send a copy of such objection together with the minutes to the Secretary.

(d) The draft minutes shall be laid before the Council at its next meeting for confirmation.

Absence From Meetings.

C4.1. The Council may grant a member leave to absent himself from meetings during a period determined by the Council but which shall not, without the approval of the Minister, be longer than two successive ordinary meetings.

C4.2. A member whose application for leave of absence from meetings has been refused by the Council, may appeal to the Minister, through the Secretary, and the Minister may grant or refuse the leave of absence.

C4.3. A member who has been absent from more than two successive meetings without authorized leave in terms of sub-regulation 1 or 2, shall submit to the chairman, within a period stipulated by the chairman, an explanation of the reasons for his absence.

C4.4. Unless the absence referred to in sub-regulation 3 is due to illness or other unavoidable circumstances, the chairman shall report the matter to the Minister.

Correspondence.

C5. Letters and other documents emanating from the Council shall be drafted or signed by or on behalf of the chairman.

Term of Office.

C6.1. A member of the Council, including the chairman, shall be appointed for a period of three years.

C6.2. A member of the Council shall vacate office if—

- (a) he becomes insolvent; or
- (b) he is convicted of an offence and sentenced to imprisonment without the option of a fine.

C6.3. The Minister may recommend to the State President that a member of the Council be discharged from office if the Minister, after consultation with the Council, is of the opinion that such member has rendered himself guilty of improper conduct or does not satisfactorily execute his duties as a member of the Council.

Allowances Payable to Members.

C7. A member of the Council or of a committee of the Council who is not in the full-time employ of the State, shall be entitled, in respect of time spent and journeys necessarily undertaken in connection with the attendance of a meeting of the Council or of a committee of the Council, or of any other meeting with the approval of the Minister, to such allowances and travelling facilities at State expense as the Secretary, with the approval of the Treasury, may from time to time determine.

Co-option of Members.

C8. The Council may, with the approval of the Minister, co-opt a member for a period not exceeding the term of office of the Council.

C3.3 Elke lid insluitende die voorsitter het een stem: Met dien verstande dat die voorsitter in geval van 'n staking van stemme ook 'n beslissende stem het.

C3.4. (a) Die sekretaris van die Raad stuur so gou moontlik na afloop van elke vergadering, 'n afskrif van die konsepnotule van die vergadering aan elke lid met 'n versoek dat die lid moet bevestig of hy daarmee akkoord gaan al dan nie.

(b) As 'n lid nie beswaar teen die konsepnotule binne twee weke nadat dit aan hom gestuur is, by die sekretaris indien nie, word geag dat hy daarmee akkoord gaan en stuur die sekretaris drie afskrifte daarvan aan die Sekretaris.

(c) As daar beswaar is teen die konsepnotule of 'n gedeelte daarvan, stuur die sekretaris van die Raad 'n afskrif van die besware met die notule aan die Sekretaris.

(d) Die konsepnotule word aan die Raad by sy volgende vergadering vir bekragtiging voorgelê.

Afwesigheid van Vergaderings.

C4.1 Die Raad kan aan 'n lid verlof toestaan om gedurende 'n tydperk wat die Raad bepaal maar wat nie sonder die goedkeuring van die Minister meer as twee agtereenvolgende gewone vergaderings insluit nie, van vergaderings afwesig te wees.

C4.2 'n Lid wie se aansoek om verlof van afwesigheid van vergaderings deur die Raad geweier is, kan by die Minister deur die Sekretaris appél aanteken wat die verlof kan toestaan of weier.

C4.3. 'n Lid wat sonder ingevolge subregulasie 1 of 2 goedgekeurde verlof van meer as twee agtereenvolgende vergaderings afwesig is, moet binne die tydperk wat die voorsitter bepaal aan hom 'n verduideliking van die redes vir sy afwesigheid verstrek.

C4.4 Tensy die in subregulasie 3 bedoelde afwesigheid aan siekte of ander onvermydelike omstandighede te wyte is, rapporteer die voorsitter die geval aan die Minister.

Korrespondensie.

C5. Briewe en ander stukke wat van die Raad uitgaan word deur of namens die voorsitter opgestel of onderteken.

Ampstermyn.

C6.1 'n Lid van die Raad met inbegrip van die voorsitter word aangestel vir 'n tydperk van drie jaar.

C6.2 'n Lid van die Raad ontruim sy amp—

- (a) indien hy insolvent raak; of
- (b) indien hy aan 'n misdryf skuldig bevind en tot gevangenisstraf sonder die keuse van 'n boete veroordeel word.

C6.3 Die Minister kan by die Staatspresident aanbeveel dat 'n lid van die Raad van sy amp onthef word indien die Minister na oorlegpleging met die Raad, van oordeel is dat hy hom aan onbehoorlike gedrag skuldig gemaak het of sy pligte as lid van die Raad nie behoorlik uitvoer nie.

Toelaes betaalbaar aan Lede.

C7. 'n Lid van die Raad of van 'n komitee van die Raad wat nie in voltydse diens van die Staat is nie, is geregtig op toelaes en reisgeriewe op Staatskoste soos van tyd tot tyd deur die Sekretaris, met goedkeuring van die Tesourie, bepaal mag word ten opsigte van tyd in beslag geneem en noodsaaklike ritte afgelê vir die bywoning van 'n vergadering van die Raad of van 'n komitee van die Raad of van 'n ander vergadering met die goedkeuring van die Minister.

Koöptering van Lede.

C8. Die Raad kan, met die goedkeuring van die Minister, 'n lid koöpteer vir 'n tydperk wat die Raad se ampstermyn nie oorskry nie.

Committees of the Council.

C9.1. At its first annual meeting each year the Council shall appoint an Executive Committee consisting of the chairman of the Council, two members of the Council elected by the Council and the officer referred to in paragraph (a) of sub-section (2) of section thirty of the Act. The latter shall act in an advisory capacity.

C9.2. The Executive Committee shall execute all matters on behalf of the Council when the Council is not in session.

C9.3. (a) Immediately after every meeting of the Executive Committee the minutes of such meeting shall be sent by registered post to each member of the Council and if no objection to the minutes is raised by such members, (who are not members of the Executive Committee), within two weeks of the dispatch of such minutes, such member shall be deemed to have approved all the resolutions of the Executive Committee taken at that meeting.

(b) A member of the Council, who is not a member of the Executive Committee, objecting to a resolution of the Executive Committee shall raise his objections in writing and the secretary of the Council shall refer the minutes and the objections to the Secretary for submission to the Minister who shall direct that the resolution be put into effect or that the matter be reconsidered at the next meeting of the full Council.

CHAPTER D.

Regional Boards.

Any reference in this Chapter to a school committee shall be read as also a reference to a manager: Provided that for the purpose of regulation D7, a manager, irrespective of the number of schools under his control, shall have the rights and duties of one school committee only.

School Regions.

D1. The Minister may, by notice in the *Government Gazette*, divide the Republic into school regions, or may similarly alter such division.

Establishment of Regional Boards.

D2.1. Each school region shall have a regional board (hereinafter referred to in this Chapter as a board) constituted as laid down hereinafter.

D2.2. Where no board exists at the date of commencement of these regulations, the Secretary shall perform the functions of a board until such time as a board is established.

Regional Board to be a Body Corporate.

D3. Every board shall be a body corporate under the name assigned to the school region for which it is constituted: Provided that a board shall not be capable of suing or being sued in its capacity as a body corporate without the prior approval of the Minister.

Schools Under Regional Boards.

D4. A board shall perform the functions vested in it in terms of this Chapter and elsewhere in these regulations, in respect of all State and State-aided schools in its school region, which are not State-aided vocational schools, training colleges, continuation classes, training schools, special schools, nursery schools, agricultural schools, schools of industries and reform schools, and vocational schools authorized in terms of regulation A5 to assume the designation "technical colleges".

Constitution of Regional Boards.

D5. A board shall consist of nine, thirteen or fifteen members as may be determined by the Minister, and shall be constituted as follows:

Komitees van die Raad.

C9.1 Die Raad stel elke jaar op sy eerste jaarlikse vergadering 'n Uitvoerende Komitee aan, bestaande uit die voorsitter van die Raad, twee lede van die Raad, deur die Raad verkies en dié in paragraaf (a) van subartikel (2) van artikel dertig van die Wet bedoelde beampte. Laasgenoemde tree in 'n adviserende hoedanigheid op.

C9.2 Die Uitvoerende Komitee behandel alle sake namens die Raad wanneer die Raad nie in sitting is nie.

C9.3. (a) Notules van 'n vergadering van die Uitvoerende Komitee word onmiddellik na elke vergadering aan elke lid van die Raad per geregisteerde pos gestuur en indien geen beswaar, binne twee weke na afsending van die notule deur sodanige lede uitgesonderd lede van die Uitvoerende Komitee, ingedien word nie, word dit geag dat genoemde lid alle besluite deur die Uitvoerende Komitee op daardie vergadering geneem, goedkeur.

(b) Wanneer 'n lid van die Raad, wat nie lid van die Uitvoerende Komitee is nie, beswaar aanteken teen 'n besluit van die Uitvoerende Komitee, moet hy sy beswaar skriftelik uiteensit, en die sekretaris van die Raad moet die notule en besware aan die Sekretaris vir voorlegging aan die Minister stuur, wat gelas dat op die besluit gehandel word of dat die aangeleentheid voor die volgende vergadering van die volle Raad in heroordwening geneem moet word.

HOOFSTUK D.

Streekraade.

Enige verwysing in hierdie Hoofstuk na 'n skoolkomitee moet gelees word as ook 'n verwysing na 'n bestuurder: Met dien verstande dat, vir die doeleindes van regulasie D7, 'n bestuurder, afgesien van die getal skole onder sy beheer, die regte en pligte van slegs een skoolkomitee het.

Skoolstreke.

D1. Die Minister kan, by kennisgewing in die *Staatskoerant*, die Republiek in skoolstreke indeel of enige sodanige indeling wysig.

Instelling van Streekraade.

D2.1 Elke skoolstreek het 'n streekraad (hieronder in hierdie Hoofstuk 'n raad genoem) wat saamgestel word soos hieronder bepaal.

D2.2 Waar ten tyde van die inwerkingtreding van hierdie regulasies, geen raad bestaan nie, vervul die Sekretaris die funksies van 'n raad tot tyd en wyl 'n raad ingestel word.

Streekraad is Regspersoon.

D3. Elke raad is 'n regspersoon onder die naam wat toegewys word aan die skoolstreek waarvoor hy saamgestel is: Met dien verstande dat 'n raad nie die bevoegdheid besit om in sy hoedanigheid van regspersoon regsdinge in te stel of te verdedig sonder die voorafverkreë goedkeuring van die Minister nie.

Skole onder Streekraade.

D4. 'n Raad vervul die funksies wat aan hom opgedra word in hierdie Hoofstuk en elders in hierdie regulasies ten opsigte van alle Staat- en Staatsondersteunde skole in sy skoolstreek, met uitsondering van Staatsondersteunde beroepskole, opleidingskolleges, voortsettingsklasse, opleidingskole, spesiale skole, kleuterskole, landboukole, nywerheid- en verbeteringskole en beroepskole wat kragtens regulasie A5 goedgekeur is om as tegniese kolleges bekend te staan.

Samestelling van Streekraade.

D5. 'n Raad bestaan uit nege, dertien of vyftien lede na gelang die Minister bepaal en word soos volg saamgestel:

- (a) The school committees of schools in the school region concerned shall elect four, six or seven members for the board according to the board's consisting of nine, thirteen or fifteen members.
- (b) The Minister shall appoint the remaining members in order to bring the board up to full strength.

Board Members must Comply with Certain Requirements.

D6.1. Any Coloured person who is of age, and who is resident within the school region for which a regional board has been constituted may be elected or appointed as a member of such board, if he is on the date of such election or appointment not disqualified as defined in sub-regulation 2.

D6.2. A person shall be disqualified from being a member of a board if he:

- (a) is a teacher in the employ of the Department;
- (b) is a person, who has, in terms of the provisions of the Act or any other Act, been discharged from his post on account of misconduct or of unfitness for his duties or incapacity to perform them efficiently;
- (c) has been convicted of subversive activities in terms of the General Law Amendment Act, 1962 (Act No. 76 of 1962);
- (d) has been convicted of any sexual offence, or any offence involving dishonesty or violence (excluding common assault) or of any offence for which he was sentenced to imprisonment without the option of a fine, unless he has obtained a free pardon;
- (e) is subject to an order of court declaring him to be of unsound mind or mentally disordered or defective, or is lawfully detained as mentally disordered or defective under the Mental Disorders Act, 1916 (Act No. 38 of 1916);
- (f) is a person who uses intoxicants or stupefying drugs excessively;
- (g) is an unrehabilitated insolvent.

Election of Members of Regional Boards.

D7.1. The Secretary shall determine the date of nomination for the election of a board and shall give notice to all school committees and managers of such date.

D7.2. On the date so determined each school committee shall nominate on an approved form one representative for the board: Provided that such nominated person who need not necessarily be a member of a school committee, shall be resident within the school region concerned: Provided further that the person so nominated shall intimate beforehand on an approved form that he is prepared to accept nomination as a member of the regional board. Immediately after the nomination the school committee shall forward the completed nomination form to the regional representative concerned.

D7.3. The regional representative shall draw up a nomination roll of the candidates so nominated and shall circulate to each school committee in the region concerned at least as many copies of the nomination roll as there are members of the particular school committee together with a written request to elect from the nominated candidates a number of person not exceeding the number of vacancies on the board.

D7.4. The secretary of a school committee shall, in consultation with the chairman of the committee, convene a special meeting within ten days of the receipt of the nomination roll referred to in regulation D7.3 and shall give each member of the committee at least three days in advance written notice of the date, time and place of such special meeting. Such written notice shall state the purpose of the meeting and shall be accompanied by a copy of the nomination roll of candidates.

D7.5 (a). At the special meeting referred to in regulation D7.4, the chairman of the school committee shall call for nominations for the filling of the vacancies on the board, and any member of the committee shall be qualified to nominate from the nomination roll of candidates a number of persons not exceeding the number of vacancies

- (a) Die skoolkomitees van skole in die betrokke skoolstreek verkies vier, ses of sewe lede vir die raad na gelang die raad uit nege, dertien of vyftien lede bestaan.
- (b) Die Minister stel die ofige lede aan ten einde die raad voltallig te maak.

Raadslede moet aan sekere Vereistes Voldoen.

D6.1 Enige meerderjarige Kleurling wat binne die skoolstreek woon waarvoor sodanige streekraad saamgestel is, kan as lid van die raad verkies of aangestel word indien hy op die datum van sodanige verkiesing of aanstelling nie ingevolge subregulasie 2 onbevoeg is nie.

D6.2 Iemand is onbevoeg om lid van 'n raad te wees as hy

- (a) 'n onderwyser in diens van die Departement is;
- (b) 'n persoon is wat ingevolge die Wet of enige ander Wet weens wangedrag of ongeskiktheid vir sy pligte of onvermoë om hulle op bekwame wyse uit te voer, uit sy pos ontslaan is;
- (c) skuldig bevind is aan ondermynende bedrywighede ingevolge die Algemene Regswysigingswet, 1962 (Wet No. 76 van 1962);
- (d) skuldig bevind is aan enige geslagsmisdaad of enige misdryf waarby oneerlikheid of geweldpleging betrokke is (uitgesonderd gewone aanranding) of aan enige misdryf waarvoor hy tot gevangenisstraf sonder keuse van 'n boete gevonnissen is, tensy volle grasie aan hom verleen is;
- (e) Onderworpe is aan 'n bevel van die hof waarby hy as swaksinnig of geestelik gekrenk of gebrekkig verklaar is, of ingevolge die Wet op Geestesgebreken, 1916 (Wet No. 38 van 1916), wettiglik aangehou word as geestelik gekrenk of gebrekkig;
- (f) iemand is wat oormatig gebruik maak van sterk drank of verdowingsmiddels;
- (g) 'n ongerehabiliteerde bankroetier is.

Verkiesing van Lede van Streekrade.

D7.1. Die Sekretaris bepaal die nominasiedag vir die verkiesing van 'n raad en gee aan alle skoolkomitees en bestuurders kennis van sodanige datum.

D7.2. Op die aldus bepaalde datum nomineer elke skoolkomitee op 'n goedgekeurde vorm, een verteenwoordiger vir die raad: Met dien verstande dat sodanig genomineerde persoon nie noodwendig 'n lid van 'n skoolkomitee hoef te wees nie, maar dat hy wel binne die betrokke skoolstreek woonagtig moet wees: Met dien verstande voorts dat die aldus genomineerde persoon vooraf op 'n goedgekeurde vorm aandui dat hy bereid is om nominasie as lid van die streekraad te aanvaar. Die skoolkomitee stuur die ingevulde nominasievorm, onmiddellik na afloop van die nominasie, aan die betrokke streekverteenvoorder.

D7.3. Die streekverteenvoorder stel 'n groslys op van die aldus genomineerde kandidate en sirkuleer minstens soveel afskrifte daarvan aan elke skoolkomitee in die betrokke skoolstreek as wat daar lede van die bepaalde skoolkomitee is, tesame met 'n skriftelike versoek om hoogstens soveel persone uit die genomineerde kandidate te verkies as wat daar vakatures in die raad is.

D7.4. Die sekretaris van 'n skoolkomitee belê in oorleg met die voorsitter van die komitee, 'n buitengewone vergadering binne tien dae na ontvangs van die in regulasie

D7.3 gemelde groslys en gee elke komiteelid minstens drie dae skriftelike kennis van die datum, tyd en plek van sodanige buitengewone vergadering. Sodanige skriftelike kennisgewing dui die doel van die vergadering aan en word vergesel van 'n afskrif van die groslys van kandidate.

D7.5. (a) Op die in regulasie D7.4 vermelde buitengewone vergadering vra die voorsitter van die skoolkomitee vir nominasies vir die aanvulling van vakatures in die raad en enige komiteelid is bevoeg om hoogstens soveel persone uit die groslys van kandidate te nomineer as wat

on the board: Provided that the nomination of each person shall be seconded by another member of the committee, failing which the nomination shall lapse.

(b) If the number of persons nominated and seconded do not exceed the number of vacancies on the board, the names of the persons so nominated shall be forwarded forthwith on an approved form to the regional representative.

(c) If the number of persons nominated and seconded exceed the number of vacancies on the board, the chairman shall arrange that, under his supervision, votes be cast for the nominated persons.

(d) Voting shall be by informal ballot and each member of the committee shall have one vote in respect of each vacancy on the board.

(e) The chairman shall examine the ballot-papers and declare as the committee's duly elected candidates to fill the vacancies on the board by virtue of the majority of votes cast in their favour, as many of the persons as there are vacancies on the board, after which the names of such elected candidates shall forthwith be forwarded to the regional representative on an approved form.

(f) The chairman shall reject a ballot-paper which—

- (i) contains more names than there are vacancies to fill; or
- (ii) contains a name which was not nominated at the meeting from the nomination roll.

(g) In the event of the number of votes cast in favour of two or more persons for the last place being equal, the lot shall decide which of the persons shall be the candidate or candidates of the committee.

(h) The chairman shall place all ballot-papers, including those rejected, in an envelope, duly sealed, and forward these together with the form referred to in sub-regulation (e) to the regional representative for safe-keeping in the sealed envelopes for at least three months, after which period these may be destroyed by burning them.

D7.6. An election of members for the filling of vacancies on the board shall close thirty days from the date of circulation of the nomination roll of nominated candidates referred to in regulation D7.3, and immediately thereafter the regional representative shall declare the four, six or seven candidates, as the case may be, in whose favour the majority of votes were cast, as duly elected: Provided that in the event of the number of votes cast for two or more candidates for the last place being equal, the lot shall decide which of the persons shall be the candidate or candidates elected. Within eight days of the final result, the regional representative shall inform each elected member by letter of his election as member of the regional board for the school region concerned.

Appointment of Members by Minister.

D8.1. Immediately after the final result of the election of board members by school committees, the regional representative shall inform the Secretary of the full names and addresses and occupations of members elected as members of the board in terms of regulation D7.

D8.2. The Minister shall then appoint five, seven or eight members to the board, as the case may be, and the regional representative shall give each of such members written notice of his appointment as a member of the board, and shall simultaneously give written notice to every school committee concerned of the full names, addresses and occupations of the members of the board appointed by the Minister, as well as of members elected for the board concerned.

Further Provisions Regarding the Appointment of Members of Boards.

D9. If for any reason it is not possible to comply with the provisions of paragraph (a) of regulation D5, or if the number of members elected by school committees is less than the number to be elected, the Minister may appoint persons to fill some of or all the remaining vacancies, and every person so appointed, shall for all purposes be re-

daar vakatures in die raad is: Met dien verstande dat die nominasie van elke persoon deur 'n ander komiteelid gesekondeer moet word, by gebreke waarvan die nominasie verval.

(b) Indien nie meer persone genomineer en gesekondeer word as die getal vakatures in die raad nie, word die name van die aldus genomineerde persone onverwyld aan die streekvertegenwoordiger gestuur op 'n goedgekeurde vorm.

(c) Indien meer persone as die getal vakatures in die raad genomineer en gesekondeer word, reël die voorsitter dat daar onder sy toesig vir die genomineerde persone gestem word.

(d) Stemming geskied by wyse van informele stembriefies en elke komiteelid het een stem ten opsigte van elke vakature in die raad.

(e) Die voorsitter gaan die stembriefies na en verklaar soveel van die persone as wat daar vakatures in die raad is en wat die meeste stemme gekry het as die komitee se kandidaat vir die aanvulling van die vakatures in die raad, waarna die name van bedoelde kandidaat onverwyld aan die streekvertegenwoordiger op 'n goedgekeurde vorm gestuur word.

(f) Die voorsitter verwerp 'n stembriefie wat—

- (i) meer name bevat as wat daar vakatures is om aan te vul; of
- (ii) 'n naam bevat wat nie op die vergadering uit die groslys genomineer is nie.

(g) Waar die stemme uitgebring op twee of meer persone vir die laaste plek staak, word by wyse van loting beslis wie van die bedoelde persone die komitee se kandidaat of kandidaat is.

(h) Die voorsitter plaas alle stembriefies, ook dié wat verwerp is, in 'n koevert, verseël dit en stuur dit tesame met die in subregulasie (e) vermelde vorm aan die streekvertegenwoordiger, wat alle stembriefies in hulle verseëelde koeverte vir minstens 3 maande bewaar, waarna hulle vernietig mag word deur hulle te verbrand.

D7.6. 'n Verkiezing van lede vir die aanvulling van vakatures in 'n raad sluit dertig dae vanaf die datum van die sirkulasie van die in regulasie D7.3 vermelde groslys van genomineerde kandidaat en onmiddellik daarna verklaar die streekvertegenwoordiger die vier, ses of sewe kandidaat, na die geval mag wees, wat die meeste stemme verkry het as verkose: Met dien verstande dat indien die stemme vir twee of meer kandidaat vir die laaste plek staak, daar deur loting beslis word. Binne agt dae na die finale uitslag, stel die streekvertegenwoordiger elke verkose lid per brief in kennis van sy verkiezing tot lid van die streekraad vir die betrokke skoolstreek.

Aanstelling van Lede deur Minister.

D8.1. Onmiddellik na die finale uitslag van die verkiezing van raadslede deur die skoolkomitees, stel die streekvertegenwoordiger die Sekretaris in kennis van die volle name en adresse en beroepe van lede wat ingevolge regulasie D7 tot lede van die raad verkies is.

D8.2. Die Minister stel dan vyf, sewe of agt lede, na die geval mag wees, in die raad aan en die streekvertegenwoordiger gee elk van sodanige lede skriftelik kennis van sy aanstelling as lid van die raad en gee tegelykertyd ook aan elke betrokke skoolkomitee skriftelik kennis van die volle name, adresse en beroepe van die deur die Minister aangestelde lede, sowel as van die verkose lede van die betrokke raad.

Verdere Bepalings insake Aanstelling van Raadslede

D9. Indien daar om enige rede, nie aan die bepalinge van paragraaf (a) van regulasie D5 voldoen kan word nie, of indien die getal lede wat deur die skoolkomitees verkies is, minder is as die getal wat verkies moes word, kan die Minister persone aanstel om sommige van of al die oorblywende vakatures aan te vul, en iedere een wat aldus aangestel word, word vir alle doeleindes behoorlik as lid

garded as a member of the board: Provided that in the case of a board being constituted for the first time, the Minister may appoint all the members of the board.

Period of Office and Reconstitution of Boards.

D10.1. A board shall be constituted quinquennially unless otherwise determined by the Minister.

D10.2. A newly constituted or reconstituted board shall assume office on the date of its first meeting and any person who held the office of a member of the board immediately prior to such date shall vacate office on the day immediately preceding such date.

Vacancies on Board.

D11. The seat of a member on the board shall become vacant—

- (a) if he dies;
- (b) when his written resignation is received by the chairman or secretary of the board, or he resigns orally at any meeting of the board;
- (c) if he has been absent, without prior leave of the board, from three consecutive ordinary meetings of the board;
- (d) if he directly or indirectly exacts or accepts or agrees to accept or attempts to obtain for himself or for any other person any consideration whatsoever (other than an allowance to which he may be entitled in terms of regulation D24) for or on account of his services as a member of the board or his doing or refraining from doing or having done or having refrained from doing anything in his capacity as a member of the board;
- (e) if he at the time of his election or appointment was or subsequently becomes disqualified in terms of sub-regulation D6.2;
- (f) if he in his capacity as a member attends a meeting or takes part in the proceedings of the board or a sub-committee thereof during the consideration of any matter in which he has directly or indirectly any interest; or
- (g) if he without the specific consent of the board makes known or divulges in any manner whatsoever any discussion or resolution of the board whilst the board was in committee.

Filling of Vacancies on the Board.

D12.1. Whenever the seat of an elected member of a board becomes vacant, the board shall, after at least fourteen days' written notice thereof has been given by the regional representative to the members, elect a person to fill such vacancy, and any person so elected shall for all purposes be deemed to be an elected member of the board for the unexpired term of office of such member: Provided that any tie in the number of votes cast for two or more candidates shall, if material, be resolved by lot.

D12.2. Whenever the seat of a member of a board appointed by the Minister becomes vacant, the Minister shall appoint another person to fill such vacancy for the unexpired period of office of such member.

Board Meetings.

D13.1. The first meeting of a board after its constitution or reconstitution shall be held at the centre where the office of the regional representative is situated on a day and at a time to be determined by the Secretary.

D13.2. All further meetings of a board shall be held at the centre referred to in sub-regulation 1.

D13.3. An ordinary meeting of a board shall be held at least twice a year on such day and at such time as the board may from time to time determine. The secretary of a board shall, within a reasonable time, give notice to each member of the board of each meeting with proper reference to the date and time of such meeting.

van die raad beskou: Met dien verstande dat die Minister, in die geval van 'n raad wat vir die eerste keer saamgestel word, al die lede van die raad mag aanstel.

Ampstermyn en Hersamestelling van Raad.

D10.1. 'n Raad word vyfjaarliks saamgestel tensy die Minister anders bepaal.

D10.2. 'n Nuut saamgestelde of hersaamgestelde raad tree in funksie op die datum van sy eerste vergadering, en enige persoon wat onmiddellik voor sodanige datum die amp van raadslid beklee het, se ampstermyn eindig op die dag wat sodanige datum onmiddellik voorafgaan.

Vakatures in Raad.

D11. Die setel van 'n lid in die raad word vakant

- (a) as hy sterf;
- (b) wanneer sy skriftelike bedanking deur die voorsitter of sekretaris van die raad ontvang word, of hy mondeling op 'n vergadering van die raad bedank;
- (c) as hy, sonder die voorafverkreë verlof van die raad, van drie agtereenvolgende gewone vergaderings van die raad afwesig is;
- (d) as hy enige vergoeding hoegenaamd (uitgesonderd 'n toelae waarop hy geregtig is ingevolge regulasie D24) regstreeks of onregstreeks eis of aanneem of toestem om dit aan te neem of probeer om dit vir homself of vir iemand anders te verkry, vir of ten opsigte van sy dienste as raadslid of omdat hy iets doen of nalaat of iets gedoen of nagelaat het in sy hoedanigheid as raadslid;
- (e) as hy ten tyde van sy verkiesing of aanstelling onbevoeg was of daarna onbevoeg word ooreenkomstig subregulasie D6.2;
- (f) as hy in sy hoedanigheid van lid 'n vergadering van die raad of 'n onderkomitee daarvan bywoon of aan die verrigtings van die raad of 'n onderkomitee deelneem gedurende die oorweging van 'n saak waarby hy regstreeks of onregstreeks enige belang het; of
- (g) as hy, sonder die uitdruklike toestemming van die raad, enigiets op enige wyse bekend of openbaar maak wat deur die raad, terwyl die raad in komitee was, bespreek of besluit is.

Aanvulling van Vakatures in Raad.

D12.1. Wanneer ook al die setel van 'n verkose lid van 'n raad vakant word, moet die raad, nadat deur die streekvertegenwoordiger skriftelik kennis daarvan van minstens veertien dae aan die lede gegee is, iemand verkies om sodanige vakature aan te vul, en enigiemand wat aldus verkies word, word vir alle doeleindes as 'n verkose lid van die raad beskou vir die onverstreke ampstermyn van sodanige lid: Met dien verstande dat 'n staking in die getal stemme wat op twee of meer kandidate uitgebring word, indien dit van belang is, deur loting besleg word.

D12.2. Wanneer ook al die setel van 'n deur die Minister aangestelde lid van 'n raad vakant word, stel die Minister iemand aan om sodanige vakature aan te vul vir die onverstreke ampstermyn van sodanige lid.

Raadsvergaderings.

D13.1. Die eerste vergadering van 'n raad na die samestelling of hersamestelling daarvan word gehou op die sentrum waar die streekvertegenwoordiger se kantoor geleë is en op die dag en tyd wat deur die Sekretaris bepaal word.

D13.2. Alle verdere vergaderings van 'n raad word op dié in subregulasie 1 bedoelde sentrum gehou.

D13.3. 'n Gewone vergadering van 'n raad word minstens twee keer per jaar gehou op die dag en tyd wat die raad van tyd tot tyd vasstel. Die sekretaris van 'n raad gee aan elke lid van die raad binne redelike tyd kennis van elke vergadering met behoorlike vermelding van die datum en tyd van vergadering.

D13.4. Special meetings of a board shall be held only with the approval of the Secretary. The secretary of a board shall give reasonable notice to each member of the board of such meeting with special reference to the matters to be considered and no other matter shall be dealt with at such meeting.

Quorum.

D14. The quorum at any meeting of a board shall be five, seven or eight according to the board's consisting of nine, thirteen or fifteen members.

Resolutions of Board.

D15. All resolutions at a meeting of a board shall be taken by the majority of the votes of the members present. In the event of a tie in the number of votes on any matter the member officiating as chairman at the meeting shall have a casting vote in addition to his deliberative vote.

Minutes of Board Meetings.

D16.1. Minutes of all proceedings of a board and its sub-committees shall be kept in either one or the other official language or alternatively as may be decided by the board.

D16.2. At each ordinary meeting of a board and a sub-committee thereof, constituted in terms of regulation D20.1, the minutes of the previous meeting shall be put forward for confirmation and, if confirmed, signed by all the members present at such meeting of a board or a sub-committee.

D16.3. The Secretary or any person duly authorized thereto by him shall have access at any reasonable time to such minutes.

D16.4. The minutes of a meeting of a sub-committee shall immediately after each meeting be forwarded by registered post to each member of the regional board and if no objection is raised by a member, who is not a member of the sub-committee within two weeks of the dispatch of the minutes, all resolutions taken by the sub-committee at that meeting shall be deemed to be approved by the said member.

D16.5. When a member of a regional board, who is not a member of the sub-committee concerned, does not approve the resolution of a sub-committee he may forward, in writing, his objection together with reasons therefor, to the secretary of the board within the aforesaid period of two weeks. The secretary of the board shall forward the minutes and the objection to the Secretary, who may direct the regional representative to convene a special meeting of the board, or who may take any other decision in regard to the objection against the resolution.

Election of Chairman and Vice-Chairman.

D17.1. A board shall at its first meeting after its constitution elect one member to be chairman and one member to be vice-chairman: Provided that any tie in the number of votes cast for two or more candidates shall be resolved by lot.

D17.2. As soon as a vacancy occurs for a chairman or a vice-chairman in terms of regulation D11, the board shall at its next meeting, or as soon as possible thereafter, elect a successor.

D17.3. The vice-chairman shall perform the powers and duties of the chairman, when the chairman is absent, and when the vice-chairman is also absent, such powers and duties shall be performed by another member, who has been assigned acting chairman by the board.

Dissolution of Board.

D18.1. In the event of all the members of a board resigning or when there are so many vacancies that the number of the remaining members is less than the number required to form a quorum in terms of regulation D14, such board shall be deemed to be dissolved, and the Minister may make arrangements for the constitution of a new board by election and appointment, as laid down in this

D13.4. Buitengewone vergaderings van 'n raad vind alleen plaas met die goedkeuring van die Sekretaris. Die sekretaris van 'n raad gee redelike kennis aan elke lid van die raad van sodanige vergadering met spesiale vermelding van die sake wat behandel moet word en geen ander saak word op sodanige vergadering behandel nie.

Kworum.

D14. Die kworum op enige vergadering van 'n raad is vyf, sewe of agt, na gelang die raad uit nege, dertien of vyftien lede bestaan.

Raadsbesluite.

D15. Alle besluite op 'n vergadering van 'n raad geskied by meerderheid van stemme van die aanwesige lede, en by 'n staking van stemme oor enige saak het die lid wat op die vergadering as voorsitter optree, 'n beslissende stem benewens sy gewone stem as lid van die raad.

Notule van Raadsvergaderings.

D16.1. Notule van alle verrigtinge van 'n raad en die onderkomitees daarvan, word in die een of die ander of om die beurt in die een en dan in die ander amptelike taal gehou, al na die raad mag beslis.

D16.2. Op elke gewone vergadering van 'n raad en 'n onderkomitee daarvan, saamgestel ingevolge regulasie D20.1, word die notule van die vorige vergadering vir bekragtiging voorgelê en, indien bekragtig, onderteken deur al die aanwesige lede op sodanige vergadering van 'n raad of 'n onderkomitee.

D16.3. Die Sekretaris, of enigiemand deur hom daartoe gemagtig, het te alle redelike tye toegang tot sodanige notule.

D16.4. Notule van 'n vergadering van 'n onderkomitee word onmiddellik na elke vergadering aan elke lid van die streekraad per geregistreerde pos gestuur en indien geen beswaar binne twee weke na afsending van die notule deur 'n lid wat nie lid van die onderkomitee is nie ingedien word nie, word dit geag dat genoemde lid alle besluite deur die onderkomitee op daardie vergadering geneem, goedkeur.

D16.5. Wanneer 'n lid van 'n streekraad wat nie lid van die betrokke onderkomitee is nie, nie 'n besluit van 'n onderkomitee goedkeur nie, kan hy skriftelik sy beswaar, met redes, aan die sekretaris van die raad stuur binne die voormelde tydperk van twee weke. Die sekretaris van die raad stuur die notule en die besware aan die Sekretaris wat die streekvertegenwoordiger kan gelas om 'n buitengewone vergadering van die raad te belê of enige ander besluit insake die beswaar teen die besluit kan neem.

Verkiezing van Voorsitter en Ondervoorsitter.

D17.1. Op sy eerste vergadering nadat hy saamgestel is, moet 'n raad een lid tot voorsitter en een lid tot ondervoorsitter verkies: Met dien verstande dat 'n staking in die getal stemme wat op twee of meer kandidate uitgebring word, deur loting besleg word.

D17.2. Sodra 'n vakature vir voorsitter of ondervoorsitter ontstaan ingevolge regulasie D11, moet die raad op sy eersvolgende vergadering, of so spoedig moontlik daarna, 'n opvolger verkies.

D17.3. Die ondervoorsitter oefen die bevoegdhede en pligte van die voorsitter uit wanneer die voorsitter afwesig is, en wanneer die ondervoorsitter ook afwesig is, word sodanige bevoegdhede en pligte uitgeoefen deur 'n ander lid wat deur die raad as waarnemende voorsitter aangewys is.

Ontbinding van die Raad.

D18.1. Indien al die lede van 'n raad bedank of wanneer daar soveel vakatures is dat die oorblywende lede minder is as die getal wat ingevolge regulasie D14 'n kworum uitmaak, word sodanige raad geag ontbind te wees en kan die Minister reëlins tref vir die samestelling van 'n nuwe raad deur verkiezing en aanstelling soos in hierdie Hoof-

Chapter, unless the unexpired period of the period of office of the board is six months or less, in which case the provisions of sub-regulation 3 shall apply.

D18.2. (a) If the Minister is satisfied that a board has failed or refused to perform any of the duties assigned to it in terms of this Chapter or elsewhere by these regulations he may direct such board to perform such duties within a period stipulated by him.

(b) If the board fails to comply with such direction within the period stipulated by the Minister in terms of paragraph (a) or, in the opinion of the Minister, performs or exercises its powers and duties unsatisfactorily, he may dissolve such board, when the provisions of sub-regulation 1 shall apply.

D18.3. The powers and duties of a board shall vest in the Secretary or other officer designated by him during the period between the dissolution of a board in terms of this Chapter and the constitution of a new board.

Powers and Functions of Boards.

D19.1. Every board shall in respect of its school region—

- (a) subject to the provisions of these regulations or any other law, accept responsibility under the control of the regional representative concerned, for the general supervision over State schools and State-aided schools in its school region, except the schools and classes specifically excluded in regulation D4;
- (b) advise the regional representative in regard to:
 - (i) the schools under its supervision;
 - (ii) the establishment and closing of schools and the provision of school accommodation in its school region; and
 - (iii) generally on matters relating to education;
- (c) advise the regional representative in regard to recommendations by school committees or managers for the filling of staff vacancies in schools of the school region concerned;
- (d) submit to the regional representative every year an annual report on its work during the preceding year;
- (e) keep registers and statistics in the manner prescribed by the Secretary;
- (f) furnish the regional representative with such reports and returns as may be called for; and
- (g) exercise such other powers, and perform such other duties as are lawfully assigned to it.

D19.2. (a) The secretary of a board or any person authorized in writing thereto by a board, shall have access to any school building or accessory thereto or to any hostel under the supervision of such board in its school region, in order to obtain any information required by the board or secretary.

(b) Any person who hinders or obstructs a secretary or other authorized person in the exercise of his powers under sub-paragraph (a), or who fails to furnish the desired information, shall be guilty of an offence and liable on conviction to a fine not exceeding twenty rand or in default of payment of the fine, to imprisonment for a period not exceeding one month.

Sub-Committees of Boards.

D20.1. A board may appoint from amongst its members occasional and standing sub-committees either for general or for special purposes, and may from time to time—

- (a) assign to any such sub-committee, subject to such conditions as the board may impose, any inquiry or power to do any act on behalf of the board; and
- (b) withdraw or alter any assignment to a sub-committee.

D20.2. Meetings of a sub-committee shall not be open to the public or the press.

stuk bepaal, tensy die onverstreke tydperk van die amps-termyn van die raad ses maande of minder is; en in die geval is die bepalings van subregulasie 3 van toepassing.

D18.2 (a) As die Minister oortuig is dat 'n raad versuim of geweier het om enigeen van die pligte wat aan hom in hierdie Hoofstuk of elders by hierdie regulasies opgelê word, te vervul, kan hy sodanige raad gelas om sodanige pligte binne 'n deur hom bepaalde tyd te vervul.

(b) As die raad in gebreke bly om binne die tyd deur die Minister ingevolge paragraaf (a) bepaal, aan sodanige lasgewing te voldoen, of na die mening van die Minister, sy bevoegdhede en pligte onbehoorlik uitgeoefen of vervul het, kan hy sodanige raad ontbind en daarna is die bepalings van subregulasie 1 van toepassing.

D18.3 Gedurende die tydperk tussen die ontbinding van 'n raad ingevolge hierdie Hoofstuk en die samestelling van 'n nuwe raad, berus die bevoegdhede en pligte van 'n raad by die Sekretaris of 'n ander beaampte deur hom aangewys.

Bevoegdhede en Funksies van Rade.

D19.1 Elke raad moet ten opsigte van sy skoolstreek,

- (a) onderworpe aan die bepalings van hierdie regulasies of enige ander Wet, verantwoordelikheid onder beheer van die betrokke streekverteenwoordiger aanvaar vir die algemene toesig oor Staatskole en Staatsondersteunde skole in sy skoolstreek behalwe vir die skole en klasse wat in regulasie D4 spesiaal uitgesonder word;
- (b) die streekverteenwoordiger van advies dien in verband met
 - (i) die skole onder sy toesig;
 - (ii) die stigting en sluiting van skole en die verskaffing van skoolakkommodasie in sy skoolstreek; en
 - (iii) in die algemeen oor aangeleenthede met betrekking tot die onderwys;
- (c) die streekverteenwoordiger adviseer aangaande die aanbevelings deur skoolkomitees of bestuurders ter aanvulling van personeelvakatures in skole van die betrokke skoolstreek;
- (d) elke jaar 'n jaarverslag oor sy werk gedurende die voorafgaande jaar aan die streekverteenwoordiger voorlê;
- (e) die registers en statistieke hou soos deur die Sekretaris bepaal;
- (f) aan die streekverteenwoordiger enige verslae en opgawes verstrek wat vereis word; en
- (g) sodanige ander bevoegdhede uitoefen en sodanige ander pligte vervul as wat wettiglik aan hom opgedra word.

D19.2 (a) Die sekretaris van 'n raad of iemand deur 'n raad skriftelik daartoe gemagtig, kan enige skool of bybehorende gebou of koshuis onder sodanige raad se toesig in sy skoolstreek betree ten einde enige inligting wat die raad of sekretaris mag verlang, te bekom.

(b) Iedereen wat 'n sekretaris of ander gemagtigde persoon by die uitoefening van sy bevoegdhede kragtens subparagraaf (a) hinder of daarin belemmer, of wat in gebreke bly om die verlangde inligting te verstrek, begaan 'n misdryf en is by skuldigbevinding strafbaar met 'n boete van hoogstens twintig rand of, by wanbetaling van die boete, met gevangenisstraf vir 'n tydperk van hoogstens een maand.

Onderkomitees van Rade.

D20.1 'n Raad kan uit sy lede geleentheids- en vaste onderkomitees of vir algemene of vir besondere doeleindes aanstel, en kan van tyd tot tyd,

- (a) onderworpe aan enige voorwaardes wat die raad stel, enige ondersoek of bevoegdheid om enigiets namens die raad te doen, aan sodanige onderkomitee opdra, en
- (b) enige opdrag aan 'n onderkomitee intrek of verander.

D20.2 Vergaderings van 'n onderkomitee is nie vir die publiek of die pers toeganklik nie.

Rules made by Boards.

D21. A board may make rules, which shall be subject to the approval of the regional representative, and which shall not be in conflict with the provisions of the Act or the regulations,

- (a) for regulating the proceedings and for preserving order at meetings of the board, including the convening of special meetings approved by the Secretary, and
- (b) for regulating the proceedings and for preserving order at meetings of a sub-committee of the board, including the election or appointment of a chairman and the holding and adjournment of meetings.

Access to Board Meetings.

D22. Meetings of the board shall be open to the public and the press: Provided that, if a board considers that any matter can be more conveniently and advantageously dealt with in private, it may at any meeting resolve itself into committee and exclude the public and the press, and the proceedings in committee shall have full validity as proceedings of the board.

Staff of Boards.

D23. The Secretary shall designate an officer of the Department as secretary of a board, and may designate for service with the board such other officers as he may deem necessary for the proper performance of the functions of the board.

Allowances Payable to Members.

D24. A member of a regional board or of a sub-committee of the board, who is not in the full-time employ of the State, shall be entitled, in respect of time spent and journeys necessarily undertaken in connection with the attendance of a meeting of the board or of a sub-committee of the board, to such allowances and travelling facilities at State expense, as the Secretary, with the approval of the Treasury, may from time to time determine.

Access to and Auditing of Board's Records for Official Purposes.

D25.1. Any person authorized thereto by the Secretary, shall have access to the books, documents, minutes and other records of a board for the purposes of inspection or obtaining information officially required by the Department.

D25.2. The Controller and Auditor-General or his authorized deputy shall have access to the books, documents, minutes and other records of a board for the purpose of audit.

General.

D26. Every instruction, notice or other document to be certified by a board, shall be deemed to be fully certified if signed by the secretary of such board.

CHAPTER E.

BOARDS OF CONTROL FOR TRAINING COLLEGES, TRAINING SCHOOLS, TECHNICAL COLLEGES, AGRICULTURAL SCHOOLS AND VOCATIONAL SCHOOLS WHICH ARE NOT CLASSES ATTACHED TO ANOTHER SCHOOL AS DEFINED IN SECTION ONE OF THE ACT.

Board of Control Responsible to Secretary.

E1. Where a governing body is established in terms of section thirty-two of the Act in respect of a training college, training school, technical college, agricultural school and a vocational school which is not a class attached to another school, as defined in section one of the Act, such body shall be known as a board of control, and the said board of control shall be responsible to the Secretary through the regional representative.

Reëls deur Rade gemaak.

D21. 'n Raad kan reëls maak wat aan die goedkeuring van die streekvertegenwoordiger onderworpe is, en wat nie strydig met die bepalings van die Wet of die regulasies is nie.

- (a) om die verrigtinge te reël en om die orde te handhaaf op vergaderings van die raad, insluitende die belê van buitengewone vergaderings, wat deur die Sekretaris goedgekeur is, en
- (b) om die verrigtinge te reël en om die orde te handhaaf op vergaderings van 'n onderkomitee van die raad, insluitende die verkiesing of aanstelling van 'n voorsitter, en die hou en verdaging van vergaderings.

Toegang tot Raadsvergaderings.

D22. Vergaderings van 'n raad is vir die publiek en die pers toeganklik: Met dien verstande dat, as 'n raad van mening is dat enige saak geriefliker en voordeliger in die geheim behandel kan word, hy op enige vergadering in komitee kan gaan en die publiek en die pers kan uitsluit, en die verrigtinge in komitee is ten volle geldig as verrigtinge van die raad.

Personeel van Rade.

D23. Die Sekretaris moet 'n beampte in die Departement as sekretaris van 'n raad aanwys, en kan die ander beamptes wat hy nodig ag vir die behoorlike verrigting van die werksaamhede van die raad, vir diens by die raad aanwys.

Toelaes Betaalbaar aan Lede.

D24. 'n Lid van 'n streekraad of van 'n onderkomitee van die raad, wat nie in voltydse diens van die Staat is nie, is geregtig op toelaes en reisgeriewe op Staatskoste soos van tyd tot tyd deur die Sekretaris, met goedkeuring van die Tesourie, bepaal mag word, ten opsigte van tyd in beslag geneem, en noodsaaklike ritte afgelê vir die bywoning van 'n vergadering van die raad of van 'n onderkomitee van die raad.

Toegang tot en Ouditering van Raadstukke vir Amptelike Doeleindes.

D25.1. Iedereen wat deur die Sekretaris daartoe gemagtig is, het toegang tot die boeke, dokumente, notule en ander stukke van 'n raad vir inspeksiedoeleindes of om inligting te verkry wat amptelik deur die Departement vereis word.

D25.2. Die Kontroleur en Ouditeur-generaal of sy gemagtigde plaasvervanger het toegang tot die boeke, dokumente, notule en ander stukke van 'n raad vir ouditeringsdoeleindes.

Algemeen.

D26. Elke lasgewing, kennisgewing of ander dokument wat deur 'n raad gewaarmerk moet word, word geag voldoende gewaarmerk te wees as dit deur die sekretaris van sodanige raad onderteken is.

HOOFSTUK E.

BEHEERRADE VIR OPLEIDINGSKOLLEGES, OPLEIDINGSKOLE, TEGNIESE KOLLEGES, LANDBOUSKOLE EN BEROEPSKOLE WAT NIE KLASSE VERBONDE AAN 'N ANDER SKOOL IS NIE, SOOS OMSKRYF IN ARTIKEL Een VAN DIE WET.

Beheerraad is aan Sekretaris Verantwoordelik.

E1. Waar 'n bestuursliggaam ingevolge artikel twee-entertig van die Wet ingestel word vir 'n opleidingskollege, opleidingskool, tegniese kollege, landboukool en beroepskool wat nie 'n klas verbonde aan 'n ander skool is nie, soos omskryf in artikel een van die Wet, staan sodanige liggaam bekend as 'n beheerraad en is bedoelde beheerraad aan die Sekretaris deur bemiddeling van die streekvertegenwoordiger verantwoordelik.

Constitution.

E2.1. The board of control shall consist of such number of members, but not less than five, as the Minister may determine in respect of the school or college concerned.

E2.2. The Minister shall appoint the members of a board of control: Provided that in the case of a State-aided training college or State-aided training school, the Minister may accord to any person or body, responsible for the establishment or maintenance of such college or school, such representation on the board of control as he may determine.

E2.3. The board of control may, with the approval of the Minister, co-opt a member for a period not exceeding the period of office of the board of control.

Period of Office of Members.

E3.1. (a) Subject to the provisions of this Chapter, each member of a board of control shall hold office for a period not exceeding three years or until his resignation from office or the cancellation of his appointment by the Minister.

(b) On the expiry of the period mentioned in paragraph (a), a member of the board of control may be re-appointed for a further period.

E3.2. A member of the board of control may resign his office by letter addressed to the secretary of the board of control, who shall transmit such letter to the Secretary for the information of the Minister and shall advise the board of control at its next meeting of the resignation.

E3.3. A member of the board of control shall be deemed to have resigned his office if he is absent from three consecutive ordinary meetings of the board of control without leave of the board of control.

E3.4. A member, who is appointed to fill a vacancy occasioned by the death, resignation or withdrawal of the appointment of a member of a board of control, shall hold office for the unexpired period of office of such member: Provided that the Minister may, when the appointment to fill such vacancy is made, specifically determine that such appointment shall be for a different period.

Minister May Withdraw Appointment.

E3.5. The Minister may at any time withdraw the appointment of a member of the board of control appointed by him.

Grant of Leave and Appeal.

E3.6. A board of control may grant any member thereof leave to be absent from its meetings for such period as it may deem fit. A member who has applied for leave, may appeal through the Secretary to the Minister against any refusal thereof by a board of control, and the Minister may after consideration of the appeal, confirm the refusal of the board of control, or direct the board of control to grant the leave.

Allowances Payable to Members.

E3.7. A member of the board of control who is not in the full-time employ of the State, shall be entitled, in respect of time spent and journeys necessarily undertaken in connection with the attendance of a meeting of the board of control or of a sub-committee of the board of control, to such allowances and travelling facilities at the State expense, as the Secretary, with the approval of the Treasurer, may from time to time determine.

Principal Responsible for Secretarial Work.

E4.1. The principal of a college or school shall be the secretary of the board of control and he may call upon any officer or teacher of such college or school to assist him or deputize for him, if there are sound reasons for doing so. The principal or such deputy may participate in any debate or discussion by the board of control on any matter which may be raised, but he shall have no vote on its resolutions.

Samestelling.

E2.1. Die beheerraad bestaan uit die getal lede, maar minstens uit vyf, wat die Minister vir die betrokke skool of kollege bepaal.

E2.2. Die Minister stel die lede vir 'n beheerraad aan: Met dien verstande dat in die geval van 'n Staatsondersteunde opleidingskollege of opleidingskool, die Minister aan enige persoon of liggaam wat verantwoordelik is vir die instelling of instandhouding van sodanige kollege of skool, sodanige verteenwoordiging in die beheerraad kan verleen as wat hy bepaal.

E2.3. Die beheerraad kan met die goedkeuring van die Minister, 'n lid koöpteer vir 'n tydperk wat die beheerraad se ampstermyn nie oorskry nie.

Ampstermyn van Lede.

E3.1. (a) Behoudens die bepalings van hierdie Hoofstuk beklee elke lid van 'n beheerraad sy amp vir 'n tydperk van hoogstens drie jaar of tot sy bedanking uit sy amp of die intrekking van sy aanstelling deur die Minister.

(b) By verstryking van die tydperk in paragraaf (a) genoem, kan 'n lid van die beheerraad vir 'n verdere tydperk aangestel word.

E3.2. 'n Lid van die beheerraad kan uit sy amp bedank per brief geadresseer aan die sekretaris van die beheerraad wat die brief aan die Sekretaris vir die inligting van die Minister stuur en wat die beheerraad op sy eersvolgende vergadering van die bedanking in kennis stel.

E3.3. Daar word beskou dat 'n lid van 'n beheerraad uit sy amp bedank het as hy sonder verlof van die beheerraad van drie agtereenvolgende gewone vergaderings van die beheerraad afwesig is.

E3.4. 'n Lid wat aangestel is om 'n vakature, veroorsaak deur die afsterwe, bedanking of intrekking van die aanstelling van 'n lid van die beheerraad, aan te vul, beklee sy amp vir die onverstreke ampstermyn van sodanige lid: Met dien verstande dat die Minister ten tyde van die aanstelling om sodanige vakature aan te vul, uitdruklik kan bepaal dat sodanige aanstelling vir 'n ander tydperk is.

Minister kan Aanstelling Intrek.

E3.5. Die Minister kan die aanstelling van 'n lid van die beheerraad wat hy aangestel het, te eniger tyd intrek.

Toestaan van Verlof en Appél.

E3.6. 'n Beheerraad kan aan enige een van sy lede verlof toestaan om afwesig te wees van vergaderings vir die tydperk wat die beheerraad goed ag. 'n Lid wat om verlof aansoek gedoen het, kan by die Minister deur die Sekretaris appelleer as 'n beheerraad dit weier, en die Minister kan na oorweging van die appél, die weiering bekrachtig of die beheerraad gelas om die verlof toe te staan.

Toelaes Betaalbaar aan Lede.

E3.7. 'n Lid van 'n beheerraad wat nie in voltijdse diens van die Staat is nie, is geregtig op toelaes en reisgeriewe op Staatskoste soos van tyd tot tyd deur die Sekretaris, met goedkeuring van die Tesourie, bepaal mag word ten opsigte van tyd in beslag geneem en noodsaaklike ritte afgelê vir die bywoning van 'n vergadering van die beheerraad of van 'n onderkomitee van die beheerraad.

Hoof is Verantwoordelik vir Sekretariële Werk.

E4.1. Die hoof van 'n kollege of skool is sekretaris van die beheerraad en hy kan enige beampte of onderwyser van sodanige kollege of skool gelas om hom behulpsaam te wees, of om in sy plek op te tree indien hy grondige rede daartoe het. Die hoof of sodanige plaasvervanger kan deelneem aan enige debat of bespreking deur die beheerraad oor enige saak wat voorgebring word, maar het geen stem in die besluite nie.

E4.2. The principal or his deputy shall keep or cause to be kept minutes of proceedings at all meetings of a board of control, and shall transmit a copy of such minutes to the Secretary as soon as possible after each meeting. The minutes of proceedings at any meeting shall be submitted to the board of control at its next meeting for confirmation or for amendment, if necessary.

Powers and Duties of Board of Control.

E5. A board of control may make recommendations to the Secretary regarding the following:

- (a) the determination of needs in respect of training at a school or college under such board of control;
- (b) the planning, erection and use of buildings;
- (c) the allocation of bursaries and loans;
- (d) all matters affecting in general the welfare of the school or college or any accessories thereof; and
- (e) any matter referred to the board of control by the Minister or Secretary.

Board of Control Elects its Own Chairman and Vice-Chairman.

E6.1. A board of control shall elect from its members a chairman and a vice-chairman, who shall hold office for a period not extending beyond the period for which they were appointed as members of the board of control.

E6.2. If the chairman is unable to attend a meeting, the vice-chairman shall preside thereat in his place.

E6.3. If the chairman is unable to serve for the full period for which he was elected, the board of control shall elect another person to act in his place as chairman for the remainder of the period of office.

E6.4. In the event of both the chairman and the vice-chairman being unable for any reason to be present at a meeting of the board of control, the members present thereat, there being a quorum, shall elect one of them to preside at such meeting and all the powers and privileges of a chairman shall for the purpose of that meeting be vested in the member so elected.

E6.5. In the event of the chairman being unable to perform the duties of his office for any period, the board of control shall elect one of its members to act in the place of the chairman for such period.

E6.6. The chairman shall give his ruling on all matters of order or procedure at meetings which are not prescribed in this Chapter, but if any member objects to such ruling, the question shall be put to the vote without discussion, and the decision of the meeting shall be final.

Meetings of the Board of Control.

E7.1. Ordinary meetings of the board of control shall be held once every school quarter or at such shorter intervals as the Secretary may from time to time decide.

E7.2. Special meetings of the board of control may take place only with the approval of the Secretary.

E7.3. (a) Notice of the holding of an ordinary meeting shall be given by the secretary in writing to each member of a board of control so as to reach him at least three days before the date fixed for the meeting. Such notice shall briefly indicate the matters to be dealt with at the meeting.

(b) Notice of the holding of a special meeting shall be given to each member of a board of control in the manner described in paragraph (a) or in such manner as the principal may in the circumstances of the case, consider necessary.

(c) Failure to comply with the requirements of paragraph (a) shall not vitiate the proceedings at any meeting nor afford ground for the setting aside thereof, unless it shall appear that any resolution or decision of the board of control at that meeting would probably not have been passed or taken if such failure had not occurred.

E4.2. Die hoof of sy plaasvervanger moet notule van verrigtings op alle beheerraadsvergaderings hou, of laat hou en moet so gou moontlik na afloop van elke vergadering 'n afskrif van die notule van die verrigtings daarvan aan die Sekretaris stuur. Die notule van die verrigtings op enige vergadering word aan die beheerraad op sy eersvolgende vergadering voorgelê vir bekragtiging of vir wysiging, indien nodig.

Bevoegdhede en Pligte van Beheerraad.

E5. 'n Beheerraad kan by die Sekretaris aanbevelings doen aangaande die volgende:

- (a) die bepaling van behoeftes ten opsigte van opleiding by 'n skool of kollege onder sodanige beheerraad;
- (b) die beplanning, oprigting en gebruik van geboue;
- (c) die toekenning van beurse en lenings;
- (d) alle aangeleenthede wat in die algemeen betrekking het op die welsyn van die skool of kollege of enige toebehore daarvan; en
- (e) enige aangeleentheid wat die Minister of die Sekretaris na die beheerraad verwys.

Beheerraad Verkies sy Eie Voorsitter en Ondervoorsitter.

E6.1 'n Beheerraad verkies uit sy lede 'n voorsitter en 'n ondervoorsitter wat hul amp vir 'n tydperk beklee van nie langer as die tydperk waarvoor hulle as lede van die beheerraad aangestel is nie.

E6.2 Indien die voorsitter nie in staat is om 'n vergadering by te woon nie, neem die ondervoorsitter in sy plek as voorsitter waar op die vergadering.

E6.3 Indien die voorsitter nie in staat is om vir die volle tydperk waarvoor hy verkies is, te dien nie, verkies die beheerraad 'n ander voorsitter om in sy plek vir die oorblywende deel van die ampstermyn te dien.

E6.4 As nog die voorsitter nog die ondervoorsitter om die een of ander rede op enige vergadering van die beheerraad aanwesig kan wees, moet die teenwoordige lede, as hulle 'n kworum is, een uit hulle geledere verkies om op daardie vergadering voor te sit, en die lid wat aldus verkies word, het vir die doeleindes van daardie vergadering al die bevoegdhede en voorregte van 'n voorsitter.

E6.5 Indien die voorsitter nie in staat is om die pligte van sy amp vir 'n tydperk te vervul nie, verkies die beheerraad uit sy geledere iemand om in die plek van die voorsitter vir sodanige tydperk waar te neem.

E6.6 Die voorsitter beslis oor enige vraag van orde of prosedure op vergaderings wat nie in hierdie Hoofstuk voorgeskryf is nie, maar as 'n lid teen so 'n beslissing beswaar maak, word die vraag sonder bespreking tot stemming gebring en is die beslissing van die vergadering finaal.

Beheerraadsvergaderings.

E7.1 Gewone beheerraadsvergaderings word minstens een maal in elke skoolkwartaal gehou of by die korter tussenpose wat die Sekretaris van tyd tot tyd bepaal.

E7.2 Buitengewone vergaderings van 'n beheerraad vind plaas alleen met die goedkeuring van die Sekretaris.

E7.3 (a) Kennis van die hou van 'n gewone vergadering word skriftelik deur die sekretaris aan elke beheerraadslid gegee sodat dit hom minstens drie dae voor die datum wat vir die vergadering vasgestel is, bereik. Die kennisgewing van die hou van 'n vergadering moet kortliks uiteensit watter aangeleenthede op daardie vergadering behandel sal word.

(b) Kennis van die hou van 'n buitengewone vergadering word aan elke beheerraadslid gegee soos in paragraaf (a) beskryf of op die wyse wat die hoof in die omstandighede nodig ag.

(c) Versuim om te voldoen aan die vereistes van paragraaf (a) maak nie die verrigtings van enige vergadering ongeldig nie en is ook nie gronde om dit nietig te verklaar nie tensy dit blyk dat enige besluit of beslissing van die beheerraad op daardie vergadering waarskynlik nie geneem of gegee sou gewees het as sodanige versuim nie voorgekom het nie.

Quorum.

E8. At least one-third of the members of a board of control, but not less than three, shall form a quorum at a meeting.

Decisions of the Board of Control

E9. The decisions of the board of control on any question considered by it, shall be formulated as a resolution, which shall be adopted by a majority vote of the members present at the discussion of and voting on that question. Each member, including the chairman, shall have one vote and the chairman shall in addition, in the case of an equality of votes, have a casting vote.

Agenda.

E10.1. At a meeting, a board of control shall consider questions in respect of which prior notice has been given, and any other questions which the chairman or any other member may raise, with the approval of the meeting.

E10.2. Unless the meeting is agreeable thereto, a proposal may not be put without prior notice, and a member may not speak more than once on any proposal, except that the proposer shall have a right of reply.

Board of Control May Appoint Sub-Committees.

E11. A board of control may appoint sub-committees to assist and advise it in connection with the carrying out of its duties. Such sub-committees may include members of a board of control as well as other persons: Provided that the chairman of the sub-committee shall be a member of the board of control.

Board of Control May Frame Standing Orders.

E12. A board of control may frame standing orders not in conflict with this Chapter, relating to the functioning of the board of control or any sub-committee thereof.

CHAPTER F.

SCHOOL COMMITTEES FOR STATE SCHOOLS AND STATE-AIDED SCHOOLS EXCLUDING THE FOLLOWING:

- (a) Special Schools,
- (b) State-Aided Special Schools,
- (c) State-Aided Vocational Schools,
- (d) Continuation Classes,
- (e) Training Colleges and Training Schools,
- (f) Agricultural Schools,
- (g) Technical Colleges,
- (h) Nursery Schools.

Constitution of School Committees.

F1.1. A school committee (hereinafter referred to in this Chapter as a committee) for a school except a State-aided school shall consist of five or seven members as the Minister may decide: Provided that the number of members may be altered by the Minister to another of the aforesaid number when a new committee is to be constituted.

F1.2. Of the members of a committee—

- (a) two, in the case of a committee consisting of five members, and
- (b) three, in the case of a committee consisting of seven members,

shall be appointed by the Minister, and the rest shall be elected by the parents of children attending such school.

F1.3. A school committee (hereinafter referred to in this Chapter as a committee) for a State-aided school shall consist of five members constituted as follows:

- (a) two members elected by the parents of children attending such school;
- (b) one member appointed by the Minister; and

Kworum.

E8. Minstens 'n derde van die lede van 'n beheerraad, maar nie minder as drie nie, vorm 'n kworum op 'n vergadering.

Beslissings van Beheerraad.

E9. Die beheerraad se beslissings oor enige saak wat hy oorweeg, word geformuleer as 'n besluit wat aangeneem word by meerderheid van stemme van die lede wat teenwoordig is by die bespreking van en wat stem oor daardie saak. Elke lid, insluitende die voorsitter, het een stem en die voorsitter het, in geval van 'n staking van stemme, 'n beslissende stem.

Agenda.

E10.1 Op 'n vergadering behandel die beheerraad sake waarvan daar vooraf kennis gegee is, en enige ander sake wat die voorsitter of ander lid met die goedkeuring van die vergadering mag opper.

E10.2 Tensy die vergadering daartoe instem, word 'n voorstel nie sonder voorafgaande kennisgewing ingedien nie en praat 'n lid nie meer as een keer daarvoor nie, behalwe dat die voorsteller repliek kan lewer.

Beheerraad kan Onderkomitees benoem.

E11. 'n Beheerraad kan onderkomitees benoem om hom behulpsaam te wees en te adviseer in verband met die uitvoering van sy pligte. Sodanige onderkomitees kan lede van die beheerraad en ander persone insluit: Met dien verstande dat die voorsitter van die onderkomitee 'n lid van die beheerraad moet wees.

Beheerraad kan Reglement van Orde Opstel.

E12. 'n Beheerraad kan 'n reglement van order wat nie strydig is met die bepalings van hierdie Hoofstuk nie, opstel met betrekking tot die werkverrigting van die beheerraad of van enige onderkomitee daarvan.

HOOFSTUK F.

SKOOLKOMITEES VIR STAATSKOLE EN STAATSONDERSTEUNDE SKOLE UITGESONDERD DIE VOLGENDE:

- (a) Spesiale skole,
- (b) Staatsondersteunde spesiale skole,
- (c) Staatsondersteunde beroepskole,
- (d) Voortsettingsklasse,
- (e) Opleidingskolleges en -skole,
- (f) Landbouskole,
- (g) Tegniese kolleges,
- (h) Kleuterskole.

Samestelling van Skoolkomitees.

F1.1 'n Skoolkomitee (hieronder in hierdie Hoofstuk 'n komitee genoem) vir 'n skool, uitgesonderd 'n Staatsondersteunde skool, bestaan uit vyf of sewe lede al na die Minister mag besluit: Met dien verstande dat die getal lede deur die Minister verander kan word in 'n ander voornoemde getal wanneer 'n nuwe komitee saamgestel moet word.

F1.2 Van die lede van 'n komitee word—

- (a) twee, in die geval van 'n komitee wat uit vyf lede bestaan, en
- (b) drie, in die geval van 'n komitee wat uit sewe lede bestaan,

deur die Minister aangestel, en die res verkies deur die ouers van die kinders op sodanige skool.

F1.3 'n Skoolkomitee (hieronder in hierdie Hoofstuk 'n komitee genoem) vir 'n Staatsondersteunde skool bestaan uit vyf lede soos volg saamgestel:

- (a) twee lede verkies deur die ouers van kinders op sodanige skool;
- (b) een lid deur die Minister aangestel; en

(c) two members appointed by the church authority or the missionary body or other persons who are responsible for the establishment or maintenance of the school: Provided that the said two members shall be chairman and vice-chairman of the committee as indicated by the said authority, body or persons.

F1.4. The principal of a school or his substitute, in respect of which a committee has been constituted, shall act as secretary to the committee, may make recommendations and take part in the discussions thereof, but shall not have the right to vote at such meeting.

F1.5. The Secretary or another officer designated by him, in the case of a State school, or a recognized manager in the case of a State-aided school, shall perform the duties of a committee until such time as a committee shall be constituted or elected.

F1.6. Every regional board shall, in respect of every school under its management, in terms of the provisions of this Chapter, afford parents of children on the roll of the school an opportunity of electing a committee for the school: Provided that the Minister may direct that for a period fixed by him, or for an indefinite period terminable at his discretion, the school shall have no committee.

F1.7. Whenever parents of children attending a school do not take advantage of an opportunity afforded them of electing members for the committee, the Minister may instruct the regional board to appoint a committee as directed by the Secretary.

Period of Office of Committee.

F1.8. A committee shall hold office for a period of three years commencing on the date of its first meeting and shall, unless sooner dissolved, go out of office on the day immediately before the first meeting of a new committee elected or appointed for the school.

F1.9. Not earlier than thirty days before and not later than thirty days after the expiry of a period of three years from the date of the first meeting of a committee, or of a period during which, as directed by the Minister in accordance with sub-regulation 6, a school did not have a committee, as the case may be, the regional board shall again afford parents an opportunity of electing members of the committee for the school.

ELECTION OF MEMBERS OF A COMMITTEE.

Persons Who May be Elected as Members of a Committee.

F2.1. Only a person who is a parent or a legal guardian of one or more children on the roll of the school, may be elected as a member of the committee for the school concerned: Provided that if there are less than five voters in respect of any school, any other Coloured person who is not disqualified in terms of regulation F2.2, and who resides in the magisterial district in which the school is situated or in an adjacent magisterial district, may be elected member of the committee for the school concerned.

Disqualification from being an Elected Member of Committee.

F2.2. Notwithstanding the provisions of sub-regulation 1, a person who is a parent or guardian of one or more children on the roll of the school shall be disqualified from being elected as a member of the committee for the school concerned if he—

- (a) is not a Coloured person as defined in section one of the Act;
- (b) is a teacher in the service of the Department;
- (c) is the wife of a teacher in the service of the school for which a committee is to be elected;
- (d) is a person who in terms of the Act or any other Act has been discharged from his post on account of misconduct or unfitness for his duties or incapacity to perform them efficiently;

(c) twee lede aangestel deur die kerkowerheid of sendingliggaam of ander persone wat verantwoordelik is vir die instelling of instandhouding van die skool: Met dien verstande dat genoemde twee ledé optree as voorsitter en ondervoorsitter van die komitee soos deur genoemde owerheid, liggaam of persone aangewys.

F1.4. Die hoof van 'n skool of sy plaasvervanger, ten opsigte waarvan 'n komitee saamgestel is, tree as sekretaris van die komitee op, kan aanbevelings doen en aan die besprekings deelneem, maar het nie die reg om op sodanige vergadering te stem nie.

F1.5. Die Sekretaris of 'n ander beamppte deur hom aangewys, in die geval van 'n Staatskool, of 'n erkende bestuurder in die geval van 'n Staatsondersteunde skool vervul die funksies van 'n komitee tot tyd en wyl 'n komitee ingestel of verkies is.

F1.6. Elke streekraad moet, ten opsigte van elke skool onder sy bestuur, ooreenkomstig die bepalinge van hierdie Hoofstuk die ouers van kinders op die register van die skool in die geleentheid stel om 'n komitee vir die skool te verkies: Met dien verstande dat die Minister kan gelas dat 'n skool vir 'n tydperk wat deur hom vasgestel word, of vir 'n onbepaalde tydperk wat hy na goeddunke kan beëindig, geen komitee moet hê nie.

F1.7. Wanneer ouers van kinders in 'n skool, hoe ook al van die geleentheid wat hulle gebied word om komitee-lede te verkies, nie gebruik maak nie, kan die Minister gelas dat die streekraad 'n komitee aanstel soos deur die Sekretaris bepaal.

Ampduur van Komitee.

F1.8. 'n Komitee is in funksie vir 'n tydperk van drie jaar beginnende op die datum van sy eerste vergadering en tree uit, tensy hy vroeër ontbind word, op die dag onmiddellik voor die eerste vergadering van 'n nuwe komitee wat vir die skool verkies of aangestel word.

F1.9. Nie vroeër as dertig dae voor en nie later as dertig dae na die verstryking van 'n tydperk van drie jaar gereken van die datum van die eerste vergadering van 'n komitee, of van 'n tydperk waarvoor 'n skool op las van die Minister ingevolge subregulasie 6 geen komitee gehad het nie, na gelang van die geval, moet die streekraad die ouers weer in die geleentheid stel om komitee-lede vir die skool te verkies.

VERKIESING VAN KOMITEELED.

Wie tot Lid van die Komitee verkies mag word.

F2.1. Slegs iemand wat 'n ouer of 'n wettige voog van een of meer kinders in die skool is, mag tot lid van die komitee van die betrokke skool verkies word: Met dien verstande dat, indien daar minder as vyf kiesers ten opsigte van enige skool is, enige ander Kleurling wat nie kragtens regulasie F2.2 gediskwalifiseer is nie, en wat in dieselfde landdrosdistrik as dié waarin die skool geleë is of in 'n aangrensende landdrosdistrik woonagtig is, as lid van die komitee vir die betrokke skool verkies mag word.

Onbevoegdheid om Verkose Lid van Komitee te wees.

F2.2. 'n Persoon wat 'n ouer of 'n voog van een of meer kinders in die skool is, is ondanks die bepalinge van sub-regulasie 1 onbevoeg om tot lid van die komitee van die betrokke skool verkies te word as hy—

- (a) nie 'n Kleurling is nie soos omskryf in artikel een van die Wet;
- (b) 'n onderwyser in diens van die Departement is;
- (c) die eggenote is van 'n onderwyser in diens van die skool waarvoor 'n komitee verkies word;
- (d) 'n persoon is wat ingevolge die Wet of enige ander Wet weens wangedrag of ongeskiktheid vir sy pligte of onvermoë om hulle op bekwame wyse uit te voer uit sy pos ontslaan is;

- (e) has been convicted of subversive activities in terms of the General Law Amendment Act, 1962, (Act No. 76 of 1962);
- (f) has been convicted of any sexual offence or any offence involving dishonesty or violence (excluding common assault) or of any offence for which he was sentenced to imprisonment without the option of a fine, unless he has obtained a free pardon;
- (g) is subject to an order of court declaring him to be of unsound mind or mentally disordered or defective or is lawfully detained as mentally disordered or defective under the Mental Disorders Act, 1916 (Act No. 38 of 1916);
- (h) uses intoxicants or stupefying drugs excessively;
- (i) is an unrehabilitated insolvent.

Who May Vote.

F2.3. The voters shall be the persons whose names appear in the admission register of the school as parents or guardians of one or more children enrolled at the school: Provided that if the name of the father so appears in respect of any child and for the same family the name of the mother appears in respect of another child, one or other of the parents shall be a voter but not both, and any doubt or dispute as to which parent is the voter shall be settled in favour of the father unless both or all the children concerned are children of the mother by a previous marriage, in which event the mother shall have a prior claim: Provided further that a voter may authorize his wife or her husband, as the case may be, to be the voter in his or her place either at a meeting or at a poll or at both a meeting and a poll.

PROCEDURE AT ELECTION OF COMMITTEES.

Appointment of Returning Officer.

F3.1. Whenever parents are afforded an opportunity of electing a committee, the regional representative shall appoint a returning officer to conduct the election and to call a meeting of parents who are voters: Provided that—

- (a) no person shall as returning officer conduct an election of a committee if he is a teacher at the school concerned or has any material interest in the result of the election;
- (b) the returning officer shall not be a candidate or a proposer or seconder of a candidate; and
- (c) the returning officer shall be provided by the regional representative with a copy of these regulations.

Notice to Voters.

F3.2. At least fourteen days before the date of the election meeting the regional representative shall give notice of the meeting of voters by—

- (a) causing to be posted up in a conspicuous place at the school concerned, and at any other suitable and prominent place, a notice in English and Afrikaans in an approved form, and
- (b) providing the principal of the school concerned with copies sufficient for distribution to parents, of a notice of a meeting of parents in a form which corresponds essentially to that in paragraph (a), which copy shall be sent by the principal of the school to every parent so that it reaches the parent at least seven days before the day for which the meeting has been fixed.

F3.3. The regional representative shall ensure that the principal of the school concerned has a sufficient supply of approved forms of acceptance of nominations a week before such meeting of parents.

- (e) skuldig bevind is aan ondermynende bedrywighede ingevolge die Algemene Regswysigingswet, 1962 (Wet No. 76 van 1962);
- (f) skuldig bevind is aan enige geslagsmisdad of enige misdryf waarby oneerlikheid of geweldpleging betrokke is (uitgesonderd gewone aanranding) of aan enige misdryf waarvoor hy tot gevangenisstraf sonder die keuse van 'n boete gevonnissen is, tensy volle grasia aan hom verleen is;
- (g) onderworpe is aan 'n bevel van die hof waarby hy as swaksinnig of geestelik gekrenk of gebrekkig verklaar is, of ingevolge die Wet op Geestesgebreken, 1916 (Wet nr. 38 van 1916), wettiglik aangehou word as geestelik gekrenk of gebrekkig;
- (h) 'n oormaat van sterk drank of verdowingsmiddels gebruik;
- (i) 'n ongerehabiliteerde bankroetier is.

Wie Kiesers is.

F2.3. Die kiesers is die persone wie se name in die toelatingsregister van die skool voorkom as ouers of voogde van een of meer kinders wat by die skool ingeskryf is: Met dien verstande dat as die naam van die vader aldus voorkom ten opsigte van 'n kind, en vir dieselfde gesin die naam van die moeder voorkom vir 'n ander kind, die een of die ander ouer 'n kieser is maar nie albei nie, en enige twyfel of geskil in verband met watter ouer die kieser is, word ten gunste van die vader besleg tensy albei of al die kinders wat betrokke is, die kinders uit 'n vorige huwelik van die moeder is, en in dié geval het die moeder die eerste aanspraak: Met dien verstande voorts dat 'n kieser sy eggenote of haar eggenoot, na gelang van die geval, kan magtig om die kieser in sy of haar plek te wees, hetsy op 'n vergadering of by 'n stemming per stembriefie of sowel op 'n vergadering as by 'n stemming per stembriefie.

PROSEDURE BY VERKIESING VAN KOMITEES.

Aanstelling van kiesbeampte.

F3.1. Wanneer ook al ouers in die geleentheid gestel moet word om 'n komitee te verkies, moet die streekverteenwoordiger 'n kiesbeampte aanstel om die verkiesing te hou en 'n vergadering te belê van ouers wat kiesers is: Met dien verstande dat—

- (a) niemand as kiesbeampte 'n verkiesing van 'n komitee mag hou as hy 'n onderwyser aan die betrokke skool is of materiële belang by die uitslag van die verkiesing het nie;
- (b) die kiesbeampte nie 'n kandidaat of 'n voorsteller of sekondant van 'n kandidaat mag wees nie;
- (c) die kiesbeampte deur die streekverteenwoordiger van 'n eksemplaar van hierdie regulasies voorsien word.

Kennisgewing aan Kiesers.

F3.2. Die streekverteenwoordiger moet minstens veertien dae voor die datum van die verkiesingsvergadering kennis gee van die vergadering van kiesers deur—

- (a) 'n kennisgewing in Afrikaans en Engels, in 'n goed-gekeurde vorm op 'n in die oog vallende plek by die betrokke skool en op enige ander geskikte en prominente plek te laat opplak; en
- (b) die hoof van die betrokke skool te voorsien van afskrifte, voldoende vir uitdeling aan ouers, van 'n kennisgewing van die vergadering van ouers in 'n vorm wat wesenlik ooreenkom met dié in paragraaf (a); en die hoof van die skool moet sodanige afskrif aan iedere ouer stuur sodat dit die ouer bereik minstens sewe dae voor die dag wat vir die vergadering vasgestel is.

F3.3. Die streekverteenwoordiger moet toesien dat die hoof van die betrokke skool 'n toereikende voorraad goedgekeurde vorms van aanvaarding van nominasie beskikbaar het 'n week voor sodanige vergadering van ouers.

Minimum Number of Voters Necessary for Election.

F3.4. The minimum number of voters for the holding of the meeting shall be twenty per cent of the total number of voters, unless twenty per cent of the total is less than two, in which case the minimum voters shall be two.

Closing of Election Meeting.

F3.5. If at the expiry of a period not exceeding fifteen minutes after the time fixed for the commencement of the meeting fewer voters are present than the minimum number of voters required, the returning officer shall close the meeting and the parents shall be deemed not to have taken advantage of the opportunity of electing members for a committee and the provision of regulation F1.7 of these regulations shall apply.

Election to be Held Then and There.

F3.6. If such meeting is attended by at least the minimum number of voters, the election shall be conducted and decided then and there.

PROCEDURE AT ELECTION MEETING.

Returning Officer to be Chairman.

F4.1. The returning officer shall preside at the meeting and the principal of the school or his substitute shall remain at the meeting provided with a list of parents and such school registers as may be necessary to assist the chairman—

- (a) in deciding whether any person is a lawful voter and whether nominated candidates are parents or legal guardians of children attending the school; and
- (b) in respect of any such information as the chairman may request in regard to the provisions of these regulations.

Who May Address the Meeting.

F4.2. No person other than the returning officer may address the meeting.

F4.3. Before proceeding with the election of members of the committee, the chairman shall read out to the meeting from the regulations—

- (a) who is entitled to vote;
- (b) how many votes each voter has;
- (c) how nominating and voting shall be carried out;
- (d) who is disqualified from being elected as a member;

and immediately thereafter the chairman shall call for nominations of candidates for election and each parent who is entitled to vote, shall have the right, provided that there is a seconder, to nominate as many candidates as there are vacancies to be filled.

Nomination and Election.

F4.4. (a) Nomination shall take place orally at the meeting and every proposal for nominating a candidate shall be duly seconded. A candidate so nominated shall consent thereto in person or, if he is not present at the meeting, in an approved written statement handed to the returning officer before nominations close.

- (b) The chairman shall not accept any nomination—
 - (i) if the nomination has not been made in accordance with paragraph (a) or
 - (ii) if the person nominated is known by him or proved to his satisfaction to be disqualified from being a member of the committee in terms of regulation F2.1 or F2.2 of these regulations.

(c) Nominations shall close as soon as the chairman has satisfied himself that no more nominations are forthcoming.

(d) After nominations have closed, the chairman shall not accept the withdrawal of any candidate who has been duly nominated.

Minimum Getal Kiesers nodig vir Verkiesing.

F3.4. Die minimum getal kiesers vir die hou van die vergadering is twintig persent van die totale getal kiesers, tensy twintig persent van die totaal minder as twee is, en in dié geval is die minimum getal kiesers twee.

Sluiting van Verkiesingsvergadering.

F3.5. As daar by verstryking van hoogstens vyftien minute na die vasgestelde aanvangstyd van die vergadering, minder kiesers as die vereiste minimum teenwoordig is, sluit die kiesbeampste die vergadering en word dit beskou dat die ouers nie gebruik gemaak het van die geleentheid om komiteelede te verkies nie en is die bepaling van regulasie F1.7 van hierdie regulasies van toepassing.

Verkiesing daar en dan gehou.

F3.6. As sodanige vergadering deur minstens die minimum getal kiesers bygewoon word, moet die verkiesing daar en dan gehou en afgehandel word.

PROSEDURE OP VERKIESINGSVERGADERING.

Kiesbeampste is Voorsitter.

F4.1. Die kiesbeampste moet op die vergadering voorsit en die hoof van die skool of sy plaasvervanger bly in die vergadering, voorsien van 'n lys van ouers en sodanige skoolregisters as wat nodig mag wees om die voorsitter by te staan—

- (a) in sy beslissing of iemand 'n wettige stemgeregtigde is en of genomineerde kandidate ouers of wettige voogde van kinders in die skool is; en
- (b) ten opsigte van enige inligting wat die voorsitter mag verlang in verband met die bepalings van hierdie regulasies.

Wie Vergadering mag toespreek.

F4.2. Niemand anders as die kiesbeampste mag die vergadering toespreek nie.

F4.3. Voordat die verkiesing van lede van die komitee 'n aanvang neem, lees die voorsitter uit die regulasies voor

- (a) wie stemgeregtig is as kieser;
- (b) oor hoeveel stemme elke kieser beskik;
- (c) hoe genomineer en gestem sal word;
- (d) wie onbevoeg is om as lid verkies te word;

en onmiddellik daarna vra hy om nominasies van kandidate vir verkiesing en elke stemgeregtigde ouer het die reg, mits daar 'n sekondant is, om soveel kandidate te nomineer as wat daar vakatures is om aangevul te word.

Nominasie en Verkiesing.

F4.4. (a) Nominasie geskied mondeling op die vergadering en elke voorstel tot nominering van 'n kandidaat moet behoorlik geseondeer word. 'n Aldus genomineerde kandidaat moet sy toestemming persoonlik daartoe gee, of as hy nie op die vergadering teenwoordig is nie, moet hy dit in 'n goedgekeurde skriftelike verklaring aan die voorsitter laat oorhandig voordat die nominasies sluit;

- (b) Die voorsitter mag nie 'n nominasie aanneem nie
 - (i) as die nominasie nie ooreenkomstig paragraaf (a) geskied het nie, of
 - (ii) as hy daarvan bewus is, of dit tot sy tevredenheid bewys word, dat die genomineerde persoon ingevolge regulasie F2.1 of F2.2 van hierdie regulasies onbevoeg is om 'n lid van die komitee te wees.

(c) Nominasies sluit sodra die voorsitter homself daarvan oortuig het dat geen verdere nominasies gedoen sal word nie.

(d) Nadat nominasies gesluit het, aanvaar die voorsitter nie die terugtrekking van enige kandidaat wat behoorlik genomineer is nie.

F4.5. If the number of persons nominated does not exceed the number of persons to be elected, the persons so nominated shall forthwith be declared by the chairman duly elected.

F4.6. (a) If the number of persons nominated exceeds the number of persons to be elected, the chairman shall immediately after the closing of the nominations write down in letters plainly legible to the meeting on a black-board the names of all the persons nominated.

(b) Each person who is entitled to vote shall have one vote only for each of the vacancies to be filled, and the chairman shall request the voters present to elect the required number of members from the persons nominated by writing down the names, then and there, on an informal ballot-paper: Provided that the chairman shall reject any ballot-paper which—

- (i) contains more names of candidates than there are vacancies to be filled; or
- (ii) contains the name of a candidate who has not been nominated.

(c) Where the number of votes cast for two or more candidates for the last place on the list of successful candidates is equal, the lot shall decide between them.

Announcement of Election Results.

F4.7. (a) As soon as the chairman has ascertained the result of the voting, he shall announce such result to the meeting and shall further declare the candidates elected by the majority of votes duly elected, and shall immediately provide the regional board with the names and addresses of such elected members.

(b) The regional representative shall by letter inform each of the persons elected of his election, and shall provide the Secretary with a list of the names and addresses of the persons elected.

Ballot-papers to be Retained.

F4.8. All ballot-papers, including the rejected ballot-papers, shall be retained in a sealed envelope by the returning officer concerned for a period of at least three months in the office of the regional representative.

Minister Appoints Additional Members.

F4.9. After the Secretary has received from the regional representative the names and addresses of the elected members of a committee, the Minister shall appoint the additional members to complete the committee concerned, and the Secretary shall forthwith provide the regional board with the names and addresses of such appointed members.

F4.10. The regional representative shall immediately by letter inform each of the appointed members of his appointment as a member of the committee and shall cause to be posted up in a conspicuous place at the school the names and addresses of all the elected and appointed members of the committee.

Offences and Penalties.

F5. Any person who votes for a nominated candidate or who takes part in the nomination of a candidate, well knowing that he is not qualified to do so, shall be guilty of an offence and liable on conviction to a fine not exceeding twenty rand or, in default of payment, to imprisonment not exceeding one month.

Irregularity and Setting Aside of Election.

F6.1. An objection by a voter, as defined in sub-regulation F2.3, against any irregularity in connection with the election of committee members shall within fourteen days of such election be lodged, in writing, with the regional representative, who shall submit such objection to the Secretary who may—

F4.5. Indien die getal genomineerde persone die getal wat verkies moet word, nie oorskry nie, word die aldus genomineerde persone onverwyld deur die voorsitter as behoorlik verkies verklaar.

F4.6. (a) Waar die getal genomineerde kandidate die getal wat verkies moet word, oorskry, skryf die voorsitter onmiddellik na afloop van die nominasies die name van die genomineerde persone duidelik leesbaar vir die vergadering op 'n skoolbord.

(b) Elke stemgeregtigde kieser het slegs een stem vir elk van die vakatures wat aangevul moet word, en die voorsitter versoek nou die teenwoordige kiesers om deur informele stembriefies wat dan en daar uitgeskryf word, die vereiste getal lede uit die genomineerde persone te verkies: Met dien verstande dat die voorsitter enige stembriefies verwerp wat—

- (i) meer name van kandidate bevat as wat daar vakatures is om aangevul te word; of
- (ii) 'n persoon se naam bevat wat nie genomineer is nie.

(c) Ingeval die getal stemme uitgebring op twee of meer kandidate vir die laaste plek op die lys van suksesvolle kandidate staak, word besluit deur loting.

Bekendmaking van Verkiesingsuitslag.

F4.7. (a) Sodra die voorsitter die uitslag van die stemming bepaal het, maak hy dit aan die vergadering bekend en verklaar die by meerderheid van stemme verkose kandidate as behoorlik verkies, en verstrek hy onverwyld die name en adresse van sodanige verkose lede aan die streekraad.

(b) Die streekverteenvoordiger stel elke verkose lid per brief in kennis dat hy verkies is en verstrek 'n lys van name en adresse van verkose lede aan die Sekretaris.

Stembriefies word bewaar.

F4.8. Alle stembriefies, ook die wat verwerp is, moet deur die betrokke kiesbeampte vir minstens drie maande bewaar word in 'n verseelde koevert in die kantoor van die streekverteenvoordiger.

Minister stel Addisionele Lede aan.

F4.9. Nadat die Sekretaris die name en adresse van die verkose komiteelede van die streekverteenvoordiger ontvang het, stel die Minister die addisionele lede aan wat die betrokke komitee voltallig maak, en verstrek die Sekretaris die name en adresse van sodanig aangestelde lede onverwyld aan die streekraad.

F4.10. Die streekverteenvoordiger moet onverwyld die aangestelde lede van hul aanstelling as komiteelede per brief verwittig en die name en adresse van al die verkose en aangestelde komiteelede, op 'n prominente plek by die skool laat opplak.

Misdrywe en Strafbepalings.

F5. Iedereen wat stem vir 'n genomineerde kandidaat of wat deelneem aan die nominasie van 'n kandidaat, wetende dat hy onbevoeg is om dit te doen, begaan 'n misdryf en is by skuldigbevinding strafbaar met 'n boete van hoogstens twintig rand of, by wanbetaling, met gevangenisstraf van hoogstens een maand.

Onreëlmatigheid en Tersydestelling van Verkiesing.

F6.1. 'n Beswaar deur 'n kieser, soos omskryf in sub-regulasie F2.3, teen 'n onreëlmatigheid in verband met 'n verkiesing van komiteelede moet binne veertien dae na die verkiesing skriftelik by die streekverteenvoordiger ingedien word wat dit na die Sekretaris verwys wat—

- (a) if he considers that such irregularity, error or non-compliance is likely to have affected the result of the election,
 - (i) set aside all proceedings from and after such proceeding, and direct that they may be taken *de novo* at such times as he himself may stipulate, or
 - (ii) set aside all proceedings and direct that the election be commenced *de novo* and that a meeting for the purpose of electing members for a committee be called for a day not later than a specified date; or
- (b) if he considers that such irregularity or error or non-compliance is not likely to have affected the result of the election, condone such irregularity or error or non-compliance, either unconditionally or subject to compliance with any conditions he may stipulate as to the performing of any act or thing omitted to be done or irregularly done, and thereupon such proceeding shall be deemed to have been validly taken in accordance with the provisions of this Chapter.

F6.2. (a) The Secretary may at any time within a period of six months of the date of any election in terms of this Chapter set aside such election if he is satisfied that there has been any irregularity in the conduct of such election.

(b) Where an election has been set aside in terms of paragraph (a), an election shall take place afresh on a date fixed by the Secretary.

(c) Notwithstanding the setting aside of any election in terms of paragraph (a) all acts performed by the committee concerned prior to such setting aside shall be deemed to have been validly performed.

Meetings of Committees.

F7.1. The date, time and place of the first meeting of a newly constituted committee, or of a committee appointed by the regional board in terms of regulation F1.7, shall be fixed by the regional representative: Provided that such date shall be not later than three weeks after the constitution of such committee: Provided further that the holding of the first meeting on a later date may be approved by the Secretary if he is satisfied that there are sufficient reasons therefor.

F7.2. (a) At every meeting of a committee, the committee shall fix the date, time and place of its next meeting: Provided that every committee shall meet at least once every school quarter unless the regional board decides otherwise.

(b) The secretary of a committee may, in consultation with or by order of the chairman, call special meetings if circumstances necessitate such meetings.

Quorum and Procedure at Committee Meetings.

F7.3. A bare majority of the number of members of a committee shall form a quorum at meetings of the committee. At the first meeting of a new committee, subject to the proviso to paragraph (c) of regulation F1.3, the committee shall elect its own chairman and vice-chairman. Every member of the committee, except the secretary of the committee, may vote whenever a decision or a ruling is put to the vote. In the event of a tie in the number of votes, the chairman or, in his absence, the vice-chairman, or if he is also absent the member chosen to preside, shall have a casting vote.

Minutes of Meeting.

F7.4. (a) Minutes of every meeting of a committee shall be kept by the secretary thereof who shall upon request furnish the regional board with a copy of the minutes of any meeting specified by the regional board.

(b) The minutes of committee meetings shall be kept in a well bound book with fixed pages.

- (a) as hy van mening is dat sodanige onreëlmatigheid, fout of nie-nakoming die uitslag van die verkiesing moontlik kon beïnvloed het,
 - (i) alle verrigtinge van en na sodanige verrigting ter syde stel, en gelas dat hulle opnuut uitgevoer word op die tyt wat hy self bepaal, of
 - (ii) alle verrigtinge ter syde stel en gelas dat met die verkiesing opnuut begin word en dat 'n vergadering om komiteelede te verkies, nie later as op 'n bepaalde datum gehou word nie; of
- (b) as hy van mening is dat sodanige onreëlmatigheid of fout of nie-nakoming nie die uitslag van die verkiesing moontlik kon beïnvloed het nie, sodanige onreëlmatigheid, fout of nie-nakoming kondoneer, hetsy onvoorwaardelik of onderworpe aan die nakoming van enige voorwaardes wat hy bepaal in verband met die doen van enige daad of ding wat nie gedoen is nie of onreëlmatig gedoen is, en daarna word dit beskou dat sodanige verrigtinge wettig uitgevoer is ooreenkomstig die bepalings van hierdie Hoofstuk.

F6.2 (a) Die Sekretaris kan te eniger tyd binne 'n tydperk van ses maande van die datum van 'n verkiesing ingevolge hierdie Hoofstuk so 'n verkiesing ter syde stel indien hy oortuig is dat daar onreëlmatigheid by die hou van sodanige verkiesing was.

(b) Waar 'n verkiesing ingevolge paragraaf (a) ter syde gestel is moet die verkiesing opnuut plaasvind op 'n datum deur die Sekretaris bepaal.

(c) Ondanks die tersydestelling van 'n verkiesing ingevolge paragraaf (a) word alle handelinge deur die betrokke komitee verrig voor sodanige tersydestelling geag wettiglik verrig te wees.

Vergaderings van Komitees.

F7.1. Die datum, tyd en plek van die eerste vergadering van 'n pas saamgestelde komitee, of van 'n komitee wat deur die streekraad ingevolge regulasie F1.7 aangestel is, word deur die streekvertegenwoordiger vasgestel: Met dien verstande dat bedoelde datum nie later as drie weke na die samestelling van sodanige komitee mag wees nie: Met dien verstande voorts dat die hou van die eerste vergadering op 'n later datum deur die Sekretaris goedgekeur kan word indien hy oortuig is dat daar voldoende rede daarvoor bestaan.

F7.2 (a) Op elke vergadering van 'n komitee word besluit oor die datum, tyd en plek van sy volgende vergadering: Met dien verstande dat elke komitee minstens een maal elke skoolkwartaal byeen moet kom, tensy die streekraad anders besluit.

(b) Die sekretaris van 'n komitee kan in oorleg met of in opdrag van die voorsitter buitengewone vergaderings belê indien omstandighede sodanige vergaderings noodsaaklik maak.

Die Kworum en Prosedure op Komiteevergaderings.

F7.3. 'n Blote meerderheid van die getal lede van 'n komitee maak 'n kworum uit op vergaderings van die komitee. Op die eerste vergadering van 'n nuwe komitee, behoudens die voorbehoudsbepalings by paragraaf (c) van regulasie F1.3 verkies die komitee sy eie voorsitter en ondervoorsitter. Behalwe die sekretaris van die komitee kan elke lid van die komitee stem wanneer 'n besluit of reëling tot stemming gebring word. By staking van stemme het die voorsitter, of as hy afwesig is, die ondervoorsitter, of, as hy ook afwesig is, die lid wat verkies is om voorsitter te wees, 'n beslissende stem.

Notule van Vergadering.

F7.4. (a) Notule van iedere vergadering van 'n komitee moet deur die sekretaris daarvan gehou word wat die streekraad op versoek moet voorsien van 'n afskrif van die notule van enige vergadering deur die streekraad vermeld.

(b) Die notule van komiteevergaderings moet in 'n stewig gebonde boek met vaste blaaie gehou word.

(c) The minutes of every meeting shall be submitted to the committee at its next ensuing meeting for confirmation.

Filling of Vacancies.

F8.1. The seat of a member on a committee shall become vacant if he dies, resigns from the committee or at the time of his election or appointment, in the opinion of the Secretary, was or subsequently becomes disqualified or if he has been absent, without prior leave of the committee, from three consecutive ordinary meetings of the committee: Provided that a person whose seat has become vacant shall, unless he is disqualified, again be eligible for election or appointment to the committee.

F8.2. When the seat of a member on a committee has become vacant because the member concerned has become disqualified, the Secretary shall declare his seat vacant.

F8.3. Whenever a seat of a member on a committee becomes vacant the chairman shall at the following meeting make known that such vacancy has occurred and the reason therefor.

F8.4. (a) Where the remaining members are sufficient in number to form a quorum, the chairman shall ask the committee to elect at such meeting or at the following meeting, by the majority of the votes of the members present, a person to fill such vacancy for the remainder of the period of office of the committee if the vacancy was caused by an elected member of the committee: Provided that any tie in the number of votes cast for two or more candidates shall be resolved by lot: Provided further that if the vacancy was caused by a member appointed by the Minister or by a member appointed in terms of paragraph (c) of regulation F1.3 by a church authority, body or person stated therein, the Minister or the said authority, body or person, as the case may be, shall fill the vacancy by means of a new appointment.

(b) Immediately after a vacancy has been filled as stipulated in paragraph (a), the chairman of a committee shall notify the regional board of the name of the member whose seat has become vacant and the name and address of the member elected to fill such vacancy and the regional representative shall notify in writing such elected member of his election as a member of the committee.

F8.5. Where the remaining members are insufficient to form a quorum, the Minister shall as soon as practicable appoint the required number of persons to fill the vacancies for the remainder of the period of office of the committee: Provided that in the event of a committee constituted in terms of regulation F1.3 the Minister shall request the church authority, missionary body or other person who is responsible for the establishment or maintenance of such school, to fill the vacancy caused by the resignation or otherwise of a member of a committee who has been appointed by the church authority, missionary body or other person concerned.

F8.6. Where no members remain, the school shall be deemed to have no committee and the regional board shall perform the functions of a committee for the remainder of the period of office of the committee. If the remainder of the period of office exceeds twelve months, then a new committee shall be constituted as stipulated in this Chapter.

Powers and Functions of Committee.

F9. The powers and functions of a committee shall be—

- (a) to make recommendations to the regional board in connection with appointments to the staff of the school concerned;
- (b) to inquire into written complaints about the school or any number of the staff thereof and to report thereon to the regional board, if it considers it necessary in which case it shall submit to the regional board its finding together with the written complaint;

(c) Die notule van iedere vergadering moet aan die komitee voorgelê word op sy eersvolgende vergadering vir bekragtiging.

Aanvulling van Vakatures.

F8.1. Die setel van 'n lid in 'n komitee word vakant as hy sterf, uit die komitee bedank of ten tyde van sy verkiesing of aanstelling na die mening van die Sekretaris onbevoeg was of daarna onbevoeg word, of as hy, sonder die voorafverkreë verlof van die komitee, van drie agtereenvolgende gewone vergaderings van die komitee afwesig was: Met dien verstande dat iemand wie se setel vakant geword het, tensy hy onbevoeg is, weer tot die komitee verkies of daarin aangestel kan word.

F8.2. Wanneer 'n setel van 'n lid in 'n komitee vakant geword het omdat die betrokke lid onbevoeg geword het, verklaar die Sekretaris die setel vakant.

F8.3. Wanneer ook al die setel van 'n lid in 'n komitee vakant word, moet die voorsitter op die eersvolgende vergadering verklaar dat sodanige vakature ontstaan het met verstrekking van die rede daarvoor.

F8.4. (a) Waar die getal oorblywende lede voldoende is om 'n kworum te vorm, moet die voorsitter die komitee versoek om op sodanige vergadering of op die volgende vergadering iemand deur die meerderheidstem van die lede wat aanwesig is, te verkies om sodanige vakature vir die oorblywende gedeelte van die ampstermyn van die komitee aan te vul indien die vakature deur 'n verkose komiteelid veroorsaak is: Met dien verstande dat 'n staking in die getal stemme wat op twee of meer kandidate uitgebring word, deur loting besleg word: Met dien verstande voorts dat indien die vakature veroorsaak is deur 'n lid wat deur die Minister aangestel is of deur 'n lid ingevolge paragraaf (c) van regulasie F1.3 deur die kerkowerheid, liggaam of persoon daarin genoem, die Minister of die bedoelde owerheid, liggaam of persoon, na gelang van die geval, die vakature aanvul deur 'n nuwe aanstelling.

(b) Die voorsitter van 'n komitee moet onmiddellik nadat 'n vakature aangevul is, soos bepaal in paragraaf (a), die streekraad verwittig van die naam van die lid wie se amp vakant geraak het en die naam en adres van die lid wat verkies is om sodanige vakature aan te vul en die streekvertegenwoordiger stel dusdanig verkose lid per brief in kennis van sy verkiesing tot lid van die komitee.

F8.5. Waar die oorblywende lede onvoldoende is om 'n kworum te vorm, vul die Minister so gou doenlik die vereiste getal lede vir die oorblywende gedeelte van die ampstermyn van die komitee aan: Met dien verstande dat, in die geval van 'n komitee saamgestel kragtens regulasie F1.3, die kerkowerheid, sendingliggaam of ander persoon wat verantwoordelik is vir die instelling of instandhouding van die skool, deur die Minister versoek word om enige vakature wat veroorsaak is deur die bedanking of andersins van 'n komiteelid wat deur die betrokke kerkowerheid, sendingliggaam of ander persoon aangestel is, aan te vul.

F8.6. As geen lede oorbly nie, word dit beskou dat die skool geen komitee het nie en moet die streekraad die funksies van 'n komitee vervul vir die oorblywende gedeelte van die ampstermyn van die komitee. Indien die oorblywende gedeelte van die ampstermyn twaalf maande oorskry, moet 'n nuwe komitee saamgestel word soos in hierdie Hoofstuk bepaal.

Bevoegdhede en Funksies van Komitee.

F9. Die bevoegdhede en funksies van 'n komitee is—

- (a) om aanbevelings by die streekraad te doen iasake aanstellings in die personeel van die betrokke skool;
- (b) om ondersoek in te stel na skriftelike klagte in verband met die skool of enige personeellid daarvan en verslag te doen aan die streekraad indien hy dit nodig ag en in dié geval moet hy die skriftelike klagte tesame met sy bevinding voor die streekraad lê;

- (c) to recommend to the regional board that an inquiry be instituted by the Secretary if, in the opinion of the committee, any member of the staff of the school—
- (i) is, in terms of section *eighteen* of the Act, incompetent to carry out his duties efficiently; or
 - (ii) has, on account of continued ill-health or some physical or mental defect, become incapable of giving satisfactory instruction; or
 - (iii) is guilty of misconduct in terms of section *sixteen* of the Act;
- (d) to advise the regional board on matters affecting the welfare of the school and to report to the regional board on any such matter as the regional board may refer to it;
- (e) to deal with the representations of parents and to submit such representations together with its recommendation to the regional board;
- (f) to bring to the notice of the regional board any matter which in the opinion of the committee concerns the welfare or efficiency of its school; and
- (g) to exercise general supervision over the school: Provided that the extent and manner of such supervision may be determined from time to time by the Secretary.

Members of Committee do not Receive Payment.

F10. No member of a committee shall receive any payment, direct or indirect, pecuniary or otherwise, for or in connection with his services as such member and any member who accepts such payment shall be guilty of an offence and liable on conviction to a fine not exceeding twenty rand or, in default of payment, to imprisonment not exceeding one month.

Access to Books and Documents.

F11. The Secretary, or any officer duly authorized by him, shall have access at any time to the books, minutes and documents of a committee.

Dissolution of Committee.

F12.1. The Minister may dissolve a committee if he is of the opinion that—

- (a) owing to the amalgamation of schools or the division of a school or other reorganization of school facilities, it is necessary to afford parents an opportunity for the election of members of a new committee or committees which will be properly representative of the parents of children attending the school or schools concerned after such reorganization; or
- (b) such committee has in the opinion of the Minister failed to carry out its duties satisfactorily or has acted in a manner which is not in the best interests of the school concerned.

F12.2. Where a committee has been dissolved under subregulation 1, it shall go out of office on a date to be fixed by the Minister.

F12.3. During the period that a school, owing to the dissolution of its committee, has no committee the regional board itself shall perform the functions of such committee for the remainder of the period that the dissolved committee would have been in function, or for such shorter period as the Minister may direct.

CHAPTER G.

ADVISORY COMMITTEES FOR SPECIAL SCHOOLS AND HOMES.

G1. When the Minister appoints an advisory committee for a special school or a home, he may arrange for any society or body of persons to be represented on such committee.

- (c) om by die streekraad aan te beveel dat 'n ondersoek deur die Sekretaris ingestel word indien, na die mening van die komitee, 'n lid van die personeel van die skool—
- (i) ingevolge artikel *agtien* van die Wet onbevoeg is om sy pligte behoorlik uit te voer; of
 - (ii) weens voortdurende swak gesondheid of die een of ander liggaamlike of geestelike gebrek onbekwaam geword het om behoorlik onderwys te gee; of
 - (iii) hom aan wangedrag soos omskryf in artikel *sestien* van die Wet skuldig gemaak het;
- (d) om die streekraad te adviseer oor sake rakende die welsyn van die skool en aan die streekraad verslag te doen oor enige sodanige saak wat die streekraad na hom verwys;
- (e) om die vertoë van ouers te behandel en sodanige vertoë en sy aanbeveling voor die streekraad te lê;
- (f) om 'n saak wat na die mening van die komitee op die welsyn of doeltreffendheid van sy skool betrekking het, onder die aandag van die streekraad te bring; en
- (g) om algemene toesig oor die skool uit te oefen: Met dien verstande dat die bestek en wyse van sodanige toesig van tyd tot tyd deur die Sekretaris bepaal kan word.

Komiteelede Ontvang nie Betaling nie.

F10. Geen lid van 'n komitee mag enige betaling, regstreeks of onregstreeks, geldelik of andersins, vir of in verband met sy dienste as sodanige lid ontvang nie en enige lid wat sodanige betaling aanneem, begaan 'n misdryf en is by skuldigbevinding strafbaar met 'n boete van hoogstens twintig rand of by wanbetaling aan gevangenisstraf van hoogstens een maand.

Toegang tot Boeke en Dokumente.

F11. Die Sekretaris, of enige beamppte wat behoorlik deur hom gemagtig is, het te eniger tyd toegang tot die boeke, notule en dokumente van 'n komitee.

Ontbinding van Komitee.

F12.1. Die Minister kan 'n komitee ontbind as hy van mening is dat—

- (a) weens samesmelting van skole of verdeling van 'n skool of ander reorganisasie van skoolgeriewe, dit nodig is om aan ouers 'n geleentheid te gee vir die verkiesing van lede vir 'n nuwe komitee of komitees wat behoorlik verteenwoordigend sal wees van die ouers van kinders wat na sodanige reorganisasie die betrokke skool of skole bywoon; of
- (b) sodanige komitee na die mening van die Minister in gebreke gebly het om sy pligte bevredigend uit te voer, of op 'n wyse opgetree het wat nie in die beste belange van die betrokke skool is nie.

F12.2. Wanneer 'n komitee kragtens subregulasie 1 ontbind is, tree hy uit op 'n datum wat deur die Minister vasgestel word.

F12.3. Gedurende die tydperk wat 'n skool weens ontbinding van die komitee, geen komitee het nie, vervul die streekraad self die funksie van sodanige komitee vir die onverstreke tydperk wat die ontbinde komitee in funksie sou gewees het, of vir sodanige korter tydperk as wat die Minister mag bepaal.

HOOFSTUK G.

ADVIESKOMITEE VIR SPESIALE SKOLE EN TEHUISE.

G1. Waar die Minister 'n advieskomitee vir 'n spesiale skool of tehuis aanstel, kan hy reëlings tref vir die verteenwoordiging van enige vereniging of liggaam van persone in daardie komitee.

Constitution of an Advisory Committee.

G2. An advisory committee shall consist of such number of members, but not less than five, as the Minister may determine for such school or home.

Period of Office of Members.

G3.1. A member of an advisory committee shall hold office for a period not exceeding three years: Provided that, if a society or body of persons referred to in regulation G1 nominates a representative for a period of less than three years, the period of office of such representative shall not exceed the shorter period.

G3.2. Any person whose period of office as a member of an advisory committee has expired, may be re-appointed.

Chairman and Vice-Chairman.

G4.1. The members of an advisory committee shall at their first meeting elect from amongst themselves a chairman and a vice-chairman to hold office for a period of three years: Provided that such period shall not extend beyond the period for which they have been appointed as members of the committee.

G4.2. If a chairman or vice-chairman vacates office, another chairman or vice-chairman, as the case may be, shall be elected subject to the provisions of sub-regulation 1.

Meetings of an Advisory Committee.

G5.1. An ordinary meeting of an advisory committee shall be held not less than once every school quarter unless the advisory committee determines that such meeting shall be held at shorter intervals or, with the approval of the Minister, at longer intervals.

G5.2. The chairman or, if he is not available, the vice-chairman may of his own accord call a special meeting at any time and shall, if directed by the Minister to do so or at the request of at least one-third of the members of the advisory committee, call a special meeting within seven days of receipt of such direction or request.

G5.3. The chairman or, if he is not available, the vice-chairman shall determine the time and venue of a meeting and shall cause notice thereof in writing, indicating matters to be dealt with at the meeting, to be given to each member of the advisory committee so as to reach him not less than three days before the fixed date: Provided that notice of a special meeting may be given in such other manner as the chairman or the vice-chairman, as the case may be, may deem necessary: Provided further that the proceedings of a meeting shall not be void or voidable if the required notice has not been properly given, unless any resolution or decision at the meeting would probably not have been passed or given if proper notice had been given.

Quorum.

G6. At least one-third of the members of an advisory committee, but not less than three, shall form a quorum at a meeting.

Procedure at Meetings.

G7.1. The chairman or, if he is not available, the vice-chairman of an advisory committee shall preside at a meeting; and if neither the chairman nor the vice-chairman is present, the members present shall elect one of them to preside and the member so elected shall at that meeting have all the powers and privileges of a chairman.

G7.2. At a meeting the advisory committee shall deal with matters of which prior notice has been given and such other matters as are raised by a member with the approval of the meeting.

G7.3. All resolutions at a meeting of the advisory committee shall be taken by a majority vote of the members present.

Samestelling van 'n Advieskomitee.

G2. 'n Advieskomitee bestaan uit die getal lede, maar minstens vyf, wat die Minister vir dié skool of tehuis bepaal.

Ampstermyn van Lede.

G3.1. 'n Lid van 'n advieskomitee beklee sy amp vir 'n termyn van hoogstens drie jaar: Met dien verstande dat indien 'n vereniging of liggaam van persone in regulasie G1 genoem 'n verteenwoordiger vir 'n termyn van minder as drie jaar benoem, die verteenwoordiger se ampstermyn nie die mindere termyn oorskry nie.

G3.2. Iemand wie se ampstermyn as lid van 'n advieskomitee verstryk het, kan weer as lid aangestel word.

Voorsitter en Ondervoorsitter.

G4.1. Die lede van 'n advieskomitee kies uit eie geledere op hulle eerste vergadering, 'n voorsitter en 'n ondervoorsitter om vir 'n ampstermyn van drie jaar te dien: Met dien verstande dat die termyn nie op 'n later datum verstryk as die termyn waarvoor hulle as lede van die komitee aangestel is nie.

G4.2. Indien 'n voorsitter of ondervoorsitter sy amp ontruim, word behoudens die bepalinge van subregulasie 1 'n ander voorsitter of ondervoorsitter, na gelang van die geval, verkies.

Vergaderings van 'n Advieskomitee.

G5.1. 'n Gewone vergadering van 'n advieskomitee word minstens elke skoolkwartaal gehou tensy die advieskomitee bepaal dat sodanige vergadering meer of, met die goedkeuring van die Minister, minder dikwels gehou word.

G5.2. Die voorsitter of indien hy nie beskikbaar is nie die ondervoorsitter, kan uit eie beweging te eniger tyd 'n buitengewone vergadering belê, en moet, indien daartoe deur die Minister gelas of daarom deur minstens 'n derde van die lede van die advieskomitee versoek, binne sewe dae na ontvangs van die lasgewing of versoek 'n buitengewone vergadering belê.

G5.3. Die voorsitter of, indien hy nie beskikbaar is nie die ondervoorsitter, bepaal die tyd en plek van 'n vergadering en laat skriftelik kennis gee aan elke lid van die advieskomitee met vermelding van die sake wat op die vergadering behandel sal word, sodat dit hom minstens drie dae voor die bepaalde datum bereik: Met dien verstande dat kennis van die hou van 'n buitengewone vergadering op dié ander wyse as wat die voorsitter of die ondervoorsitter, na gelang van die geval, nodig ag, gegee mag word: Met dien verstande voorts dat die verrigtinge van 'n vergadering nie ongeldig is of nietig verklaar kan word indien die vereiste kennisgewing nie behoorlik gegee is nie, tensy 'n besluit of beslissing op die vergadering waarskynlik nie geneem of gegee sou gewees het nie indien behoorlike kennis gegee is.

Kworum.

G6. Minstens 'n derde van die lede van 'n advieskomitee maar nie minder as drie nie, vorm 'n kworum op 'n vergadering.

Prosedure op Vergaderings.

G7.1. Die voorsitter van 'n advieskomitee sit voor op 'n vergadering; indien hy afwesig is, sit die ondervoorsitter voor; en indien nóg die voorsitter nóg die ondervoorsitter aanwesig is, verkies die teenwoordige lede 'n lid om voor te sit en het die aldus verkose lid op daardie vergadering al die bevoegdhede en voorregte van 'n voorsitter.

G7.2. Op 'n vergadering behandel die advieskomitee sake waarvan daar vooraf kennis gegee is, en die sake wat 'n lid met goedkeuring van die vergadering opper.

G7.3. Alle besluite op 'n vergadering van die advieskomitee word geneem by meerderheid van stemme van teenwoordige lede.

G7.4. Each member present shall have one vote and in the event of an equality of votes the chairman shall, in addition to his deliberative vote, have a casting vote.

G7.5. Subject to the provisions of this Chapter the chairman shall give his ruling on a question of order or procedure: Provided that, if a member objects to any such ruling, the question shall be put to the vote without discussion and the decision of the meeting shall be final.

Leave of Absence.

G8.1. An advisory committee may grant leave to any member to be absent from meetings during such period as may be determined by the advisory committee: Provided that such leave shall not be given for a period exceeding six months without the approval of the Secretary.

G8.2. A member whose application for leave has been refused by the advisory committee may appeal to the Minister through the Secretary and the Minister may dismiss the appeal or direct the committee to grant the leave.

Resignation and Discharge.

G9. A member of an advisory committee vacates office if—

- (a) he resigns in writing;
- (b) he is absent from three consecutive meetings without leave granted under regulation G8.1;
- (c) his appointment is withdrawn by the Minister; or
- (d) he accepts a post at the school of whose advisory committee he is a member.

Filling of Vacancies.

G10. If the seat of any member of an advisory committee becomes vacant before the expiry of the period for which he was appointed, the Minister may appoint any person to fill the vacancy for the unexpired portion of the period for which that member was appointed.

Functions.

G11. An advisory committee shall advise the Secretary on educational and other matters in general, particularly in connection with the welfare of pupils of the school for which it was appointed.

Powers.

G12.1. An advisory committee may advise the Secretary on and make recommendations to him in regard to—

- (a) policy and planning in respect of special education provided at the school;
- (b) the planning, erection and use of buildings; and
- (c) any matter referred to the advisory committee by the Minister or the Secretary.

G12.2. An advisory committee shall consider the reports of the principal of the school and all the departmental inspection reports submitted to it and shall make recommendations to the Secretary in connection with the matters arising therefrom.

G12.3. An advisory committee may from time to time appoint any of its members to visit the school and to report in writing on any matter which, in his opinion, affects the interests of the school or the pupils and such report shall constitute part of the minutes of the next meeting of the advisory committee.

Allowances Payable to Members.

G13. A member of an advisory committee who is not in the full-time employ of the State, shall be entitled, in respect of time spent and journeys necessarily undertaken in connection with the attendance of a meeting of the advisory committee, to such allowances and travelling facilities at State expense as the Secretary, with the approval of the Treasury, may from time to time determine.

G7.4. Elke teenwoordige lid het een stem en by 'n staking van stemme het die voorsitter, benewens sy gewone stem, ook 'n beslissende stem.

G7.5. Behoudens die bepalings van hierdie Hoofstuk, beslis die voorsitter oor 'n vraag van orde of procedure: Met dien verstande dat, indien 'n lid teen so 'n beslissing beswaar maak, die vraag sonder bespreking tot stemming gebring word en die beslissing van die vergadering is final.

Afwesigheid met Verlof.

G8.1. 'n Advieskomitee kan aan 'n lid verlof toestaan om, gedurende 'n tydperk wat die advieskomitee bepaal, van vergaderings afwesig te wees: Met dien verstande dat indien sodanige verlof 'n tydperk van ses maande oorskry, die goedkeuring van die Sekretaris verkry moet word.

G8.2. 'n Lid wie se aansoek om verlof deur die advieskomitee geweier is, kan appél by die Minister deur die Sekretaris aanteken, wat die appél kan verwerp of die komitee kan gelas om die verlof toe te staan.

Bedanking en Ontslag.

G9. 'n Lid van 'n advieskomitee ontruim sy amp indien—

- (a) hy skriftelik bedank;
- (b) hy van drie agtereenvolgende vergaderings sonder verlof kragtens regulasie G8.1 toegestaan, afwesig is;
- (c) sy aanstelling deur die Minister ingetrek word; of
- (d) hy 'n betrekking aanvaar aan die skool van wie se advieskomitee hy 'n lid is.

Aanvulling van Vakatures.

G10. Indien die setel van 'n lid van 'n advieskomitee voor die verstryking van die termyn waarvoor hy aangestel is, vakant raak, kan die Minister iemand aanstel om die vakature aan te vul vir die onverstreke gedeelte van die termyn waarvoor daardie lid aangestel was.

Werkzaamhede.

G11. 'n Advieskomitee adviseer die Sekretaris aangaande onderwys- en ander aangeleenthede in die algemeen, veral in verband met die welsyn van leerlinge van die skool waarvoor hy aangestel is.

Bevoegdhede.

G12.1. 'n Advieskomitee kan die Sekretaris van advies dien en by hom aanbevelings doen omtrent—

- (a) beleid en beplanning ten opsigte van buitengewone onderwys wat by die skool verskaf word;
- (b) die beplanning, oprigting en gebruik van geboue; en
- (c) 'n aangeleentheid wat die Minister of die Sekretaris na die advieskomitee verwys.

G12.2. 'n Advieskomitee oorweeg die verslae van die hoof betreffende die skool en alle departementele inspeksieverslae wat aan hom voorgelê word, en doen by die Sekretaris aanbevelings omtrent die aangeleenthede wat daaruit voortspruit.

G12.3. 'n Advieskomitee kan van tyd tot tyd 'n lid van die advieskomitee aanstel om die skool te besoek en skriftelike verslag te doen oor enige saak wat na sy mening die belange van die skool of die leerlinge raak, en die verslag maak deel uit van die notule van die eersvolgende vergadering van die advieskomitee.

Toelaes Betaalbaar aan Lede.

G13. 'n Lid van 'n advieskomitee wat nie in voltydse diens van die Staat is nie is geregtig op toelaes en reisgeriewe op Staatskoste soos van tyd tot tyd deur die Sekretaris, met goedkeuring van die Tesourie, bepaal mag word ten opsigte van tyd in beslag geneem en noodsaaklike ritte afgelê vir die bywoning van 'n vergadering van die advieskomitee.

Secretarial and Administrative Work.

G14.1. The principal of the school shall perform the secretarial and administrative work of the advisory committee and may call upon a staff member of the school to assist him.

G14.2. The principal shall keep or cause to be kept minutes of the proceedings at any meeting of an advisory committee and shall transmit a copy of such draft minutes to the Secretary within fourteen days of a meeting.

G14.3. The draft minutes shall be submitted to the advisory committee at its next meeting for confirmation or, if necessary, for amendment and confirmation.

CHAPTER H.

GRANTS-IN-AID TO STATE-AIDED SCHOOLS (EXCLUDING STATE-AIDED VOCATIONAL SCHOOLS, STATE-AIDED SPECIAL SCHOOLS AND CONTINUATION CLASSES).

H1.1. The making of a grant-in-aid to a State-aided school, in terms of section *four* of the Act, shall be subject to a condition that an average attendance of at least ten Coloured pupils be maintained, that the educational needs of the locality call for the existence of such school and that the accommodation for such school is suitable: Provided that the recommendation of the regional board concerned be obtained before a grant-in-aid be made to such school.

H1.2. The management and maintenance of a State-aided school referred to in sub-regulation 1 shall vest in a recognized manager, who may be remunerated by the Department for his services by the payment of an allowance of R10 per school per calendar year for each such school under his control: Provided that the total amount payable to a manager shall not exceed R100 per calendar year.

H1.3. The manager shall submit an application for such allowance to the Department on the expiry of each period of six months ending on the 30th June and 31st December of each year, on an approved claim form in which the following particulars shall be furnished:—

- (a) The names of the schools under the control of the manager and in respect of which a grant-in-aid is paid by the Department; and
- (b) the actual period during which each school referred to in paragraph (a) was under the control of the manager.

H1.4. The allowance payable in respect of a school which was under the control of the manager for only part of the period referred to in sub-regulation 3, shall be calculated according to the number of days in such part of the period.

H1.5. Should a manager, to whom an allowance is payable in terms of sub-regulation 2, be owing to the Department the amount in respect of books and requisites supplied for a period longer than twelve months, the full allowance due to him or part thereof may be credited to his account in respect of the amount owing for books and requisites.

H1.6. The allowance shall not be paid to a manager unless he complies with all departmental requirements in regard to the general management of schools under his control, including the acceptance by him of the responsibility for the distribution of books and requisites.

H1.7. For the purposes of these regulations a manager shall be either a person appointed by the church authority or missionary body or other persons responsible for the establishment or maintenance of the school or a management committee appointed by such authority, body or persons in accordance with a written constitution approved by the Secretary: Provided that the Secretary may terminate the recognition of a manager and may himself appoint a manager to act for any period during which there is no recognized manager appointed by such authority, body or persons for the school concerned.

H1.8. Such managers shall for their respective schools, as laid down in regulation F1.5, perform the functions of

Sekretariële en Administratiewe Werk.

G14.1. Die hoof van die skool verrig die sekretariële en administratiewe werk van die advieskomitee en kan personeellid van die skool gelas om hom daarmee behulpsaam te wees.

G14.2. Die hoof hou, of laat notule hou, van verrigting op 'n vergadering van 'n advieskomitee en stuur binne veertien dae na 'n vergadering 'n afskrif van die ontwerpnotule aan die Sekretaris.

G14.3. Die ontwerpnotule word aan die advieskomitee op sy volgende vergadering vir bekragtiging of, indien nodig, vir wysiging en bekragtiging voorgelê.

HOOFSTUK H.

HULPTOELAE AAN STAATSONDERSTEUNDE SKOLE (UITGESONDERD STAATSONDERSTEUNDE BEROEPSKOLE, STAATSONDERSTEUNDE SPESIALE SKOLE EN VOORTSETTINGSKLASSE).

H1.1. Die toekenning van 'n hulptoelae aan 'n Staatsondersteunde skool kragtens artikel *vier* van die Wet is onderworpe daaraan dat 'n gemiddelde besoek van minstens tien Kleurlingeleerlinge gehandhaaf word, dat die onderwysbehoefes van die omgewing die bestaan van sodanige skool vereis en dat die akkommodasie vir sodanige skool geskik is: Met dien verstande dat die aanbeveling van die betrokke streekraad verkry word, alvorens 'n hulptoelae aan enige sodanige skool toegeken word.

H1.2. Die bestuur en instandhouding van 'n in subregulasie 1 bedoelde Staatsondersteunde skool, berus by 'n erkende bestuurder wat deur die Departement vir sy dienste besoldig kan word by wyse van betaling van 'n toelae van R10.00 per skool per kalenderjaar vir elke sodanige skool onder sy beheer: Met dien verstande dat die totale bedrag betaalbaar aan 'n bestuurder nie meer as R100.00 per kalenderjaar beloop nie.

H1.3. Die bestuurder moet by die Departement om sodanige toelae aansoek doen by verstryking van elke tydperk van ses maande wat op 30 Junie en 31 Desember van elke jaar eindig, en 'n goedgekeurde eisvorm voorleë waarin die volgende besonderhede verstrekkend moet word:

- (a) Die name van die skole wat 'n hulptoelae van die Departement ontvang en onder beheer van die bestuurder is; en
- (b) die werklike tydperk waarin elke skool genoem in paragraaf (a) onder beheer van die bestuurder was.

H1.4. Die toelae betaalbaar ten opsigte van 'n skool wat vir slegs 'n gedeelte van die tydperk vermeld in subregulasie 3, onder beheer van die bestuurder was, word bereken volgens die getal dae in sodanige gedeelte van die tydperk.

H1.5. As 'n bestuurder aan wie kragtens subregulasie 2 'n toelae betaalbaar is, die waarde van boeke en benodigdhede wat verskaf is, vir 'n langer tydperk as twaalf maande aan die Departement verskuldig is, kan die toelae wat aan hom verskuldig is, in sy geheel of ten dele in die krediet van die rekening vir boeke en benodigdhede van die betrokke bestuurder oorgedra word.

H1.6. Die toelae word nie aan 'n bestuurder betaal nie tensy hy aan alle departementele vereistes betreffende die algemene bestuur van skole onder sy beheer, met insluiting van die aanvaarding van die finansiële verantwoordelijkheid vir die uitdeling van boeke en benodigdhede voldoen.

H1.7. Vir die doeleindes van hierdie regulasies is 'n bestuurder of iemand wat aangestel word deur die kerkowerheid of sendingliggaam of ander persone wat verantwoordelik is vir die instelling of instandhouding van die skool of 'n bestuurskomitee, wat aangestel word deur sodanige owerheid, liggaam of persone ooreenkomstig 'n geskrewe konstitusie wat deur die Sekretaris goedgekeur is: Met dien verstande dat die Sekretaris die erkenning van 'n bestuurder kan beëindig en self 'n bestuurder kan aanstel om op te tree vir enige tydperk waarin daar geen erkende bestuurder is, wat deur sodanige owerheid, liggaam of persone vir die betrokke skool aangestel is nie.

H1.8. Sodanige bestuurders vervul soos in regulasie F1.5 bepaal die funksies van skoolkomitees vir hul onderskeie

school committees where no school committees have been established for such schools, and they shall be responsible direct to the regional board for the school region in which the schools under their control are situated.

Conditions of Aid.

H2.1. In respect of State-aided schools the Department shall pay the salaries and allowances of teachers whose appointments have been approved by the Minister, approved expenditure on water, sanitation, cleaning, care-taking and other approved services, and the cost of approved furniture and equipment.

H2.2. In respect of approved buildings which are considered by the Minister to be required in connection with any such school and which are used exclusively for approved purposes, the Minister may pay—

- (a) if such building is owned by the authority, body or persons responsible for the establishment of the school and was erected or acquired
 - (i) before the first day of April, 1918, a grant at the rate of 4 per cent per annum of the valuation of such building as approved by the Minister;
 - (ii) during the period from the first day of April, 1918, up to and including the thirty-first day of December, 1928, a grant at a rate fixed by the Minister but not exceeding 6 per cent per annum of the cost of erection or purchase of such building;
 - (iii) during the period from the first day of January, 1929, up to and including the thirty-first day of December, 1956, a grant at a rate fixed by the Minister but not exceeding 7 per cent per annum of the cost of erection or purchase of such building;
 - (iv) during the period from the first day of January, 1957, up to and including the thirty-first day of December, 1960, a grant at a rate fixed by the Minister but not exceeding 8 per cent per annum of the cost of erection or purchase of such building;
 - (v) after the thirty-first day of December, 1960, a grant on the basis and subject to the conditions as prescribed from time to time by the Minister in consultation with the Minister of Finance; and
- (b) if such building is hired by the authority, body or persons responsible for the establishment of the school, a grant at a rate fixed by the Minister but not exceeding the rent paid or 8 per cent per annum of the cost of erection or purchase of such building whichever is the lesser: Provided that, where the cost of erection or purchase of a building cannot be ascertained by the Minister, such cost shall, for the purpose of this regulation be deemed to be equal to the valuation by the Minister of the cost of such building: Provided further that, for the purpose of this regulation, "building" includes land, and the value of land may be included in the cost of erection of a building.

H3. In respect of a State-aided school the Secretary shall decide whether boys or girls or both boys and girls are to be enrolled therein and shall determine the subjects of instruction and the highest and lowest standards in the curriculum of the school as a whole or in the curriculum for boys and girls, respectively, in the case of a school in which boys and girls are enrolled: Provided that no such curriculum shall, except in the case of a training school, proceed beyond the sixth standard.

H4. Aid in terms of this Chapter shall be withdrawn from a school if the Secretary is satisfied that the school is no longer required or if the school has for each of two consecutive calendar quarters failed to maintain an average attendance of at least ten pupils.

skole waar daar nie skoolkomitees vir sodanige skole ingestel is nie en is regstreeks verantwoordelik aan die streekraad vir die skoolstreek waarin die skole onder hul beheer, geleë is.

Voorwaardes vir Ondersteuning.

H2.1. Ten opsigte van Staatsondersteunde skole word die salarisse en toelae van die onderwysers wie se aanstellings deur die Minister goedgekeur is, goedgekeurde uitgawe aan water, sanitasie, skoonmaak-, opsigters- en ander goedgekeurde dienste en die koste van goedgekeurde meubels en uitrusting deur die Departement betaal.

H2.2. Ten opsigte van goedgekeurde geboue wat deur die Minister nodig geag word in verband met enige sodanige skool en wat uitsluitend vir goedgekeurde doeleindes gebruik word, kan die Minister—

- (a) indien sodanige gebou die eiendom is van die owerheid, liggaam of persone verantwoordelik vir die instelling van die skool, en opgerig of aangeskaf is
 - (i) voor die eerste dag van April 1918 'n toelae betaal teen vier persent per jaar van die waardasie van sodanige gebou soos deur die Minister goedgekeur;
 - (ii) gedurende die tydperk van die eerste dag van April 1918 tot en met die een-en-dertigste dag van Desember 1928, 'n toelae betaal teen 'n tarief wat deur die Minister vasgestel word maar wat nie hoër is as ses persent per jaar van die koste van oprigting of aankoop van sodanige gebou nie;
 - (iii) gedurende die tydperk van die eerste dag van Januarie 1929 tot en met die een-en-dertigste dag van Desember 1956, 'n toelae betaal teen 'n tarief wat deur die Minister vasgestel word maar wat nie hoër is as sewe persent per jaar van die koste van oprigting of aankoop van sodanige gebou nie;
 - (iv) gedurende die tydperk van die eerste dag van Januarie 1957 tot en met die een-en-dertigste dag van Desember 1960, 'n toelae betaal teen 'n tarief wat deur die Minister vasgestel word maar wat nie hoër as agt persent per jaar van die koste van oprigting of aankoop van sodanige gebou is nie;
 - (v) na die een-en-dertigste dag van Desember 1960, 'n toelae betaal op die grondslag en onderworpe aan die voorwaardes wat die Minister in oorleg met die Minister van Finansies van tyd tot tyd voorskryf; en
- (b) as sodanige gebou deur die owerheid, liggaam of persone verantwoordelik vir die instelling van die skool gehuur word, 'n toelae betaal teen 'n tarief wat deur die Minister vasgestel word, maar wat nie hoër is as die huurgeld wat betaal word of agt persent per jaar van die koste van oprigting of aankoop van sodanige gebou nie, wat ook al die minste is: Met dien verstande dat, waar die koste van oprigting of aankoop van 'n gebou nie deur die Minister vasgestel kan word nie, dit, vir sover dit hierdie regulasie betref, geag word dat sodanige koste gelyk is aan die Minister se skatting van die koste van sodanige gebou: Met dien verstande voorts, dat, vir sover dit hierdie regulasie betref, „gebou” grond omvat, en die waarde van grond by die koste van oprigting van 'n gebou ingesluit kan word.

H3. Ten opsigte van 'n Staatsondersteunde skool besluit die Sekretaris of seuns of dogters of sowel seuns as dogters daarin ingeskryf moet word en bepaal hy die leervakke en die hoogste en laagste standers in die leergang van sodanige skool as 'n geheel of in die leergang vir onderskeidelik seuns en dogters in die geval van 'n skool waarin sowel seuns as dogters ingeskryf word: Met dien verstande dat sodanige leergang behalwe in die geval van 'n opleidingskool, nie verder as die sesde standerd mag gaan nie.

H4. Ondersteuning kragtens hierdie Hoofstuk word van 'n skool teruggetrek as die Sekretaris oortuig is dat die skool nie langer nodig is nie of as die skool vir elk van twee agtereenvolgende kalenderkwartale nie daarin geslaag het om 'n gemiddelde besoek van minstens tien leerlinge te handhaaf nie.

CHAPTER I.

GRANTS-IN-AID TO STATE-AIDED VOCATIONAL SCHOOLS.

II. The payment of a grant-in-aid to a State-aided vocational school in terms of section *four* of the Act, shall be subject to the following conditions:

- (a) The school shall be placed under a management of which the principal of the school shall be the administrative and executive officer and to which the principal shall be responsible;
- (b) the management shall meet at least once during each calendar quarter or at such other intervals as may be approved by the Minister. A copy of the minutes of each meeting shall be submitted to the Secretary as soon as possible after the meeting;
- (c) the Minister may appoint representatives to the management but not exceeding a number which is one less than half the total number of members;
- (d) the management shall maintain a system of book-keeping for all its moneys, stores, equipment, buildings, furniture and securities to the satisfaction of the Secretary and shall submit to the Secretary annually at such times as may be required by him—
 - (i) an estimate of revenue and expenditure for the ensuing financial year;
 - (ii) an audited balance sheet and audited statements of revenue and expenditure in respect of its activities and an annual report, in respect of the previous financial year; and
 - (iii) any other information required in connection with the application of the Act;
- (e) the Secretary may withhold part or the whole of any grant-in-aid until he is satisfied that appropriate steps have been taken to remedy any defects which may be brought to light or until such defects have been remedied;
- (f) the Secretary may at the request of the management or at any time when he considers it necessary, cause an inspection to be made of or an inquiry to be held into any matter in regard to the administration, education or discipline of such school;
- (g) the courses of training in respect of which any grant-in-aid is to be applied, shall be subject to the approval of the Minister and shall comply with the requirements for courses determined in terms of sub-section (2) of section *twenty-one* of the Act by the Minister or instituted in terms of sub-section (4) of the said section of the Act by the Department of Education, Arts and Science in respect of which that Department will conduct examinations;
- (h) a constitution in which provision is made for the composition, functions, powers, duties and procedure at meetings of the management shall be submitted for the approval of the Minister.

Grant-in-Aid.

12. The grant-in-aid to a State-aided vocational school shall consist of—

- (a) a maintenance grant not exceeding R69 per annum per pupil resident in a school hostel; or
- (b) a maintenance grant not exceeding R23 per annum in respect of a non-resident day scholar;

Provided that a reduced grant-in-aid shall be paid in the case where, in the opinion of the Secretary, the parents of a pupil are themselves able to make some contribution.

CHAPTER J.

STATE-AIDED SPECIAL SCHOOLS.

Basis of Grants-in-Aid.

J1. The grant-in-aid to a State-aided special school shall consist of—

- (a) the full salaries, allowances and leave gratuities of the approved teaching staff;

HOOFSTUK I.

HULPTOELAE AAN STAATSONDERSTEUNDE BEROEPSKOLE.

II. Die betaling van hulptoelae aan 'n Staatsondersteunde beroepskool ingevolge artikel *vier* van die Wet i onderworpe aan die volgende voorwaardes:—

- (a) die skool word geplaas onder 'n bestuur waarvan die hoof van die skool die administratiewe en uitvoerende beampte is en waaraan die hoof verantwoordelik is;
- (b) die bestuur moet minstens een keer elke kalender kwartaal vergader of by ander tussenpose wat die Minister goedkeur. 'n Afskrif van die notule van elke vergadering moet so gou doenlik na die vergadering aan die Sekretaris voorgelê word;
- (c) die Minister kan verteenwoordigers in die bestuur benoem, maar hoogstens 'n getal wat een minde as die totale ledetal is;
- (d) die bestuur moet 'n stelsel van boekhouding van al sy gelde, voorrade, uitrusting, geboue, meubel en sekuriteite tot tevredenheid van die Sekretaris volg en moet jaarliks op tye wat die Sekretaris vereis, die volgende aan hom voorlê—
 - (i) 'n raming van inkomste en uitgawes vir die volgende boekjaar;
 - (ii) 'n geouditeerde balansstaat en geouditeerde state van inkomste en uitgawes in verband met sy bedrywighede en 'n jaarverslag vir die afgelede boekjaar; en
 - (iii) enige ander inligting wat vereis word in verband met die toepassing van die Wet;
- (e) die Sekretaris kan enige hulptoelae gedeeltelik of ten volle terughou totdat hy daarvan oortuig is da behoortlike stappe gedoen is om enige tekortkoming wat aan die lig kom, te verhelp of totdat hulle verhelp is;
- (f) die Sekretaris kan op versoek van die bestuur of te eniger tyd wanneer hy dit nodig ag, 'n inspeksie laat hou van of ondersoek laat instel na enige aan geleentheid betreffende die administrasie, onderwys of dissipline van sodanige skool;
- (g) die kursusse van opleiding waarvoor enige hulptoelae gebruik word, moet deur die Minister goedgekeur word en moet voldoen aan die vereistes vir kursusse wat kragtens subartikel (2) van artikel *een-en-twintig* van die Wet deur die Minister bepaal of kragtens subartikel (4) van bedoelde artikel van die Wet deur die Departement van Onderwys, Kuns en Wetenskap ingestel word en waarvan daardie Departement eksamens afneem;
- (h) statute waarin voorsiening gemaak word vir die samestelling, funksies, bevoegdhede, pligte en prosedure by vergaderings van die bestuur moet vir die goedkeuring van die Minister voorgelê word.

Hulptoelae.

12. Die hulptoelae aan 'n Staatsondersteunde beroepskool bestaan uit—

- (a) 'n onderhoudstoelae van hoogstens R69 per jaar per leerling wat in 'n skoolkoshuis inwoon; of
- (b) 'n onderhoudstoelae van hoogstens R23 per jaar per nie-inwonende dagkolier;

Met dien verstande dat 'n verminderde toelae betaal word na gelang die Sekretaris van mening is dat die leerling se ouers self 'n bydrae kan maak.

HOOFSTUK J.

STAATSONDERSTEUNDE SPESIALE SKOLE.

Grondslag vir Hulptoelae.

J1. Die hulptoelae aan 'n Staatsondersteunde spesiale skool bestaan uit—

- (a) die volle salarisse, toelaes en verlofgratifikasie van goedgekeurde onderwyspersoneel;

- (b) two-thirds of the salaries, wages and leave gratuities of other approved staff;
- (c) a maintenance grant not exceeding R60 per annum in respect of an approved indigent pupil resident in a school hostel, or such lesser grant as the Secretary may determine where he is of the opinion that the parents of the pupil are themselves able to make some contribution;
- (d) the full costs of transport of such approved resident indigent pupil and of his escort on admission and discharge and for the July and December holidays for a distance not exceeding that between the school and home of such pupil or a portion of the costs where the Secretary is of the opinion that the parents are themselves able to make some contribution;
- (e) the full costs of transport from and to the school of an approved non-resident indigent pupil, or a portion thereof where the Secretary is of the opinion that the parents of the pupil are themselves able to make some contribution thereto;
- (f) a grant not exceeding R10 per annum in respect of such approved non-resident indigent pupil who, owing to the school programme and to the distance from his home, has to have his midday meals at the school;
- (g) two-thirds of the costs, approved by the Minister, in respect of buildings, including alterations to existing buildings, architects' fees, survey fees, the acquisition of sites for buildings and the fencing thereof, interest on and redemption of loans and rentals: Provided that a school shall have available its own contribution before the Government shall make a contribution; and
- (h) half of any other expenditure approved by the Minister.

J1.2. Notwithstanding the provisions of sub-regulation 1, the Secretary may reduce a grant-in-aid by the amount which a State-aided special school receives from the Government through any other source.

Conditions.

J2. The payment of a grant-in-aid to a State-aided special school shall be subject to the conditions prescribed in regulations J3.1 up to and including J13.2.

Management.

J3.1. The school shall be placed under the control of a management and such management shall submit its constitution, which shall provide for corporate status, to the Minister for approval.

J3.2. The Minister may appoint representatives to the management but not exceeding a number which is one less than half the total number of members.

J3.3. The Minister shall determine the period of office of his representatives and their appointment may at any time be terminated by him.

J3.4. A management shall meet at least once during every school quarter unless it decides that meetings shall be held at shorter or, with the approval of the Minister, at longer intervals.

J3.5. The management shall keep or cause to be kept minutes of proceedings at a meeting and shall submit a copy of the draft minutes within fourteen days of the meeting to the Secretary.

J3.6. The principal of such school shall be the administrative and executive officer of the management and shall be responsible to the management.

J3.7. The management shall make recommendations to the Secretary in regard to appointments on the staff at the school concerned.

Admission and Discharge of Pupils.

J4. The admission to and discharge from a State-aided special school of a pupil who is subject to compulsory school attendance shall be approved by the Secretary.

- (b) twee derdes van die salarisse, lone en verlofgratifikasies van ander goedgekeurde personeel;
- (c) 'n onderhoudstoelae van hoogstens R60 per jaar ten opsigte van 'n goedgekeurde behoefte leerling wat in 'n skoolkoshuis inwoon, of dié verminderde toelae soos die Sekretaris bepaal na gelang hy van mening is dat die leerling se ouers self 'n bydrae kan maak;
- (d) die volle vervoerkoste van sodanige goedgekeurde behoefte inwonende leerling en sy begeleier by toelating en ontslag en vir die Julie- en Desember-vakansies vir hoogstens die afstand tussen die skool en tuiste van sodanige leerling, of 'n deel van die koste na gelang die Sekretaris van oordeel is dat die ouers self 'n bydrae kan maak;
- (e) die volle vervoerkoste van en na die skool van 'n goedgekeurde behoefte nie-inwonende leerling, of 'n deel van die koste na gelang die Sekretaris van oordeel is dat die ouer self 'n bydrae kan maak;
- (f) 'n toelae van hoogstens R10 per jaar ten opsigte van sodanige goedgekeurde behoefte nie-inwonende leerling wat as gevolg van die skool-program en die afstand van sy woning middagetes by die skool moet nuttig;
- (g) twee derdes van die koste deur die Minister goedgekeur ten opsigte van geboue, met inbegrip van veranderings aan bestaande geboue, argiteksgelde, opmetingsgelde, die aankoop van persele vir geboue en die omheining daarvan, rente op en aflossing van lenings, en huurgelde: Met dien verstande dat 'n skool sy deel beskikbaar moet hê voordat die Staat 'n bydrae maak; en
- (h) die helfte van ander uitgawes deur die Minister goedgekeur.

J1.2. Ondanks die bepalings van subregulasie 1 kan die Sekretaris 'n hulptoelae verminder met die bedrag wat 'n Staatsondersteunde spesiale skool van die Staat uit 'n ander bron ontvang.

Voorwaardes.

J2. Die betaling van 'n hulptoelae aan 'n Staatsondersteunde spesiale skool is onderworpe aan die voorwaardes vervat in regulasies J3.1 tot en met J13.2.

Bestuur.

J3.1. Die skool staan onder beheer van 'n bestuur en die bestuur moet sy statuut, wat voorsiening vir regs persoonlikheid insluit, aan die Minister vir goedkeuring voorlê.

J3.2. Die Minister kan verteenwoordigers in die bestuur benoem, maar hoogstens 'n getal wat een minder as die helfte van die totale ledetal is.

J3.3. Die Minister bepaal die dienstermyn van sy verteenwoordigers en hulle lidmaatskap kan te, eniger tyd deur hom beëindig word.

J3.4. 'n Bestuur vergader minstens een keer elke skoolkwartaal, tensy hy bepaal dat vergaderings meer of, met goedkeuring van die Minister, minder dikwels gehou word.

J3.5. Die bestuur hou, of laat notule hou, van verrigtings op 'n vergadering en stuur binne veertien dae na die vergadering 'n afskrif van die ontwerpnotule aan die Sekretaris.

J3.6. Die hoof van sodanige skool is die administratiewe en uitvoerende beampte van, en verantwoordelik aan, die bestuur.

J3.7. Die bestuur doen aanbevelings by die Sekretaris insake aanstellings in die personeel by die betrokke skool.

Toelating en Ontslag van Leerlinge.

J4. Die toelating van 'n leerling tot en die ontslag van 'n skoolpligtige leerling uit 'n Staatsondersteunde spesiale skool word deur die Sekretaris goedgekeur.

Registers.

J5.1. A management shall cause an admission register, containing the following particulars, to be kept in respect of each school year—

- (a) the name of each pupil;
- (b) date of birth;
- (c) date of admission;
- (d) standard passed on admission;
- (e) home address;
- (f) date of discharge; and
- (g) standard passed on discharge.

J5.2. For each class the following shall be kept—

- (a) a class register reflecting class attendance;
- (b) a scheme of work; and
- (c) a register of work done.

Control and Discipline of Pupils.

J6.1. Disciplinary measures may be taken against a pupil who conducts himself in a manner which is or may be detrimental to his training, the good name of the school, the maintenance of order and discipline at the school, or to the proper continuance of the work of the school.

J6.2. The Secretary or management may expel a pupil from the school other than a pupil placed under the provisions of the Children's Act, 1960 (Act No. 33 of 1960), and the parent or guardian of such pupil shall immediately be notified in writing of such expulsion and the reasons therefor: Provided that a decision of the management shall be subject to appeal to the Secretary whose decision shall be final.

J6.3. If a pupil is expelled from a school, the parent or guardian of the pupil shall not be entitled to a refund of moneys paid by him in respect of the term during which such pupil is expelled.

J6.4. The principal of a school shall be responsible for the control and discipline of the pupils.

J6.5. The management shall prepare for approval by the Secretary and for the guidance of the principal of the school, a code on the control and discipline of pupils.

School Calendar.

J7. A State-aided special school shall adhere to the school calendar and school hours fixed by the Secretary.

Introduction of Courses of Instruction.

J8. The introduction of any course of instruction at a State-aided special school shall be subject to the approval of the Minister.

Acquisition and Maintenance of Fixed Property.

J9.1. A management shall keep a register in respect of all its fixed property.

J9.2. A contract for the acquisition of fixed property, the erection of a building or the carrying out of work on a building in respect of which a grant-in-aid is made to a State-aided special school, shall be subject to the prior approval of the Secretary.

J9.3. A management shall not, without the consent of the Secretary, alienate, let or hypothecate any immovable property for the acquisition or improvement of which a grant-in-aid has been received from the Government.

J9.4. If any immovable property acquired or improved by means of a Government grant-in-aid, is alienated, the amount so contributed towards the acquisition or improvement of the property in question, together with the *pro rata* share of any profit, shall be refunded to the Government.

J9.5. If any immovable property acquired or improved by means of a Government grant-in-aid is let, a portion of the rental which represents the same proportion of the rental as the amount of the Government's contribution represents of the cost of the acquisition or improvement of the property, shall be paid to the Government on receipt of such rental.

Registers.

J5.1. 'n Bestuur laat 'n toelatingsregister hou ten opsigte van elke skooljaar, wat die volgende besonderhede insluit—

- (a) die naam van elke leerling;
- (b) geboortedatum;
- (c) datum van toelating;
- (d) standerd geslaag by toelating;
- (e) huisadres;
- (f) datum van ontslag; en
- (g) standerd geslaag by ontslag.

J5.2. Daar word vir elke klas gehou—

- (a) 'n klasregister wat bywoning aandui;
- (b) 'n werkskema; en
- (c) 'n register van werk wat gedoen is.

Beheer en Tug van Leerlinge.

J6.1. Indien 'n leerling hom op 'n wyse gedra wat sy opleiding, die goeie naam van die skool, die handhawing van orde en dissipline aan die skool of die behoorlike voortsetting van die werk van die skool benadeel of kan benadeel, kan tugmaatreëls op hom toegepas word.

J6.2. Die Sekretaris of bestuur kan 'n leerling, uitgesonderd 'n kind wat ingevolge die bepalings van die Kinderwet, 1960 (Wet No. 33 van 1960), geplaas is, uit die skool uitsit en 'n skriftelike mededeling van die uitsetting met vermelding van die rede daarvoor word onmiddellik aan die ouer of voog van sodanige leerling gestuur: Met dien verstande dat 'n beslissing van die bestuur onderworpe is aan appèl by die Sekretaris, wie se beslissing finaal is.

J6.3. Indien 'n leerling uit 'n skool gesit word, is sy ouer of voog nie geregtig op die terugbetaling van gelde wat hy betaal het vir die kwartaal waarin sodanige leerling uitgesit word nie.

J6.4. Die hoof van 'n skool is verantwoordelik vir die beheer oor en tug van die leerlinge.

J6.5. 'n Kode vir die beheer oor en tug van leerlinge moet deur die bestuur opgestel en deur die Sekretaris goedgekeur word vir die leiding van die hoof van die skool.

Skoolkalender.

J7. 'n Staatsondersteunde spesiale skool volg die skoolkalender en skoolure wat die Sekretaris vasstel.

Instelling van Onderrigkursusse.

J8. Die instelling van 'n onderrigkursus aan 'n Staatsondersteunde spesiale skool is aan die goedkeuring van die Minister onderworpe.

Verkryging en Instandhouding van Vaste Eiendom.

J9.1. 'n Bestuur hou 'n register ten opsigte van al sy vaste eiendom.

J9.2. 'n Kontrak vir die verkryging van vaste eiendom, die oprigting van 'n gebou of die uitvoering van werk aan 'n gebou waarvoor 'n hulptoelae aan 'n Staatsondersteunde spesiale skool toegestaan is, moet vooraf deur die Sekretaris goedgekeur word.

J9.3. 'n Bestuur mag geen onroerende goed vir die verkryging of verbetering waarvan 'n hulptoelae van die Regering ontvang is, sonder die toestemming van die Sekretaris vervreem, verhuur of met 'n verband beswaar nie.

J9.4. Indien onroerende goed wat deur middel van 'n hulptoelae van die Regering verkry of verbeter is, vervreem word, word die bedrag aldus bygedra tot die verkryging van of verbetering van die betrokke goed tesame met die *pro rata*-deel van enige wins, aan die Regering terugbetaal.

J9.5. Indien onroerende goed wat deur middel van 'n hulptoelae van die Regering verkry of verbeter is, verhuur word, word 'n deel van die huurgeld wat in dieselfde verhouding tot die huurgeld staan as die bedrag van die Regering se bydrae tot die verkrygings- of verbeteringskoste van die goed by ontvangs van sodanige huurgeld, aan die Regering betaal.

Stores.

- J10.1. The purchase of stores shall be effected by means of an order form duly signed by a person authorized thereto by the management.
- J10.2. A carbon copy of the order form, duly completed, together with an invoice, shall serve as a voucher against which payment is made.
- J10.3. A management shall keep a register in respect of all its non-expendable stores.
- J10.4. A stocktaking of all property shall be held at least once every calendar year or within such other period as the Secretary may determine.
- J10.5. The disposal of any unserviceable or obsolete article and the writing off of deficiencies shall be effected with the approval of the management.
- J10.6. Any article which must be destroyed shall be burnt or buried in the presence of at least one member of the management.
- J10.7. Any surplus discovered in the stocktaking shall be taken on charge.
- J10.8. If a person who is responsible for any stores or equipment of a school will, with effect from a certain date for any reason whatsoever no longer be responsible for such stores or equipment, such person shall submit to the principal before that date a handing-over certificate in a form approved by the Secretary. If such person is a principal, he shall submit the handing-over certificate to the management concerned.

Insurance of Property.

- J11. A management shall insure, against loss by fire, with an insurance company approved by the Secretary, all buildings and other property liable to damage by fire.

Finance.

- J12.1. A management shall keep books of account and registers to the satisfaction of the Secretary.
- J12.2. All books of account and registers shall be closed off at the end of each financial year and shall be audited by an auditor appointed by the management and approved by the Secretary.
- J12.3. All books of account and registers shall be kept in safe custody.
- J12.4. All moneys received shall be deposited as soon as possible but not later than the next work-day: Provided that an amount of R10 and less need not be deposited immediately.
- J12.5. A cheque shall be signed by at least two persons authorized thereto by the management.
- J12.6. A management shall submit the following to the Secretary—

- (a) an estimate of revenue and expenditure for the ensuing financial year;
- (b) an audited balance sheet and audited statements of revenue and expenditure in respect of its activities and an annual report for the previous financial year; and
- (c) any other information required.

Reduction of Grants-in-Aid.

- J13.1. If, in the opinion of the Secretary, there is any serious neglect or shortcoming in the administration of, or education at, any State-aided special school, he may withhold part or the whole of a grant-in-aid until he is satisfied that such neglect or shortcoming has been or is being remedied.
- J13.2. The Secretary may withdraw a grant-in-aid to a State-aided special school if he is satisfied that there is no longer a need for such school.

Voorrade.

- J10.1. Die aankoop van voorrade geskied by wyse van 'n bestelvorm, behoorlik onderteken deur iemand wat daartoe deur die bestuur gemagtig is.
- J10.2. 'n Deurslag van die bestelvorm, behoorlik ingevul, tesame met 'n faktuur dien as 'n bewysstuk waarteen betaling geskied.
- J10.3. 'n Bestuur hou 'n register ten opsigte van al sy nie-verbruikbare voorrade.
- J10.4. 'n Voorraadopname van alle eiendom word minstens een maal per kalenderjaar, of binne die ander tydperk wat die Sekretaris bepaal, gemaak.
- J10.5. Die beskikking oor 'n ondienstige of verouderde artikel en die afskrywe van tekorte geskied met die goedkeuring van die bestuur.
- J10.6. 'n Artikel wat vernietig moet word, word verbrand of begrawe in die teenwoordigheid van minstens een lid van die bestuur.
- J10.7. 'n Oorskot wat by die voorraadopname gevind is, word in voorraad opgeneem.
- J10.8. 'n Persoon wat in beheer geplaas is van enige voorrade of uitrusting van 'n skool en met ingang van enige datum om watter rede ook al nie langer in beheer van sodanige voorrade of uitrusting sal wees nie, moet vóór sodanige datum 'n oorhandigingssertifikaat in 'n vorm deur die Sekretaris goedgekeur aan sy skoolhoof, of as die persoon 'n skoolhoof is, aan die betrokke bestuur oorhandig.

Versekering van Eiendom.

- J11. 'n Bestuur verseker by 'n versekeringsmaatskappy deur die Sekretaris goedgekeur, alle geboue en ander eiendom wat brandskade kan ly, teen brandverlies.

Finansies.

- J12.1. 'n Bestuur hou rekeningboeke en registers tot tevredenheid van die Sekretaris.
- J12.2. Alle rekeningboeke en registers word aan die einde van elke boekjaar afgesluit en word deur 'n ouditeur, deur die bestuur benoem en deur die Sekretaris goedgekeur, geouditeer.
- J12.3. Alle rekeningboeke en registers word in veilige bewaring gehou.
- J12.4. Alle gelde ontvang, word so gou moontlik maar nie later nie as die volgende werkdag, gedeponeer: Met dien verstande dat 'n bedrag van R10.00 en minder nie dadelik gedeponeer hoef te word nie.
- J12.5. 'n Tjek word geteken deur minstens twee persone deur die bestuur daartoe gemagtig.
- J12.6. 'n Bestuur lê aan die Sekretaris voor—

- (a) 'n Raming van inkomste en uitgawes vir die volgende boekjaar;
- (b) 'n geouditeerde balansstaat en geouditeerde state van inkomste en uitgawes in verband met sy bedrywighede en 'n jaarverslag vir die afgelope boekjaar; en
- (c) enige ander inligting wat vereis word.

Vermindering van Hulptoelae.

- J13.1. Indien na die mening van die Sekretaris daar 'n ernstige versuim of tekortkoming in die administrasie van of onderwys aan 'n Staatsondersteunde spesiale skool is, kan hy 'n hulptoelae gedeeltelik of ten volle terughou totdat hy daarvan oortuig is dat die versuim of tekortkoming verhelp is of word.
- J13.2. 'n Hulptoelae aan 'n Staatsondersteunde spesiale skool kan deur die Sekretaris teruggetrek word indien hy oortuig is dat die skool nie langer nodig is nie.

GRANTING OF LOANS TO STATE-AIDED SPECIAL SCHOOLS.

Purposes.

J14.1. Subject to the provisions of section four of the Act, loans may be made to the management of a State-aided special school for—

- (a) the erection of buildings and the acquisition of fittings and fixtures of a permanent nature;
- (b) the acquisition of land (including land on which any buildings have been erected) or rights or interests in or over land, and the payment of costs in connection with any survey and transfer;
- (c) the payment of the capital outlay on the fencing and improvement of any land vested in such management;
- (d) the purchase of movables of a capital nature; and
- (e) the repayment of any loan (other than a loan granted out of moneys appropriated by Parliament for the purpose) lawfully raised by such management, before or after the commencement of the Act, for any purpose mentioned in any of the preceding paragraphs.

Application for Loans.

J14.2. Every application for a loan shall be addressed in writing to the Secretary and shall clearly state the purpose and object of the proposed loan.

J14.3. The Secretary may, upon receipt of any such application, call for such estimates, plans, specifications, reports, returns and other information, and may cause such inspection to be made as he may deem necessary for the purpose of determining whether the proposed loan should be granted.

Conditions of Loans.

J14.4. Every loan granted under this regulation shall be subject to the conditions prescribed by the Treasury.

J14.5. Every such loan, together with interest thereon, shall, subject to any prior charge of hypothecation, be a charge upon all the property, both movable and immovable, present or future, of the management of the special school to which such loan has been granted: Provided that the Minister may, after consultation with the Minister of Finance, at any time by writing under his hand waive any preference under this sub-regulation in favour of the holder of any bond over such property, if he is satisfied that the value of the property is sufficient to cover the amount of the loan which has not been repaid and the amount secured by such bond.

J14.6. The period within which any such loan, together with the interest thereon, shall be repaid shall be determined by the Treasury before the loan is granted, but the Treasury may from time to time extend any such period: Provided that any such loan, together with the interest thereon, shall, subject to the provisions of sub-regulation 8, be repaid within forty years of the date on which the first repayment in terms of that sub-regulation becomes due.

J14.7. The management to which a loan has been granted under this regulation, shall pay to the Secretary on the first day of January and on the first day of July in every year one half of the annual payment required to redeem the principal moneys advanced, together with interest thereon at such rate as the Treasury may determine, and the sums so payable shall continue to be payable until all the moneys lent from time to time, together with interest thereon, have been repaid.

J14.8. The first payment shall be made on such date (not being later than three years after the loan or the first instalment thereof was paid out) as the Treasury may determine: Provided that during any such time as may elapse between the time of payment of the first instalment and the said date, interest at the aforesaid rate on such instalment shall be payable by the management to the

TOEKENNING VAN LENINGS AAN STAATSONDERSTEUNDE SPESIALE SKOLE.

Doeleindes.

J14.1. Lenings kan, behoudens die bepalings van artike vier van die Wet, aan die bestuur van 'n Staatsondersteunde spesiale skool toegestaan word vir—

- (a) die oprigting van geboue en die verkryging van toebehore van permanente aard;
- (b) die verkryging van grond (met inbegrip van grond waarop geboue opgerig is) of regte op of belange in grond en die bestryding van onkoste in verband met opmeting en transport;
- (c) die bestryding van kapitaaluitgawes bestee aan die omheining en verbetering van grond behorende aan sodanige bestuur;
- (d) die aankoop van roerende kapitaalgoedere; en
- (e) die terugbetaling van enige lening (uitgesonderd 'n lening toegestaan uit gelde deur die Parlement vir die doel bewillig) deur sodanige bestuur voor of na die inwerkingtreding van die Wet wettiglik aangegaan vir 'n doel in enigeen van die voorafgaande paragrawe vermeld.

Aansoeke om Lenings.

J14.2. Elke aansoek om 'n lening moet skriftelik aan die Sekretaris gerig word en die doel en oogmerk van die voorgestelde lening moet duidelik vermeld word.

J14.3. By ontvangs van sodanige aansoek kan die Sekretaris sodanige begrotings, planne, spesifikasies, verslae, opgawes en ander inligting aanvra, en kan hy sodanige inspeksie laat uitvoer as wat hy nodig mag ag om te bepaal of die voorgestelde lening toegestaan behoort te word.

Voorwaardes van Lenings.

J14.4. Elke kragtens hierdie regulasie toegestane lening is onderworpe aan die voorwaardes wat die Tesourie voorskryf.

J14.5. Elke sodanige lening tesame met die rente daarop verskuldig, maak, behoudens enige vroeëre las of beswaring met verband, 'n las uit op al die eiendom, roerend sowel as onroerend, huidig sowel as toekomstig, van die bestuur van die spesiale skool waaraan die lening toegestaan is; Met dien verstande dat die Minister, na oorlegpleging met die Minister van Finansies, skriftelik onder sy handtekening te eniger tyd van sy voorkeurreg ingevolge hierdie subregulasie afstand kan doen ten gunste van die houër van 'n verband op sodanige eiendom, indien hy oortuig is dat die waarde van die eiendom voldoende is om die bedrag van die lening wat nie terugbetaal is nie en die bedrag deur die verband verseker, te dek.

J14.6. Die tydperk waarbinne so 'n lening, tesame met die rente daarop, terugbetaal moet word, moet deur die Tesourie bepaal word voordat die lening toegestaan word, maar die Tesourie kan sodanige tydperk van tyd tot tyd verleng: Met dien verstande dat, behoudens die bepalings van subregulasie 8 elke sodanige lening tesame met die rente daarop terugbetaal moet word binne veertig jaar vanaf die datum waarop die eerste terugbetaling ingevolge daardie subregulasie verskuldig word.

J14.7. Die bestuur aan wie 'n lening kragtens hierdie regulasie toegestaan is, moet aan die Sekretaris op die eerste dag van Januarie en op die eerste dag van Julie in elke jaar een helfte betaal van die jaarlikse bedrag vereis om die hoofsom wat voorgeskiet is, af te los, tesame met rente daarop teen die koers wat die Tesourie bepaal en dié bedrae aldus betaalbaar bly betaalbaar totdat al die geld wat van tyd tot tyd geleen is, tesame met die rente daarop, terugbetaal is.

J14.8. Die eerste betaling moet geskied op die datum (wat nie later mag wees nie as drie jaar nadat die lening of die eerste paalement daarvan uitbetaal was) wat die Tesourie bepaal: Met dien verstande dat gedurende die termyn vanaf die uitbetaling van die eerste paalement tot die bedoelde datum rente teen voormelde koers op daardie paalement deur die bestuur aan die Sekretaris

Secretary: Provided further that the Treasury may, in special circumstances, from time to time in respect of any particular year suspend payments in redemption of the principal moneys advanced.

CHAPTER K.

CONTINUATION CLASSES.

CONDITIONS UNDER WHICH GRANTS-IN-AID ARE PAYABLE TO CONTINUATION CLASSES AND OTHER INCIDENTAL MATTERS.

Application for Grants-in-Aid.

K1. The application by the management of a continuation class applying for a grant-in-aid in terms of section four of the Act must be accompanied by a statement containing the following particulars:

- The number of pupils who may and desire to attend the classes;
- the subjects which will be offered and the number of pupils who will take each subject;
- the names and qualifications of persons who are prepared to serve as secretary/principal of the classes and as members of the teaching staff and the names of their employers;
- an estimate of receipts and payments in a form, approved by the Secretary, for the period ending the 31st December of the first year.

Conditions for the Making of Grants-in-Aid.

K2.1. The making of a grant-in-aid to a continuation class shall be subject to the condition that—

- there shall be an average enrolment of at least 15 Coloured pupils, who do not attend any other school on a full-time basis and who are not subject to compulsory school attendance;
- there shall be a minimum of eight Coloured pupils enrolled in each class instituted: Provided that where less than eight are so enrolled, small class units may be grouped under one teacher;
- the classes shall not be instituted and maintained either wholly or partly for private profit;
- the classes shall be placed under the control of a local committee, hereinafter in this Chapter referred to as a committee, constituted as provided in sub-regulations K4.1 and K4.2;
- the committee shall keep books and registers, submit reports and returns and perform such other duties as are prescribed in this Chapter or which are required by the Secretary from time to time;
- the staff employed at such classes shall be remunerated in accordance with rates determined by the Minister;
- subject to the provisions of regulation L3.1, tuition fees shall be paid in accordance with rates determined by the Minister in consultation with the Minister of Finance.

K2.2. Where any committee in receipt of a grant-in-aid for classes fails to comply with any provision of this Chapter or any condition attaching to the payment of the grant or fails to comply with any direction given by the Secretary in connection with the classes, the Secretary may withhold payment of the whole or any portion of the grant-in-aid payable.

Basis of Grant-in-Aid.

K3. Where the Minister makes a grant-in-aid in terms of section four of the Act, to a continuation class, the Secretary shall pay—

- the full salaries and allowances of approved full-time staff;
- the difference between other approved expenditure and the approved tuition fees and other revenue in respect of such courses as the Minister may approve.

betaalbaar is: Met dien verstande voorts dat die Tesourie van tyd tot tyd betalings ter aflossing van die hoofsomme wat voorgeskiet is onder spesiale omstandighede ten opsigte van 'n bepaalde jaar kan opskort.

HOOFSTUK K.

VOORTSETTINGSKLASSE.

VOORWAARDES WAAROP HULPTOELAES BETAALBAAR IS AAN VOORTSETTINGSKLASSE EN ANDER SAKE WAT DAARMEE IN VERBAND STAAN.

Aansoek om Hulptoelae.

K1. Waar 'n bestuur van 'n voortsettingsklas om hulptoelae ingevolge artikel vier van die Wet aansoek doen, moet sodanige aansoek vergesel gaan van 'n opgawe wat die volgende besonderhede aandui:

- die getal leerlinge wat die klasse kan en wil bywoon;
- die vakke wat aangebied sal word en die getal leerlinge wat elke vak sal neem;
- name en kwalifikasies van persone wat bereid is om as sekretaris/hoof van die klasse en as lede van die doserende personeel diens te doen en die name van hulle werkgewers;
- 'n begroting van ontvangste en uitbetalings in 'n vorm wat deur die Sekretaris goedgekeur is vir die tydperk eindigende 31 Desember van die eerste jaar.

Voorwaardes van Toekenning van Hulptoelae.

K2.1. Die toekenning van 'n hulptoelae aan 'n voortsettingsklas is onderworpe aan die voorwaarde dat—

- daar 'n gemiddelde inskrywing is van minstens 15 Kleurlingleerlinge wat nie voltyds enige ander skool bywoon nie en wat nie aan leerplig onderworpe is nie;
- daar 'n inskrywing is van minstens agt Kleurlingleerlinge vir elke klas wat ingestel word: Met dien verstande dat waar sodanige inskrywing minder as agt is, kleiner klasseenhede saam onder een onderwyser gegroepeer kan word;
- die klasse nie geheel of gedeeltelik vir private wins ingestel en in stand gehou word nie;
- die klasse onder die beheer geplaas word van 'n plaaslike komitee, hieronder in hierdie Hoofstuk 'n komitee genoem, saamgestel soos in subregulasies K4.1 en K4.2 bepaal;
- die komitee boeke en registers hou, verslae en opgawes verstrek en die ander pligte vervul wat in hierdie Hoofstuk voorgeskryf word of wat die Sekretaris van tyd tot tyd vereis;
- die personeel in diens by sodanige klasse besoldig word volgens skale deur die Minister bepaal;
- behoudens die bepalings van regulasie L3.1. klasgelde betaal word volgens tariewe deur die Minister in oorleg met die Minister van Finansies bepaal.

K2.2. Waar enige komitee aan wie 'n hulptoelae vir klasse toegestaan is, versuim om te voldoen aan enige bepaling van hierdie Hoofstuk of enige voorwaardes verbonde aan die betaling van die toelae, of in gebreke bly om te voldoen aan enige opdrag wat die Sekretaris in verband met die klasse gee, kan die Sekretaris betaling van die hele of 'n gedeelte van die toelae wat betaalbaar is, terughou.

Grondslag van Hulptoelae.

K3. Waar die Minister ingevolge die bepalings van artikel vier van die Wet 'n hulptoelae aan 'n voortsettingsklas toeken, betaal die Sekretaris—

- die volle salarisse en toelae van die goedgekeurde voltydse personeel;
- die verskil tussen ander goedgekeurde uitgawes en die goedgekeurde klasgelde en ander inkomste ten opsigte van die kursusse wat die Minister goedkeur.

Committee for Continuation Classes.

K4.1. A committee consisting of not less than three members representative of local bodies or institutions, shall be formed to assume the financial as well as the administrative responsibility for the classes.

K4.2. The Minister may appoint up to two members to a committee.

K4.3. Members appointed by the Minister shall serve on a committee for a period of three years or for such other period as the Minister may approve.

K4.4. The committee shall furnish the Secretary annually with a return giving particulars of the name, address, status and profession of each member of the committee not appointed by the Minister.

Constitution of Committee.

K5.1. A committee shall draw up a written constitution to be approved by the Secretary setting out its powers, functions, and the procedure at meetings and including such other provisions as the Secretary may require.

K5.2. The committee shall be a body corporate.

Duties of Committee.

K6.1. The main duties of the committee shall be—

- (a) the recommendation of a suitable person or persons for appointment as principal/secretary or as principal of and as secretary to the classes;
- (b) the acquisition of suitable accommodation for the classes;
- (c) the submission to the Secretary of recommendations regarding the tuition fees payable by pupils;
- (d) the purchase of the necessary school material and equipment;
- (e) the supervision and management of the financial affairs and administration of the classes;
- (f) the collection of funds from the public in aid of the classes;
- (g) the submission of recommendations to the Secretary regarding the appointment, remuneration and discharge of staff;
- (h) the appointment of an auditor and the determination of his remuneration; and
- (i) the submission to the Secretary of estimates of revenue and expenditure.

K6.2. Proper minutes of proceedings at all committee meetings shall be kept by the committee in a suitable book. A copy of the minutes of each meeting shall immediately after confirmation thereof, be transmitted to the Secretary.

Matters to be Approved by Secretary.

K7. The committee of a continuation class shall obtain the approval of the Secretary in respect of—

- (a) the appointment of a principal/secretary or of a principal and a secretary, and an auditor;
- (b) the appointment of full-time staff;
- (c) the purchase of stores, equipment and permanent assets, unless approved in the estimates for the financial year in question;
- (d) the sale or writing off of stores and equipment which have become redundant or unserviceable and the writing off of deficiencies in funds, stores or equipment; and
- (e) the tuition fees payable by pupils.

Duties of Principal and Secretary.

K8.1. The principal of a continuation class shall exercise supervision and control over the instruction at and general administration and activities of the classes and shall be responsible to the committee. He shall ensure, on the instructions of the committee, that the provisions of regulations K7 and K9.1 to K9.3 and K14.1 to K14.4 are observed and that any other instructions by the committee are carried out.

Komitee vir Voortsettingsklasse.

K4.1. 'n Komitee bestaande uit minstens drie lede wat plaaslike liggame of inrigtings verteenwoordig, moet gevorm word om sowel geldelike as administratiewe verantwoordelikheid vir die klasse te aanvaar.

K4.2. Die Minister kan tot twee lede in 'n komitee benoem.

K4.3. Lede deur die Minister benoem, dien in 'n komitee vir 'n ampstermyn van drie jaar of 'n ander tydperk wat die Minister goedkeur.

K4.4. Die Komitee verstrek jaarliks aan die Sekretaris 'n opgawe met besonderhede van die naam, adres, status en beroep van elke komiteelid wat nie deur die Minister benoem is nie.

Konstitusie van Komitee.

K5.1. 'n Komitee stel 'n skriftelike konstitusie op wat deur die Sekretaris goedgekeur moet word en wat sy bevoegdhede, werksaamhede en prosedure by vergaderings uiteensit en die ander bepalings insluit wat die Sekretaris vereis.

K5.2. Die komitee moet 'n regspersoon wees.

Pligte van Komitee.

K6.1. Die hoofpligte van die komitee is—

- (a) die aanbeveling van 'n geskikte persoon of persone vir aanstelling as hoof/sekretaris of as hoof en as sekretaris van die klasse;
- (b) die verkryging van geskikte akkommodasie vir die klasse;
- (c) die indiening van aanbevelings by die Sekretaris ten opsigte van klasgelde betaalbaar deur leerlinge;
- (d) die aankoop van die nodige skoolmateriaal en uitrusting;
- (e) toesig oor en beheer van die geldelike aangeleenthede en administrasie van die klasse;
- (f) die insameling van fondse van die publiek ten behoewe van die klasse;
- (g) die indiening van aanbevelings by die Sekretaris ten opsigte van die aanstelling, besoldiging en ontslag van personeel;
- (h) die aanstelling van 'n ouditeur en die bepaling van sy besoldiging; en
- (i) die indiening van begrotings van inkomste en uitgawe by die Sekretaris.

K6.2. Die komitee moet behoorlike notule van sy vergaderings op vergaderings in 'n geskikte boek hou. 'n Afskrif van die notule van elke vergadering word onmiddellik na bekragtiging daarvan aan die Sekretaris gestuur.

Sake wat deur die Sekretaris Goedgekeur moet word.

K7. Die komitee van 'n voortsettingsklas moet die goedkeuring van die Sekretaris verkry vir—

- (a) die aanstelling van 'n hoof/sekretaris of hoof en sekretaris en 'n ouditeur;
- (b) die aanstelling van volttydse personeel;
- (c) die aankoop van voorrade, uitrusting en permanente bates, tensy in die begroting vir die betrokke boekjaar goedgekeur;
- (d) die verkoop of afskrywing van voorrade en uitrusting wat oortollig of onbruikbaar is en die afskrywing van tekorte in fondse, voorrade of uitrusting; en
- (e) die klasgelde wat deur leerlinge betaalbaar is.

Pligte van Hoof en Sekretaris.

K8.1. Die hoof van 'n voortsettingsklas hou toesig oor en beheer die onderrig aan en algemene administrasie en werksaamhede van die klasse en is aan die komitee verantwoordelik. Hy moet in opdrag van die komitee toesien dat die bepalings van regulasies K7, K9.1 tot K9.3 en K14.1 tot K14.4 nagekom word en dat enige ander opdragte van die komitee uitgevoer word.

K8.2. The secretary of a continuation class shall perform each of the duties referred to in sub-regulation (1) as the principal or, if there is no principal, the committee may assign to him.

Committee Shall Keep Registers.

K9.1. The committee shall keep an annual register containing the following particulars in respect of pupils enrolled—

- (a) name of each pupil;
- (b) date of birth (if unknown the estimated age is to be given);
- (c) date of admission;
- (d) standard passed prior to admission;
- (e) home address;
- (f) name and address of employer;
- (g) date of leaving the classes;
- (h) courses completed and/or examination successes in individual subjects; and
- (i) tuition fees due and paid.

K9.2. A separate register indicating attendance, scheme of work, and work done each week and a record of homework done and marks allotted shall be kept in respect of each class.

K9.3. School terms according to the school calendar approved by the Secretary shall as far as possible be adhered to.

Pupils to Supply Own Books, etc.

K10. Textbooks, prescribed books, drawing instruments and stationery shall not be supplied to pupils out of class funds, but shall be supplied by the pupils themselves.

Class Hours.

K11. Pupils shall not without the prior approval of the Secretary, be permitted to attend classes for more than eight hours per week.

Financial Books and Procedure.

K12.1. The committee shall keep a cash book, in which all moneys received, including tuition fees, donations, departmental grants, etc., as well as all payments made, are entered. The cash book shall be balanced off at least once every three months and the balance in the bank, according to the cash book, reconciled with the actual amount in the bank according to the latest bank statement.

K12.2. (a) A formal receipt showing the date and particulars of each amount received, whether in cash or by cheque, money order or postal order shall be made out and a carbon copy thereof kept for record purposes.

(b) Receipts issued for moneys received shall be numbered in numerical order.

(c) Vouchers, consisting of the firm's invoice or account, the firm's receipt, the paid cheque and the order (if an order was issued by the committee to the firm), shall be kept in support of the payments and shall be numbered and filed in numerical order.

K12.3. (a) The committee shall open a bank account in the name of the committee and shall deposit therein all moneys received.

(b) Cheques shall be signed by at least two persons authorized thereto by the committee and the counterfoils of cheques shall contain full particulars regarding each payment.

K12.4. Petty cash not exceeding R6.00 for the payment of small amounts may be advanced by the committee to the secretary of the classes. The secretary of the classes shall keep a petty cash book in which he shall enter particulars of all advances and payments. Receipts in support of payments shall wherever possible be obtained and filed.

K8.2. Die sekretaris van 'n voortsettingsklas moet die pligte in subregulasie 1 genoem, wat die hoof, of as daar nie 'n hoof is nie, die komitee aan hom opdra, uitvoer.

Die Komitee hou Registers.

K9.1. Die komitee hou 'n jaarlikse register wat die volgende besonderhede ten opsigte van ingeskrewe leerlinge bevat—

- (a) die naam van elke leerling;
- (b) geboortedatum (indien onbekend moet 'n aanduiding van geskatte ouderdom gegee word);
- (c) toelatingsdatum;
- (d) standerd voor toelating geslaag;
- (e) huisadres;
- (f) naam en adres van werkgever;
- (g) datum waarop klasse verlaat word;
- (h) kursus voltooi en/of eksamens geslaag in afsonderlike vakke; en
- (i) klasgelde verskuldig en betaal.

K9.2. Vir elke klas word 'n afsonderlike register gehou wat bywoning, die werkskema en die werk wat elke week gedoen is asook huiswerk wat gedoen is met punttoekenning aandui.

K9.3. Sover doenlik moet skoolkwartale volgens die skoolkalender wat deur die Sekretaris goedgekeur is gevolg word.

Leerlinge moet Eie Boeke, ens., Verskaf.

K10. Teksboeke, voorgeskrewe boeke, tekeninstrumente en skryfbehoeftes mag nie aan leerlinge uit klasfondse verskaf word nie, maar moet deur leerlinge self verskaf word.

Klasure.

K11. Sonder die voorafverkreë goedgekeuring van die Sekretaris mag leerlinge nie toegelaat word om klasse vir meer as 8 uur per week by te woon nie.

Finansiële Boeke en Prosedure.

K12.1. Die komitee hou 'n kasboek waarin alle gelde ontvang, insluitende klasgelde, skenkings, departementele toelaes, ens. sowel as uitbetalings aangeteken word. Die kasboek word minstens een keer elke drie maande gebalanseer en die banksaldo, volgens die kasboek, gerekonsoleer met die werklike bedrag in die bank volgens die jongste bankstaat.

K12.2. (a) 'n Formele kwitansie wat die datum en besonderhede aandui van elke som geld ontvang, hetsy in kontant, per tjek, poswissel, of posorder, moet uitgeskryf en 'n deurslag vir naslaandoeleindes bewaar word.

(b) Kwitansies uitgereik vir geld ontvang moet in numerieke volgorde genommer word.

(c) Bewysstukke, bestaande uit die firma se faktuur of rekening, sy kwitansie, die betaalde tjek en die bestelling (indien die komitee 'n bestelling aan die firma uitgereik het), moet ter staving van uitbetalings gehou en in numerieke volgorde genommer en geliasseer word.

K12.3. (a) Die komitee open 'n bankrekening op naam van die komitee en deponeer alle geld wat ontvang is, daarin.

(b) Tjeks word geteken deur minstens twee persone deur die komitee daartoe gemagtig en die teenblaai van die tjeks bevat volledige besonderhede van die betaling.

K12.4. 'n Kleinkasbedrag van hoogstens R6.00 kan deur die komitee aan die sekretaris van die klasse voorgeskiet word vir die betaling van klein bedrae. Die sekretaris van die klasse hou 'n kleinkasboek waarin hy besonderhede van alle voorskotte en betalings aanteken. Bewysstukke ter staving van betalings word waar moontlik verkry en gebere.

Stores.

K13.1. A proper inventory or stores ledger shall be kept in respect of all property of the committee such as furniture, books, material and equipment, etc., with an indication of the date purchased, the cost thereof and date of and reason for write-off. No furniture, books, material or equipment, etc., shall be written off charge in the stores ledgers or inventories without the approval of the Secretary.

K13.2. All property other than expendable stores shall be stamped or marked in some other suitable indelible manner to indicate the inventory number and ownership of the committee.

K13.3. The Department shall not supply stores registers, receipt books, record books, stationery and other requisites to continuation classes and a committee shall purchase its own stocks and provide therefor in its estimates.

Returns to be Submitted.

K14.1. The following returns shall be furnished to the Secretary, on a form approved by him, at the times stated in each case but not later than one month after the end of the school quarter in question:—

(a) At the end of each quarter—

- (i) quarterly return: class time-table;
- (ii) quarterly return of teaching staff employed;
- (iii) quarterly statement of tuition fees due and paid.

(b) Statement of receipts and payments—

- (i) for the first and second quarters combined—at the end of the second quarter;
- (ii) for the third quarter only—at the end of the third quarter;
- (iii) for the full year 1st January to 31st December—at the end of the fourth quarter, properly audited and certified as correct by the auditor, together with his report, if any.

(c) An audited inventory of assets as at the 31st December of each year, showing the date of purchase and the purchase price of each asset and assets written off during the year and a reference to the Secretary's authority for such write-off;

(d) An audited statement as at the 31st December of each year showing—

- (i) tuition fees unpaid to date;
- (ii) salaries and other accounts unpaid to date;
- (iii) Government grants for current year not yet received;
- (iv) cash on hand;
- (v) cash in the bank, supported by a bank certificate and a statement reconciling the bank balance in the cash book with the actual balance in the bank.

K14.2. The auditor shall state his name, occupation and qualifications, business address and professional status.

K14.3. Receipts and payments accounts shall be accompanied by a bank certificate indicating the bank balance and a reconciliation statement in respect of balances as per cash book and per bank statement.

K14.4. Estimates of revenue and expenditure for the ensuing financial year shall be submitted to the Secretary on a form approved by the Secretary, not later than the 31st August of each year.

Payment of Grant-in-Aid.

K15.1. A grant-in-aid to a committee shall be payable in four instalments. The first payment shall be made as soon as possible after the 1st April and the remaining payments after receipt of the prescribed returns and statements.

K15.2. In the case of a newly established class, the first payment shall be made as soon as possible after the establishment of the class.

Voorrade.

K13.1. 'n Behoorlike inventaris of voorraadregister word gehou van alle eiendom van die komitee soos meubel, boeke, materiaal en uitrusting, ens., met 'n aanduiding van die datum van aankoop, koste daarvan en datum van rede vir afskrywing. Geen meubels, boeke, materiaal of uitrusting, ens., word in die voorraadregisters of -inventarisse afgeskryf sonder die goedkeuring van die Sekretaris.

K13.2. Alle eiendom, uitgesonderd verbruiksvoorraad word gestempel of op ander onuitwisbare manier pasliker gemerk om die inventarisnommer en eiendomsreg van die komitee aan te dui.

K13.3. Die Departement verskaf nie voorraadregister, kwitansieboeke, rekordboeke, skryfbehoeftes en ander benodigdhede aan voorsettingsklasse nie en 'n komitee moet sy eie voorrade aankoop en in sy begroting daarvoor voorsiening maak.

Opgawes wat Ingedien moet word.

K14.1. Die volgende opgawes word op die tye wat in elke geval aangedui is en nie later nie as een maand na die end van die betrokke skoolkwartaal, aan die Sekretaris verstrek op 'n vorm deur hom goedgekeur:—

(a) Aan die einde van elke kwartaal—

- (i) 'n kwartaalstaat: klasrooster;
- (ii) 'n kwartaalstaat van doserende personeel en diens;
- (iii) 'n kwartaalstaat van klasgelde verskuldig en betaal;

(b) 'n Staat van ontvangste en uitbetalings—

- (i) saamgevat vir die eerste en die tweede kwartaal—aan die end van die tweede kwartaal;
- (ii) alleen vir die derde kwartaal—aan die end van die derde kwartaal;
- (iii) vir die volle jaar 1 Januarie—31 Desember—aan die end van die vierde kwartaal, behoorlik geouditeer en deur die ouditeur as korrek gesertifiseer saam met sy verslag as daar een is.

(c) 'n geouditeerde inventaris van bates soos op 31 Desember van elke jaar, wat die datum van aankoop en die koopprys van elke bate en die bate wat gedurende die jaar afgeskryf is en 'n verwysing na die Sekretaris se magtiging tot sodanige afskrywing toon;

(d) 'n geouditeerde staat soos op 31 Desember van elke jaar wat die volgende toon—

- (i) uitstaande klasgelde tot datum;
- (ii) salarisse en ander rekenings wat tot op datum nog nie betaal is nie;
- (iii) Regeringstoekennings vir die lopende jaar wat nog nie ontvang is nie;
- (iv) kontant voorhande;
- (v) kontant by bank, gestaaf deur 'n banksertifikaat en 'n staat wat die banksaldo volgens die kasboek, rekonsilieer met die werklike sald in die bank.

K14.2. Die ouditeur moet sy naam, beroep en kwalifikasies, besigheidsadres en professionele status vermeld.

K14.3. Ontvangs-en-uitbetalingsrekenings moet vergesegaan van 'n sertifikaat van die bank wat die banksaldo aandui, en 'n rekonsiliasiestaat ten opsigte van saldo soos per kasboek en bankstaat.

K14.4. Voor of op 31 Augustus van elke jaar word 'n begroting van inkomste en uitgawe vir die daaropvolgende boekjaar op 'n vorm wat deur die Sekretaris goedgekeur is, by die Sekretaris ingedien.

Betaling van Hulptoelae.

K15.1. 'n Hulptoelae is aan 'n komitee in vier paaie ment betaalbaar. Die eerste paaie ment word sodra moontlik na 1 April betaal en die orige paaie mente na ontvang van die voorgeskrewe opgawes en state.

K15.2. In die geval van pas ingestelde klasse word die eerste paaie ment so spoedig moontlik nadat die klasse ingestel is, betaal.

Withdrawal of Grant-in-Aid.

K16.1. The Minister reserves the right to withdraw his approval for the payment of a grant-in-aid to a continuation class without giving reasons therefor.

K16.2. Whenever a committee is notified that the grant-in-aid to its classes has been withdrawn—

- (a) it shall after payment of liabilities, forward the balance of funds on hand and the cash book, bank statements, a list of assets and other accounting records to the Secretary, with an indication of where such assets are stored;
- (b) all assets shall become the property of the State and the Secretary may dispose thereof as he deems fit or transfer them or place them in safe-keeping.

CHAPTER L.

ESTABLISHMENT OF PART-TIME CLASSES.

L1.1. Whenever at a particular centre there is a demand for education for Coloured persons who are not subject to compulsory education and the following requirements are complied with, part-time classes to provide education as defined in section *twenty-one* of the Act may, with the approval of the Minister, be established:

- (a) There must be an average enrolment of at least fifteen Coloured pupils who do not attend any other school full-time and who are not subject to compulsory education.
- (b) For each class established there must be an enrolment of at least eight Coloured pupils: Provided that where such enrolment is less than eight, smaller class units may be grouped under one teacher.

L1.2. Whenever on account of a decrease in the number of pupils or for other reasons, the continuation of part-time classes is in the opinion of the Minister no longer warranted, he may disestablish such classes.

Control of Part-Time Classes.

L2. Whenever the Minister has approved the establishment of part-time classes, he shall assign the control thereof to the principal of a State school. For the purpose of this Chapter such part-time classes shall be controlled and managed as if they constituted part of such State school.

Continuation and Part-Time Classes: Tuition Fees, Duration, Etc. of Courses.

L3.1. Tuition fees in respect of a course of education as provided in section *twenty-one* of the Act, at part-time or continuation classes shall be payable at rates determined by the Minister in consultation with the Minister of Finance in respect of—

- (a) classes which need not be self-supporting, including courses and classes which lead to an examination for an educational certificate conducted by the Department, or a department or provincial administration referred to in sub-section (4) of section *twenty-one* of the Act;
- (b) part-time classes which must be self-supporting, including—
 - (i) courses in music, ballet, speech, drama, art, craft;
 - (ii) courses and demonstrations in prescribed domestic science subjects;
 - (iii) short courses and lectures in prescribed commercial subjects in general, not falling under paragraph (a);
 - (iv) classes and courses in technology, building, and other technical subjects not falling under paragraph (a);
 - (v) classes and courses in physical education and sport;

Intrekking van Hulptoelae.

K16.1. Die Minister behou hom die reg voor om sy goedkeuring van die betaling van 'n hulptoelae aan 'n voortsettingsklas in te trek sonder om redes daarvoor te verstrek.

K16.2. Wanneer 'n komitee in kennis gestel is dat hulptoelae aan sy klasse ingetrek is—

- (a) stuur hy na betaling van laste die saldo van fondse voorhande en die kasboek, bankstate, 'n lys van bates en ander boekhourekords aan die Sekretaris met 'n aanduiding van waar die bates bewaar word;
- (b) word alle bates die eiendom van die Staat en kan die Sekretaris na goeddunke daarvoor beskik, dit oorplaas of laat bewaar.

HOOFSTUK L.

INSTELLING VAN DEELTYDSE KLASSE.

L1.1. As daar op 'n bepaalde plek 'n vraag is na onderwys vir Kleurlinge wat nie aan skoolplig onderworpe is nie en voldoen word aan die volgende vereistes kan deeltydse klasse met die goedkeuring van die Minister ingestel word om die onderwys te verskaf soos bepaal by artikel *een-en-twintig* van die Wet.

- (a) Daar moet 'n gemiddelde inskrywing van minstens 15 Kleurlingeleerlinge wees wat nie voltyds enige ander skool bywoon nie en wat nie aan leerplig onderworpe is nie.
- (b) Daar moet 'n inskrywing van minstens agt Kleurlingeleerlinge vir elke klas wees wat ingestel word: Met dien verstande dat waar so 'n inskrywing minder as agt is, kleiner klascenhede saam onder een onderwyser gegroepeer kan word.

L1.2. Wanneer die voortsetting van deeltydse klasse na die mening van die Minister weens 'n daling in die leerlingtal of om ander redes nie langer geregverdig is nie, kan hy die instelling van sodanige klasse intrek.

Beheer van Deeltydse Klasse.

L2. Wanneer die Minister die instelling van 'n deeltydse klas goedgekeur het, dra hy die beheer daarvan aan die hoof van 'n Staatskool op. Vir die doel van hierdie Hoofstuk word sodanige deeltydse klas bestuur en beheer asof dit 'n deel van sodanige staatskool is.

Voortsettings- en Deeltydse Klasse: Klasgelde, duur ens., van Kursusse.

L3.1. Klasgelde ten opsigte van 'n onderwyskursus soos bepaal by artikel *een-en-twintig* van die Wet by deeltydse of voortsettingsklasse is betaalbaar teen tariewe wat die Minister in oorleg met die Minister van Finansies bepaal vir—

- (a) klasse wat nie selfonderhoudend hoef te wees nie, insluitende kursusse en klasse wat lei tot 'n eksamen vir 'n opvoedkundige sertifikaat afgeneem deur die Departement of 'n in subartikel (4) van artikel *een-en-twintig* van die Wet bedoelde departement of provinsiale administrasie;
- (b) deeltydse klasse wat selfonderhoudend moet wees, insluitende—
 - (i) kursusse in musiek, ballet, spraakkuns, drama, kuns, handwerk;
 - (ii) kursusse en demonstrasies in voorgeskrewe huis-houdkundige vakke;
 - (iii) kort kursusse en lesings in voorgeskrewe handelsvakke in die algemeen wat nie onder paragraaf (a) val nie;
 - (iv) klasse en kursusse in tegnologie, boukunde en ander tegniese vakke wat nie onder paragraaf (a) val nie;
 - (v) klasse en kursusse in liggaamlike opvoeding en sport;

- (vi) courses, demonstrations and classes in flower arrangement, art appreciation, music appreciation, and any other class, club activity, course or demonstration not falling under paragraph (a);
- (vii) language classes not falling under paragraph (a);

Provided that self-supporting classes shall mean classes in respect of which the tuition fees will approximately cover the cost of salaries and allowances of the teaching staff concerned.

L3.2. The duration of the courses described in sub-regulation 1 shall be—

- (a) four school quarters in the case of a course referred to in paragraph (a) thereof;
- (b) a minimum of two school quarters in the case of a course referred to in paragraph (b) thereof, which leads to an examination approved by the Minister in terms of section *twenty-one* of the Act; and
- (c) a minimum of one lecture for any other course, referred to in the said paragraph (b) above which does not lead to an examination.

L3.3. Application for admission as a part-time pupil at any class referred to in sub-regulation 1, shall be made on a form approved by the Secretary. As a rule, part-time pupils shall be admitted only at the commencement of a course or class.

L3.4. The conduct of examinations and the issue of diplomas or certificates in connection therewith shall be as prescribed by the Department or provincial administration referred to in sub-section (4) of section *twenty-one* of the Act.

L3.5. Messengers in full-time Government employment and such other part-time pupils as the Secretary may determine, may be admitted to part-time classes which are not self-supporting without being required to pay tuition fees.

CHAPTER M.

GRANTS-IN-AID TO NURSERY SCHOOLS.

M1. The Minister may, at his discretion, determine conditions in addition to those laid down in this Chapter subject to which a grant-in-aid may be made to the management of any nursery school: Provided that any conditions stipulated by the Minister regarding the payment of moneys to such management shall be so stipulated after consultation with the Minister of Finance.

M2. The management shall submit to the Minister for his approval, a constitution which shall provide for corporate status and a grant-in-aid shall be paid only to a management, the constitution of which has been approved by the Minister.

M3. The management shall keep a register containing such particulars as the Secretary may require in respect of the pupils enrolled. The name of a pupil shall be removed from the register on his leaving the school, or if he has been absent for more than forty consecutive school days: Provided that his name may be retained therein if his parent or guardian notifies the management within the aforesaid period, that the child is prevented by illness from attending school and that he will return as soon as he has recovered.

M4. The Secretary, an inspector of schools, a medical inspector of schools or any other officer authorized thereto by the Secretary shall have the right to inspect, during school hours any nursery school which has applied for or is in receipt of a grant-in-aid in order to inspect the condition of the buildings and the school premises, the organization and methods and standard of instruction, or to inspect in general the efficiency of the nursery school, and to call for such necessary returns as he may require.

M5. A grant-in-aid shall be payable quarterly upon the submission of a return to the Department by the management and the amount of such grant shall be calculated

- (vi) kursusse, demonstrasies en klasse in blomme rangskikking, kunswaardering, musiekwaardering en enige ander klas, klubbedrywigheid kursus of demonstrasie wat nie onder paragraaf (a) val nie;

- (vii) klasse in tale wat nie onder paragraaf (a) val nie;

Met dien verstande dat selfonderhoudende klasse klasse beteken ten opsigte waarvan die klasgeld nagenoeg die koste van salarisse en toelaes van die betrokke doserende personeel dek.

L3.2. Die duur van die kursusse in subregulasie 1 beskryf, is—

- (a) vier skoolkwartale in die geval van 'n kursus in paragraaf (a) daarvan genoem;
- (b) 'n minimum van twee skoolkwartale in die geval van 'n kursus in paragraaf (b) daarvan genoem wat lei tot 'n eksamen wat deur die Minister ingevolg artikel *een-en-twintig* van die Wet goedgekeur is en
- (c) 'n minimum van een lesing vir enige ander kursus in bedoelde paragraaf (b) genoem wat nie tot 'n eksamen lei nie.

L3.3. Aansoek om toelating as 'n deeltydse leerling tot enige klas in subregulasie 1 genoem, word gedoen op 'n vorm wat deur die Sekretaris goedgekeur is. In die reël word deeltydse leerlinge slegs aan die begin van 'n kursus of klas toegelaat.

L3.4. Eksamens word afgeneem en diplomas of sertifikate in verband daarmee word uitgereik soos voorgeskryf deur die in subartikel (4) van artikel *een-en-twintig* van die Wet bedoelde departement of provinsiale administrasie.

L3.5. Bodes in voltydse diens van die Regering en dié ander deeltydse leerlinge wat die Sekretaris bepaal, kan tot nie-selfonderhoudende deeltydse klasse sonder die betaling van klasgelde toegelaat word.

HOOFSTUK M.

HULPTOELAE AAN KLEUTERSKOLE.

M1. Die Minister kan, na goedgekeurde, voorwaardes benewens dié in hierdie Hoofstuk voorgeskryf, bepaal waarop 'n hulptoelae aan die bestuur van enige kleuterskool toegeken sal word: Met dien verstande dat indien enige voorwaardes deur die Minister bepaal word betrefende die betaling van gelde aan so 'n bestuur, hy dit doen na oorlegpleging met die Minister van Finansies.

M2. Die bestuur moet 'n statuut, wat voorsiening vir regspersoonlikheid insluit, aan die Minister vir goedkeuring voorleë, en 'n hulptoelae word betaal slegs aan 'n bestuur, waarvan die statuut deur die Minister goedgekeur is.

M3. Die bestuur moet 'n register byhou wat sodanige besonderhede bevat as wat die Sekretaris in verband met die ingeskrewe leerlinge mag vereis. Die naam van 'n leerling moet van die register verwyder word as hy die skool verlaat, of as hy vir meer as veertig agtereenvolgende skooldae afwesig was: Met dien verstande dat sy na daarin gelaat mag word as sy ouer of voog die bestuur binne voornoemde tydperk in kennis stel dat die kind deur siekte verhinder word om die skool by te woon en dat hy na die skool sal terugkeer sodra hy herstel.

M4. Die Sekretaris, 'n inspekteur van skole, 'n mediese inspekteur van skole of enige beampde wat deur die Sekretaris daartoe gemagtig is, het die reg om tydens skoolure enige kleuterskool wat aansoek om 'n hulptoelae gedoen het of wat 'n hulptoelae ontvang, te inspekteen einde die toestand van die geboue en die skoolperseel die organisasie en metodes en gehalte van onderrig te ondersoek, of om algemene ondersoek na die doeltreffendheid van die kleuterskool in te stel, en om sodanige opdragte op te eis as wat hy nodig mag hê.

M5. 'n Hulptoelae is driemaandeliks betaalbaar na die indiening van 'n opgawe deur die bestuur by die Departement, en die bedrag van sodanige toelae word teen hoog

at a rate not exceeding R5.00 per quarter per pupil, based on the average enrolment during the preceding quarter of pupils aged two years or older but not older than six years at the end of such quarter: Provided that a grant-in-aid shall be payable only if such average enrolment was not less than ten Coloured pupils.

M6. The award of a grant-in-aid to a nursery school shall be subject to the condition that the management concerned, or a member thereof, has no financial interest in such school, and that the school or part thereof is not established and maintained for private gain.

M7. The medium of instruction at a nursery school shall be the natural spoken language of the pupil and the pupil shall be addressed in this language.

M8. Only such persons who in the opinion of the Secretary are suitably qualified may be employed at a nursery school.

M9. The Minister may withhold in full or in part any grant-in-aid made to a management in terms of this Chapter, until such time as he is satisfied that proper steps have been or are being taken to remedy any shortcoming found at the nursery school concerned.

M10. The Minister may withdraw any grant-in-aid made in terms of this Chapter if he is of the opinion that there is no longer any need for such nursery school.

CHAPTER N.

INSPECTION OF SCHOOLS.

N1.1. The Secretary, an inspector of schools or other officer authorized thereto by the Secretary may inspect and report on any State school, State-aided school, school of industries, reform school, part-time classes, continuation classes or any accessory to such schools, and may for this purpose enter any such school or class or accessory thereof at any time during school or class hours, inspect the conditions of the buildings, grounds and equipment and the organization, content and methods of instruction, ascertain the progress of the pupils under instruction and inquire generally into the efficiency of the school or class, and may call for such information as he may require in order to report adequately on these matters.

N1.2. Every school or class referred to in sub-regulation 1, shall normally be inspected annually and a report on each such inspection shall be submitted to the Secretary.

N1.3. Inspection of special subjects shall normally be made annually by inspectors of schools or other officers authorized thereto by the Secretary, for the subjects concerned, who shall on completion of the inspection, report to the Secretary.

N1.4. Panel inspections, the members of which are assigned thereto by the Secretary, shall take place as often as the Secretary may decide in a manner and in respect of all State and State-aided schools, except primary schools.

N1.5. (a) A copy of an inspection report submitted to the Secretary, or of portions of such report as the Secretary may determine, shall be submitted to the regional board and the school committee (or manager) concerned: Provided that the school committee (or manager) shall hand such report to the principal who shall bring the content thereof to the notice of his teaching staff.

(b) All inspection reports shall be treated as confidential documents.

N1.6. Whenever the proprietor or principal of a private school requests in writing an inquiry into or inspection of such school, the Secretary may cause such inquiry or inspection to be held and a report to be submitted to the proprietor or principal free of charge.

N1.7. The Secretary, an inspector of schools, medical inspector of schools or other officer authorized thereto by the Secretary may visit and inspect any private school for the purpose of ascertaining the condition of such

stens R5.00 per kwartaal per leerling bereken, gebaseer op die gemiddelde inskrywing gedurende die voorafgaande kwartaal, van leerlinge wat twee jaar of ouer maar nie ouer as ses jaar aan die einde van sodanige kwartaal was nie: Met dien verstande dat 'n hulptoelae betaalbaar is slegs indien sodanige gemiddelde inskrywing minstens 10 Kleurlingleerlinge was.

M6. Die toekenning van 'n hulptoelae aan 'n kleuterskool is onderworpe aan die voorwaarde dat die betrokke bestuur of 'n lid daarvan geen geldelike belang by sodanige skool het nie en dat die skool nie geheel of gedeeltelik vir private wins ingestel en in stand gehou word nie.

M7. Die medium van onderrig aan 'n kleuterskool is die natuurlik spreektaal van die leerling en hierdie spreektaal moet gebesig word wanneer die leerling aangespreek word.

M8. Slegs persone wat, na die mening van die Sekretaris daartoe bevoeg is, mag by 'n kleuterskool in diens geneem word.

M9. Die Minister kan enige hulptoelae wat kragtens hierdie Hoofstuk aan 'n bestuur toegestaan is, gedeeltelik of ten volle terughou totdat hy daarvan oortuig is dat behoorlike stappe gedoen is of gedoen word om enige tekortkominge wat by die betrokke kleuterskool gevind is, te verhelp.

M10. Die Minister kan 'n hulptoelae, kragtens hierdie Hoofstuk toegeken, intrek indien hy van oordeel is dat daar nie meer 'n behoefte aan sodanige kleuterskool is nie.

HOOFSTUK N.

INSPEKSIE VAN SKOLE.

N1.1. Die Sekretaris, 'n inspekteur van skole of ander beamppte deur die Sekretaris daartoe gemagtig, kan enige Staatskool, Staatsondersteunde skool, nywerheidsskool, verbeteringskool, deeltydse klasse, voortsettingsklasse, of enige toebehore van sodanige skole inspekteur en verslag daaroor doen en kan vir hierdie doel enige sodanige skool of klas of toebehore daarvan te eniger tyd gedurende skool- of klasure binnegaan, die toestand van die geboue, terrein, uitrusting en die organisasie, inhoud en metodes van onderrig ondersoek, die vordering van die leerlinge wat onderrig ontvang, vasstel en in die algemeen ondersoek na die doeltreffendheid van die skool of klas instel en kan die inligting aanvra wat hy nodig het ten einde voldoende oor hierdie aangeleenthede verslag te doen.

N1.2. Elke in subregulasie 1 bedoelde skool of klas word gewoonweg jaarliks geïnspekteer en 'n verslag van elk sodanige inspeksie word aan die Sekretaris gedoen.

N1.3. Inspeksie van spesiale vakke geskied gewoonweg jaarliks deur inspekteurs van skole of 'n ander deur die Sekretaris daartoe gemagtigde beamppte vir die betrokke vakke wat na afloop van die inspeksie aan die Sekretaris verslag doen.

N1.4. Paneelinspeksie, waarvoor die lede van elk sodanige paneel deur die Sekretaris aangewys word, vind so dikwels plaas as wat die Sekretaris mag besluit soos en ten opsigte van alle Staat- en Staatsondersteunde skole uitgesonder laerskole.

N1.5. (a) 'n Afskrif van die inspeksieverslag wat aan die Sekretaris gedoen word, of 'n afskrif van dele van sodanige verslag soos deur die Sekretaris bepaal, word elk aan die betrokke streekraad en aan die betrokke skoolkomitee (of bestuurder) gestuur: Met dien verstande dat die skoolkomitee (of bestuurder) sodanige verslag aan die hoof oorhandig wat dit aan sy onderwysende personeel voorlê vir kennisname.

(b) Alle inspeksieverslae moet as vertroulike dokumente behandel word.

N1.6. Wanneer ook al die eienaar of hoof van 'n private skool skriftelik 'n versoek doen om 'n ondersoek of inspeksie van sodanige skool, kan die Sekretaris sodanige ondersoek of inspeksie laat uitvoer en 'n verslag daaroor aan sodanige eienaar of hoof kosteloos laat stuur.

N1.7. Die Sekretaris, 'n inspekteur van skole, mediese inspekteur van skole of ander beamppte wat deur die Sekretaris daartoe gemagtig is, kan enige private skool besoek en inspekteur met die doel om die toestand van so

school including the premises, furniture and equipment, the nature of instruction given and the manner in which the school is managed.

Inspection of Hostels, Teachers' Quarters and Clinics.

N2. The Secretary, an inspector of schools or other officer authorized thereto by the Secretary may inspect and report on any hostel, teachers' quarters, clinic or any accessory of such institutions, and may for this purpose enter any hostel, teachers' quarters, clinic or accessory of such institutions at any reasonable time, inspect the condition of the buildings, grounds and equipment and the supervision over the accommodation, feeding and care of the boarders or the persons concerned, and inquire generally into the conduct of the institution concerned and may call for such information as he may require in order to report adequately on these matters.

Medical and Psychological Inspection at State and State-aided Schools, Hostels, Schools of Industries and Reform Schools.

N3.1. All schools and hostels may be inspected by a medical inspector of schools, school nurse or psychologist empowered to enter such places at all reasonable times and call for such information as he may require. Such inspections include—

- (a) examination of the physical and mental condition of any pupil if there is reason to believe that it may be a source of danger to other pupils to allow such pupil to continue attending school or to reside in the hostel. If as a result of such examination it is found that the state of health of a pupil is such as to be a source of danger to other pupils, the Secretary may exclude such pupil from the school and/or hostel for a specified period or until the health of such pupil is satisfactorily restored or remedied;
- (b) examination of the physical and mental condition of any teacher or officer if there is reason to believe that his continued employment may be a source of danger to pupils: Provided that such teacher or officer may be represented at the examination by his own medical adviser. If, as a result of such examination it is found that the state of health of such teacher or officer is such as to be a source of danger to the pupils, the Secretary may exclude such teacher or officer from the school and/or hostel for a specified period or until the health of such teacher or officer is satisfactorily restored or remedied.

N3.2. All teachers and officers shall afford every assistance in the carrying out of an inspection. A principal shall, if desired by a medical inspector of schools, psychologist or school nurse, make available a room as well as the services of a member of his staff for the purpose of an inspection. It shall be the duty of the staff as well as that of the parents to ensure that pupils attend such examination.

N3.3. If any school or hostel is upon such inspection, found to be in an unsatisfactory sanitary condition the Secretary may order such alterations to be made or such steps to be taken as will remedy the defect, and if this be not done within the time prescribed by the Secretary, or in any case if the medical inspector reports that grave risk attends the carrying on of the school and/or hostel, the Secretary may order such school and/or hostel to be closed until the defect is remedied to the satisfaction of the Secretary.

'n skool vas te stel, met inbegrip van die perseel, meubels en uitrusting, die aard van die onderrig wat gegee word en die wyse waarop die skool bestuur word.

Inspeksie van Koshuise, Kwartiere vir Onderwysers en Klinieke.

N2. Die Sekretaris, 'n inspekteur van skole of ander beampte wat deur die Sekretaris daartoe gemagtig is, kan enige koshuis, kwartiere vir onderwysers, kliniek of enige toebehore van sodanige inrigtings inspekteer en verslag daaroor doen en kan vir hierdie doel enige koshuis, kwartiere vir onderwysers, kliniek of toebehore van sodanige inrigtings op enige redelike tyd binnegaan, die toestand van die geboue, terrein en uitrusting en die toesig oor die huisvesting, voeding en versorging van die kosgangers of die betrokke persone, ondersoek en in die algemeen ondersoek instel na die wyse waarop die betrokke inrigting bestuur word, en kan die inligting aanvra wat hy nodig het ten einde voldoende oor hierdie aangeleenthede verslag te doen.

Mediese en Sielkundige Inspeksie by Staat- en Staats-ondersteunde Skole en Koshuise en Nywerheid- en Verbeteringskole.

N3.1. Alle skole en koshuise kan geïnspekteer word deur 'n mediese skoolinspekteur, skoolverpleegster, of sielkundige wat die bevoegdheid besit om sulke plekke te alle redelike tye binne te gaan en van enigen sulke inligting te eis as wat hy nodig mag ag. Hierdie inspeksie sluit in:—

- (a) die ondersoek na die liggaamlike en verstandelike toestand van enige leerling indien daar rede bestaan om te glo dat dit vir die ander leerlinge 'n bron van gevaar mag wees om sodanige leerlinge toe te laat om die skool verder by te woon of om langer by die koshuis tuis te gaan. As daar as gevolg van sodanige inspeksie bevind word dat 'n leerling se gesondheidstoestand sodanig is dat dit wel vir ander leerlinge 'n bron van gevaar is, kan die Sekretaris sodanige leerling uit die skool en/of koshuis uitsluit vir 'n bepaalde tydperk of totdat sodanige leerling se gesondheid bevredigend herstel of verhelp is;
- (b) die ondersoek na die liggaamlike en verstandelike toestand van enige onderwyser of beampte indien daar rede bestaan om te glo dat dit vir die leerlinge 'n bron van gevaar mag wees om hom in diens te hou: Met dien verstande dat sodanige onderwyser of beampte deur sy eie geneeskundige raadgever by die ondersoek verteenwoordig kan word. As daar as gevolg van sodanige ondersoek bevind word dat 'n onderwyser of beampte se gesondheidstoestand sodanig is dat dit vir leerlinge wel 'n bron van gevaar is, kan die Sekretaris sodanige onderwyser of beampte uit die skool en/of koshuis uitsluit vir 'n bepaalde tydperk of totdat sodanige onderwyser of beampte se gesondheid bevredigend herstel of verhelp is.

N3.2. Alle onderwysers en beamptes moet alle hulp by die uitvoer van 'n inspeksie verleen. 'n Skoolhoof moet, indien 'n mediese inspekteur van skole, sielkundige of skoolverpleegster dit verlang, 'n vertrek asook die diens van 'n lid van sy personeel, vir die doel van 'n inspeksie beskikbaar stel. Die plig rus sowel op die personeel as op alle ouers om toe te sien dat leerlinge sodanige ondersoek bywoon.

N3.3. Indien by 'n inspeksie bevind word dat gesondheidstoestande by 'n skoolgebou of koshuis nie bevredigend is nie, kan die Sekretaris die aanbring van sulke veranderinge of die doen van sulke stappe gelas as wat die gebrek sal herstel en indien dit nie binne deur die Sekretaris voorgeskrewe tydsbestek geskied nie, of in enige geval waar die mediese inspekteur rapporteer dat daar ernstige risiko aan die oophou van die skool en/of koshuis verbonde is, kan die Sekretaris gelas dat sodanige skool en/of koshuis gesluit word totdat die gebrek tot die tevredenheid van die Sekretaris verhelp is.

N3.4. A principal, school nurse or teacher, the last mentioned with the permission of the principal, shall be empowered to examine any pupil in a school or hostel for the purpose of ascertaining its cleanliness, including whether such pupil is infested with vermin or nits (vermin eggs): Provided that no male teacher shall for any reason examine a female pupil, unless the mother of such pupil or, if she cannot readily be present, the mother of another pupil is present: Provided further that such examination shall be carried out, whenever possible, under such conditions as will prevent any case of infestation being made public. If at an examination it is found that a pupil is in fact infested with vermin or nits, the medical inspector of schools, school nurse and principal have the power to exclude such infested pupil from the school and/or hostel in order to enable the pupil to be properly disinfested: Provided further that the parent or guardian of such pupil be notified as soon as possible by the principal of the pupil of the infestation. The principal shall ensure that the school committee (or manager) be informed of such case. Whenever possible, with due regard to the time factor the notification in both cases (to parent or guardian and school committee or manager) shall be in writing. As soon as a pupil has been satisfactorily disinfested of vermin and/or nits he shall be re-admitted to the school and/or hostel.

N3.5. A medical inspector of schools or principal may order the exclusion from any school and/or hostel of any pupil suffering from an infection for a specific period.

N3.6. A principal and/or school nurse, when in doubt as to the state of health of a pupil or teacher or hygienic conditions at a school and/or hostel may call in a medical inspector for his examination and opinion. The latter may, with the approval of the Secretary, call in a psychiatrist, psychologist, ear, nose and throat specialist, ophthalmologist, physician or other medical specialist to examine a pupil or teacher in order to obtain the diagnosis and opinion of such specialist.

N3.7. Subject to the provisions of this Chapter any school nurse, principal or teacher, the last mentioned with the permission of the principal, may at any reasonable time examine the condition of the teeth of a pupil: Provided that a school nurse or principal, when considered necessary, may request examination by a dental surgeon.

CHAPTER O.

STATE AND STATE-AIDED HOSTELS.

Control of Hostels.

O1.1. A hostel shall be under the supervision of a superintendent appointed with the approval of the Secretary.

O1.2. The following body or person in control of the school or college served by the hostel shall instruct the superintendent regarding his responsibilities and duties:—

- (i) The board of control, advisory committee or school committee (or manager where no school committee exists) in the case of a State and State-aided school or college, other than a State-aided special school;
- (ii) the principal in the case of a State-aided special school; and
- (iii) the principal in the case of a school of industries or a reform school.

QUARTERS, PAYMENT FOR BOARD AND LODGING AND SUPERVISION DUTY.

Quarters.

O2.1. A teacher, officer or employee shall, if required to do so by the Secretary, reside on the school premises and shall, unless the conditions of his appointment determine

N3.4. 'n Skoolhoof, 'n skoolverpleegster asook onderwyser, laasgenoemde met die toestemming van die skoolhoof, besit die bevoegdheid om enige leerling by die skool of koshuis te ondersoek ten einde die sindelikeheid, insluitende of 'n leerling besmet is met ongedierte of nete (die eiers van ongedierte), vas te stel: Met dien verstande dat geen manlike onderwyser enige vroulike leerling vir enige rede mag ondersoek nie, tensy die moeder van sodanige leerling, of as sy nie geredelik teenwoordig kan wees nie, die moeder van 'n ander leerling teenwoordig is: Met dien verstande voorts dat sodanige ondersoek sover doenlik uitgevoer word onder toestand wat sal verhoed dat enige geval van besmetting openbaar gemaak word. Indien by 'n ondersoek bevind word dat 'n leerling wel met ongedierte en of nete besmet is, besit 'n mediese skoolinspekteur, skoolverpleegster en skoolhoof die mag om sodanige besmette leerling uit die skool en/of koshuis uit te sluit ten einde die leerling in staat te stel om hom behoorlik van die ongedierte en/of nete te reinig: Met dien verstande voorts dat sodanige leerling se ouer of voog so gou doenlik deur die skoolhoof van die leerling se besmette toestand in kennis gestel word. Verder moet die skoolhoof toesien dat die skoolkomitee (of bestuurder) kennis dra van so 'n geval. Waar prakties moontlik en die tydsfaktor dit toelaat, moet kennis in beide gevalle (aan ouer of voog sowel as skoolkomitee of bestuurder) skriftelik geskied. Sodra 'n leerling bevredigend gereinig is van ongedierte en/of nete word hy weer tot die skool en/of koshuis toegelaat.

N3.5. 'n Mediese skoolinspekteur of skoolhoof kan gelas dat enige leerling wat aan 'n infeksie ly uit enige skool en/of koshuis vir 'n bepaalde tydperk uitgesluit word.

N3.6. 'n Skoolhoof en/of skoolverpleegster kan waar hy/sy in twyfel verkeer in verband met die gesondheidstoestand van 'n leerling of onderwyser, of higiëniese toestand by 'n skool en/of koshuis, 'n mediese inspekteur inroep vir sy ondersoek en mening. Laasgenoemde kan met die goedkeuring van die Sekretaris 'n psigiater, sielkundige, spesialis in oor- neus- en keelkwale, spesialis in oogkwale, internis of ander mediese spesialis inroep om 'n leerling of onderwyser te ondersoek ten einde sodanige deskundige se diagnose en mening te bekom.

N3.7. Behoudens die bepalings van hierdie Hoofstuk kan enige skoolverpleegster, skoolhoof of onderwyser, laasgenoemde met die toestemming van die skoolhoof, te eniger redelike tyd die toestand van die tande van 'n leerling ondersoek; Met dien verstande dat 'n skoolverpleegster of skoolhoof, wanneer dit nodig geag word, kan aanvra vir 'n inspeksie deur 'n tandheelkundige.

HOOFSTUK O.

STAATS- EN STAATSONDERSTEUNDE KOSHUISE.

Beheer van Koshuise.

O1.1. 'n Koshuis staan onder die toesig van 'n superintendent aangestel met die goedkeuring van die Sekretaris.

O1.2. Die verantwoordelikhede en pligte van 'n superintendent word aan hom opgedra deur die liggaam of persoon in beheer van die skool of kollege wat deur die koshuis bedien word; en wel soos volg:—

- (i) In die geval van 'n Staat- en Staatsondersteunde skool of -kollege, uitgesonderd 'n Staatsondersteunde spesiale skool, deur die beheerraad, advieskomitee of skoolkomitee (of bestuurder waar geen skoolkomitee bestaan nie);
- (ii) in die geval van 'n Staatsondersteunde spesiale skool, deur die hoof van sodanige skool; en
- (iii) in die geval van 'n nywerheid- of verbeteringskool, deur die prinsipaal van sodanige skool.

HUISVESTING, LOSIESGELDE EN TOESIGDIENS.

Huisvesting.

O2.1. 'n Onderwyser, beampte of werknemer moet, indien die Sekretaris dit vereis, op die skoolperseel woon en moet tensy die voorwaardes van sy aanstelling anders

otherwise, pay for quarters or board and lodging and furniture supplied to him.

O2.2. If a person resides in a hostel, he shall pay such rental for quarters (rental of room, furniture and bedding, laundry and domestic services) as the Minister, after consultation with the Minister of Finance, may determine for such particular hostel.

O2.3. If approved by the Secretary, and on condition that no official sitting-room is available, no rent shall be paid in respect of a room which is used twice a week or more for official interviews with staff members, students, members of the public or for other official purposes.

Payment for Board and Lodging.

O3.1. If a person is provided with food in a hostel he shall pay such boarding fees as the Minister, after consultation with the Minister of Finance, may determine for such particular hostel.

O3.2. Nothing in this regulation contained, shall entitle a person who is provided with food to claim to be provided with board during any period that the school may at the discretion of the Department be closed for the school holiday, or for any other reason. In respect of such closing of a school, the payment for board is reduced in the same proportion in which the number of days of closing is to the number of days of the month.

Remuneration in Respect of Supervision Duties.

O4.1. A person who undertakes supervision duties at a hostel may, subject to the provisions of sub-regulation (2), be paid remuneration for such duties on the under-mentioned basis which is determined for the first and second half-year at the beginning of the first and third school quarter respectively.

(a) Schools of industries, reform schools and special schools:—

Number of Pupils in Hostel.	Amount Payable per Hostel.	
	Whites.	Coloureds.
Less than 31	R22 per month.	R19.25 per month.
31 to 50 ...	R33 per month.	R28.90 per month.
51 to 70 ...	R44 per month.	R38.50 per month.
71 to 90 ...	R55 per month.	R48.00 per month.
91 to 110 ...	R66 per month.	R57.75 per month.
111 to 130 ...	R77 per month.	R67.50 per month.
131 to 150 ...	R88 per month.	R77.00 per month.
151 and more	R99 per month.	R86.60 per month.

(b) Schools other than those mentioned in (a):—

Less than 41	R22 per month.	R19.25 per month.
41 to 60 ...	R33 per month.	R28.90 per month.
61 to 100 ...	R44 per month.	R38.50 per month.
101 to 160 ...	R55 per month.	R48.00 per month.
161 and more	R66 per month.	R57.75 per month.

"Number of pupils in hostel" means in the case of—

(i) schools of industries, reform schools and special schools, the average daily number of pupils on the roll during the school quarter which precedes the above-mentioned date of determination of remuneration, but excluding pupils or absconders who are absent from the hostel for a continuous period of more than 90 days;

(ii) other schools, the maximum daily number of pupils who lived in the hostel during the first 14 days of the school quarter in which the remuneration is determined.

O4.2. The number of persons undertaking supervision duties in a hostel, shall be determined by the Secretary: Provided that the total amount of remuneration payable in respect of that hostel shall not be exceeded: Provided further that a person shall not receive more than R22 per month in the case of White persons and R19.25 per month in the case of Coloured persons.

bepaal, vir huisvesting of losies en huisvesting en meubel wat aan hom verskaf word, betaal.

O2.2. Indien iemand in 'n koshuis inwoon, moet hy te opsigte van huisvesting (kamerhuur, meubel- en bedde goedhuur, wasgoed en huishoudelike dienste) huurgeld betaal wat die Minister, na oorlegpleging met die Ministe van Finansies, vir dié besondere koshuis, mag bepaal.

O2.3. Indien deur die Sekretaris goedgekeur, en op voor waarde dat geen amptelike sitkamer beskikbaar is nie word geen huur betaal nie ten opsigte van 'n kamer wat twee keer per week of meer vir amptelike onderhoud met personeellede, studente, lede van die publiek of vi ander amptelike doeleindes gebruik word.

Losiesgelde.

O3.1. Indien iemand in 'n koshuis van kos voorsien word, moet hy losiesgelde betaal wat die Minister na oorlegpleging met die Minister van Finansies vir di besondere koshuis mag bepaal.

O3.2. Geen bepaling wat in hierdie regulasie verva is, gee aan iemand wat van kos voorsien word die reg om te eis dat hy gedurende enige tydperk wat die skool na goeëddunke van die Departement vir die skoolvakansie om enige rede gesluit is, van losies voorsien word nie. Ten opsigte van sodanige sluiting van 'n skool word losiesgelde verminder in dieselfde verhouding waarin di getal dae van die sluiting tot die getal dae in die maan staan.

Vergoeding ten Opsigte van Toesigdienste.

O4.1. Aan iemand wat toesig by 'n koshuis moet hou kan, behoudens die bepalings van subregulasie 2, ten op sigte van sulke werksaamhede vergoeding volgens onder staande grondslag betaal word wat vir die eerste en tweede halfjaar aan die begin van onderskeidelik di eerste en derde kwartaal bepaal word:—

(a) Nywerheid-, Verbetering- en Spesiale Skole.

Getal leerlinge in koshuis.	Bedrag betaalbaar per koshuis.	
	Blankes.	Kleurlinge.
Minder as 31 ...	R22 p.m.	R19.25 p.m.
31 tot 50 ...	R33 p.m.	R28.90 p.m.
51 tot 70 ...	R44 p.m.	R38.50 p.m.
71 tot 90 ...	R55 p.m.	R48.00 p.m.
91 tot 110 ...	R66 p.m.	R57.75 p.m.
111 tot 130 ...	R77 p.m.	R67.50 p.m.
131 tot 150 ...	R88 p.m.	R77.00 p.m.
151 en meer ...	R99 p.m.	R86.60 p.m.

(b) Ander skole as dié in (a) genoem.

Minder as 41 ...	R22 p.m.	R19.25 p.m.
41 tot 60 ...	R33 p.m.	R28.90 p.m.
61 tot 100 ...	R44 p.m.	R38.50 p.m.
101 tot 160 ...	R55 p.m.	R48.00 p.m.
161 en meer ...	R66 p.m.	R57.75 p.m.

„Getal leerlinge in koshuis” beteken in die geval van—

(i) nywerheid-, verbetering- en spesiale skole, die gemiddelde daaglikse getal leerlinge op die ro gedurende die skoolkwartaal wat bogenoemde datum van bepaling van vergoeding vooraf gaan, maar uitgesonderd leerlinge of weglopers wat vir 'n aaneenlopende tydperk van meer as 90 dae van die koshuis afwesig is; en

(ii) ander skole, die maksimum daaglikse getal leerlinge wat gedurende die eerste 14 dae van die skoolkwartaal, waarin die vergoeding bepaal word, in die koshuis ingewoon het.

O4.2. Die getal persone wat in 'n koshuis toesig hou word deur die Sekretaris bepaal: Met dien verstande dat die totale bedrag van die vergoeding wat ten opsigte van daardie koshuis betaalbaar is, nie oorskry mag word nie: Met dien verstande voorts dat niemand meer as R22 per maand in die geval van Blankes en R19.25 per maand in die geval van Kleurlinge mag ontvang nie.

O4.3. No remuneration shall be payable in terms of this regulation to housemothers and assistant housemothers in respect of supervision duties undertaken by them, unless the Secretary has given special approval therefor.

Issue of Rations in Lieu of the Payment of Remuneration for Supervision Duties.

O5.1. Notwithstanding anything contained in regulation 4, the Secretary may, when the circumstances of a case so require, authorize the issue of rations in lieu of a cash payment for supervision duties performed.

O5.2. If the issue of rations to a person is authorized in terms of sub-regulation 1, such issue shall be made on the basis of one sixteenth of the rations according to the ration scale in respect of each R1 per month of the amount on which such a person is entitled, but not more than the rations according to the scale for one person.

Exceptional Cases.

O6. If the circumstances of a case justify a departure from the provisions of the regulations in this Chapter, the Treasury may authorize the occupation of official quarters on such terms as the Public Service Commission may recommend.

Pupils and Students in Hostels, Other Than Hostels Attached to Schools of Industries and Reform Schools.

O7.1. Application for admission to a hostel shall be made to the principal of the school or college to which such hostel is attached on a form approved by the Secretary. The person or body referred to in regulation O1.2 shall consider the applications for admission and shall notify the applicants of the result.

O7.2. A parent whose child has been refused admission to a hostel may appeal to the Secretary against such refusal and the Secretary may, after investigation, direct that the pupil or student be admitted to the hostel.

O7.3. A parent shall give at least one school quarter's notice in advance of the withdrawal of his child from a hostel, except when, in the opinion of the person or body referred to in regulation O1.2, there are sound reasons for shorter notice.

O7.4. A boarder who, after a warning, again disregards the domestic rules of the particular hostel, or whose behaviour, in the opinion of the Secretary or the body or person referred to in regulation O1.2, is such as to harm the interests of the hostel, may be expelled from the hostel. The parent of such boarder shall be informed immediately of such expulsion and of the reasons therefor. The parent may appeal to the Secretary against such expulsion and the Secretary may, after investigation, confirm or set aside such expulsion.

Accommodation.

O8. The Secretary shall determine the maximum number of persons that may be accommodated in a hostel such number to be exceeded only on approval by the Secretary.

Boarding Fees.

O9.1. Every boarder shall pay boarding fees as the Minister, after consultation with the Minister of Finance, may determine for such specific hostel wherein the boarder resides.

O9.2. Boarding fees of boarders shall be paid quarterly in advance. If at the end of a quarter a boarder has not yet paid his boarding fees for that quarter such boarder shall be refused admission to the hostel at the beginning of the next quarter and he may not be admitted until such time as the arrear fees have been paid.

O9.3. A parent who fails to give a school quarter's written notice in advance, in terms of regulation O7.3, of the withdrawal of his child and who has not obtained the permission of the body or person referred to in regulation O1.2 to give shorter notice, shall be responsible for pay-

O4.3. Tensy die Sekretaris spesiale goedkeuring daartoe verleen, ontvang huismoeders en assistent-huismoeders geen vergoeding ingevolge hierdie regulasie ten opsigte van toesigdienste deur hulle onderneem nie.

Uitreiking van Rantsoene in Plaas van die Betaling van Vergoeding vir Toesigdienste.

O5.1. Nienteenstaande enige bepalings in regulasie 4 vervat, kan die Sekretaris, wanneer die omstandighede dit vereis, 'n uitreiking van rantsoene in plaas van 'n kontant-betaling vir toesigdiens magtig.

O5.2. Indien die uitreiking van rantsoene aan iemand ingevolge subregulasie 1 gemagtig word, geskied dit op die grondslag van een-sestiende van die rantsoene volgens die rantsoenskaal ten opsigte van elke R1 per maand van die bedrag waarop so iemand geregtig is, maar nie meer as die rantsoene volgens die skaal vir een persoon nie.

Buitengewone Gevalle.

O6. Indien omstandighede ontstaan as gevolg waarvan 'n afwyking van die regulasies in hierdie Hoofstuk geregverdig is, kan die Tesourie magtiging verleen tot die bewoning van amptelike huisvesting op voorwaardes wat deur die Staatsdienskommissie aanbeveel word.

Leerlinge en Studente in Koshuise, Uitgesonderd Koshuise Verbonde aan Nywerheid- en Verbeteringskole.

O7.1. Aansoek om toelating tot 'n koshuis geskied op 'n vorm soos deur die Sekretaris goedgekeur en word gerig aan die hoof van die Skool of kollege waarvan die koshuis 'n toebehore is. Die in regulasie O1.2 bedoelde persoon of liggaam oorweeg die aansoeke om toelating en stel die applikant in kennis van die uitslag.

O7.2. 'n Ouer aan wie se kind toelating tot 'n koshuis geweier is, kan by die Sekretaris appél aanteken teen sodanige weiering en die Sekretaris kan, na ondersoek, gelas dat die leerling of student tot die koshuis toegelaat moet word.

O7.3. 'n Ouer moet minstens een skoolkwartaal vooruit kennis gee van die onttrekking van sy kind uit 'n koshuis behalwe in die gevalle waar daar na die oordeel van die in regulasie O1.2 bedoelde persoon of liggaam goeie redes vir korter kennisgewing bestaan.

O7.4. 'n Kosganger wat, nadat hy gewaarsku is, weer die huishoudelike reëls van die betrokke koshuis veronagsaam, of wie se gedrag sodanig is dat dit na die mening van die Sekretaris of die regulasie O1.2 bedoelde liggaam of persoon afbreuk doen aan die belange van die koshuis, kan uit die koshuis gesit word. Die ouers van sodanige kosganger word onverwyld van sodanige uitsetting en die redes wat daartoe gelei het, verwittig. Die ouer kan teen sodanige uitsetting by die Sekretaris appél aanteken en die Sekretaris kan, na ondersoek, sodanige uitsetting bekragtig of ter syde stel.

Akkommodasie.

O8. Die maksimum getal persone wat in 'n koshuis gehuisves mag word, word deur die Sekretaris vasgestel en mag alleen met die goedkeuring van die Sekretaris oorskry word.

Losiesgelde.

O9.1. Elke kosganger moet losiesgelde betaal wat die Minister, na oorlegpleging met die Minister van Finansies, vir die besondere koshuis waar die kosganger inwoon, mag bepaal.

O9.2. Losiesgelde van kosgangers moet kwartaalliks vooruitbetaal word. Indien 'n kosganger aan die einde van 'n kwartaal nog nie sy losiesgelde vir daardie kwartaal betaal het nie, moet sodanige kosganger vanaf die begin van die volgende kwartaal uit die koshuis uitgesluit word en mag hy nie weer toegelaat word alvorens die agterstallige gelde betaal is nie.

O9.3. 'n Ouer wat in gebreke bly om ingevolge regulasie O7.3 'n skoolkwartaal vooruit skriftelik kennis te gee van die onttrekking van sy kind en nie die toestemming van die in regulasie O1.2 bedoelde liggaam of persoon tot korter kennisgewing gekry het nie, is verantwoordelik

ment of the boarding fees for the child up to the end of the school quarter in respect of which notice should have been given.

O9.4. The Minister may, at his discretion on the recommendation of the person or body referred to in regulation O1.2, give full or part exemption from payment of boarding fees in respect of indigent boarders on such conditions as the Minister may determine.

O9.5. The following reductions on boarding fees may be allowed for absence from a hostel as a result of illness or other reason which is acceptable to the Secretary:

<i>Continuous absence (weekends included).</i>	<i>Reduction.</i>
Less than 15 days	nil
15 to 28 days	20%
29 to 42 days	40%
43 to 56 days	60%
57 days and more but less than a full quarter	80%
full quarter	100%

Corporal Punishment.

O10. No corporal punishment whatsoever may be administered to a pupil teacher residing in a hostel.

CHAPTER P.

OCCUPATION OF OFFICIAL QUARTERS BY CERTAIN TEACHERS, OFFICERS AND EMPLOYEES AT STATE SCHOOLS.

Assignment of Official Quarters.

P1.1. If the Department has available reasonably habitable accommodation which has been assigned by the Secretary for occupation by the holder of a particular office or post at a school by virtue of his appointment to such office or post, the teacher, officer or employee occupying such post shall be obliged to occupy such accommodation, hereinafter referred to as official quarters, against payment of rent as prescribed in regulation P2: Provided that nothing herein contained shall be construed as imposing on a teacher, officer or employee any obligation in respect of premises occupied by him immediately prior to the date of promulgation of these regulations if such obligation was not then imposed upon him, but as soon as such teacher, officer or employee on or after the date mentioned occupies other official quarters the provisions of this Chapter shall apply to him in respect of such other official quarters.

P1.2. The Department shall in no way be obliged to provide furniture for official quarters. The Secretary may, however, in special cases arrange to provide a stove, bath, roller blinds and fixed shelving in pantry and kitchen.

P1.3. The Department may, subject to the approval of the Treasury, provide furniture in respect of one or more single rooms, which are let to a teacher, an officer or employee. The rent payable in respect of such room or rooms and furniture shall be determined by the Secretary in consultation with the Treasury and shall be collected by monthly deductions from the salary of the tenant.

P1.4. Rent for official quarters shall be payable by the occupant of a post referred to in sub-regulation 1 from a date determined by the Secretary, unless he is, in terms of his conditions of appointment, entitled to free quarters.

Assessment of Rent.

P2.1. The annual rent to be charged in respect of the occupation of official quarters shall be seven and one half per centum ($7\frac{1}{2}\%$) of the value of the building and grounds as assessed by the Secretary: Provided that no teacher, officer or employee shall be liable to pay a greater amount than is represented by twelve and one half per centum ($12\frac{1}{2}\%$) of his salary. In all cases there shall be reassessment of the rent whenever improvements have

vir die losiesgelde van die kind tot aan die end van die skoolkwartaal ten opsigte waarvan kennis moes gegee gewees het.

O9.4. Die Minister kan na goeëdunke op aanbeveling van die in regulasie O1.2 bedoelde liggaam of persoon losiesgelde ten opsigte van hulpbehoewende kostgangers geheel of gedeeltelik kwytsteld op sulke voorwaardes soos deur die Minister bepaal.

O9.5. Vir afwesigheid uit 'n koshuis weens siekte of ander rede wat vir die Sekretaris aanvaarbaar is, kan die volgende kortings op losiesgelde toegelaat word:

<i>Onafgebroke afwesigheid (naweke ingesluit).</i>	<i>Korting.</i>
Minder as 15 dae	geen
15 tot 28 dae	20%
29 tot 42 dae	40%
43 tot 56 dae	60%
57 dae en meer maar nog nie 'n volle kwartaal nie	80%
'n Volle kwartaal	100%

Lyfstraf.

O10. Geen lyfstraf hoegenaamd mag aan 'n leerling-onderwyser wat in 'n koshuis inwoon, toegedien word nie.

HOOFTUK P.

BEWONING VAN AMPTELIKE HUISVESTING DEUR SEKERE ONDERWYSERS, BEAMPTES EN WERKNEMERS BY STAAT- SKOLE.

Toewysing van Amptelike Huisvesting

P1.1. As die Departement redelik bewoonbare huisvesting beskikbaar het wat deur die Sekretaris toegewys is vir bewoning deur die bekleër van 'n besondere amp of betrekking by 'n skool uit hoofde van sy aanstelling in sodanige amp of betrekking, is die onderwyser, beampte of werknemer wat die betrekking beklee, verplig om daardie huisvesting, hieronder in hierdie Hoofstuk amptelike huisvesting genoem, te bewoon teen betaling van huur soos in regulasie P2 voorgeskryf: Met dien verstande dat niks hierin vervat op so 'n manier uitgelê word dat 'n onderwyser, beampte of werknemer enige verpligting opgelê word ten opsigte van 'n gebou wat hy bewoon het onmiddellik voor die datum van afkondiging van hierdie regulasies nie as so 'n verpligting destyds nie op hom gerus het nie, maar sodra sodanige onderwyser, beampte of werknemer op of na gemelde datum ander amptelike huisvesting bewoon, is die bepalings van hierdie Hoofstuk op hom van toepassing ten opsigte van sodanige ander amptelike huisvesting.

P1.2. Daar rus geen verpligting op die Departement om meubels vir amptelike huisvesting te verskaf nie. Die Sekretaris kan eger in spesiale gevalle reëlings tref vir die verskaffing van 'n stoof, bad, rolblindings en vaste rakke in spens en kombuis.

P1.3. Die Departement kan, onderworpe aan die goedkeuring van die Tesourie, meubels verskaf ten opsigte van een of meer enkelkamers wat aan 'n onderwyser, beampte of werknemer verhuur word. Die huurgeld betaalbaar ten opsigte van sodanige kamer of kamers en meubels word deur die Sekretaris, in oorleg met die Tesourie, bepaal en word ingevorder deur maandelikse aftrekkings van die huurder se salaris.

P1.4. Die huur vir amptelike huisvesting is betaalbaar deur die bekleër van 'n betrekking wat in subregulasie 1 genoem word vanaf 'n datum deur die Sekretaris bepaal, tensy hy kragtens sy aanstellingsvoorwaardes op vry huisvesting geregtig is.

Bepaling van Huurgelde.

P2.1. Die jaarlikse huurgeld vir amptelike huisvesting bedra sewe-en- 'n half persent ($7\frac{1}{2}\%$) van die waarde van die gebou en grond soos deur die Sekretaris vasgestel: Met dien verstande dat geen onderwyser, beampte of werknemer vir meer huurgeld as twaalf-en- 'n half persent ($12\frac{1}{2}\%$) van sy salaris aanspreeklik is nie. In alle gevalle word die huurgeld opnuut vasgestel wanneer verbeterings

been effected which increase the value of the buildings or at such other time as the Secretary may deem fit.

P2.2. For the purposes of this regulation "salary" shall mean the annual pay of a teacher, an officer or employee and shall include allowances of the nature of salary and local allowance and such other allowances as the Secretary determines from time to time with the approval of the Treasury but shall not include allowances granted to cover out-of-pocket expenses such as travelling and subsistence allowances.

P2.3. Rent shall not be held to include the free provision of the supply of water, sanitary and rubbish removal services, electric light or gas supply. Where the charge for water and sanitary and rubbish removal services is included in any general or assessment rates the proportion thereof payable by the tenant shall be assessed by the Secretary.

P2.4. The rent and charges levied by the Department in terms of sub-regulations 1 and 3 in respect of official quarters assigned to a teacher, an officer or employee, shall be collected by means of monthly deductions from his salary.

P2.5. If a teacher, an officer or employee is absent on leave (not school holiday) or on duty and his official quarters are occupied by a *locum tenens*, the latter shall be liable for the rent and other charges payable in terms of the provisions of this Chapter in respect of such occupancy: Provided that the said official quarters may be occupied by a *locum tenens* only with the prior approval of the Secretary.

Occupation of Quarters by Dependants of Deceased Teacher, Officer or Employee.

P3. In the event of the death of a teacher, an officer or employee while he is in occupation of official quarters, his widow or dependants shall be entitled to continue to occupy the official quarters free of rent until the end of the calendar month following that in which his death occurred but subject always to compliance with the provisions of this Chapter.

Liability for Rent When Absent on Duty or Leave or Failure to Occupy.

P4.1. Where official quarters are in a reasonably habitable condition failure to occupy them shall not absolve a teacher, an officer or employee from payment of rent or the observance of the other obligations of occupation.

P4.2. If, through absence on leave (not school holiday) or duty for a continuous period of more than 30 days, a teacher, an officer or employee is unable to occupy his official quarters and they are not required for a *locum tenens* he may be permitted to sub-let the same, subject to the approval of the Secretary as regards the terms of his occupancy. In such case it shall be within the discretion of the Secretary to fix the rent irrespective of the provisions contained in regulation P2 and to decide what proportion of the rent shall be paid into revenue and what proportion may be retained by the teacher, officer or employee as fair compensation for the use of any furniture belonging to him and included in the letting.

P4.3. In the case of any period of absence on leave (not school holiday) or duty for a continuous period of more than 30 days during which a teacher, an officer or employee is unable to sub-let his official quarters, or if the official quarters are not required for a *locum tenens* and are vacant, rent at half the ordinary rates may be accepted in respect of the whole period of absence. If, however, such absence does not exceed 30 days full rent shall be paid.

Conditions of Occupation.

P5.1. The terms and conditions governing the tenancy of official quarters shall be as follows:

(a) The teacher, officer or employee shall pay the following on the due dates and, if required, furnish evidence of having done so:—

(i) any rate levied on a tenant or occupier;

aangebring is wat die waarde van die gebou verhoog of op sodanige ander tye as wat die Sekretaris nodig ag.

P2.2. Vir die toepassing van hierdie regulasie beteken „salaris” die jaarlikse besoldiging van ’n onderwyser, beampte of werknemer, insluitende toelaes in die vorm van salaris en plaaslike toelaes en sodanige ander toelaes as wat die Sekretaris van tyd tot tyd met die goedkeuring van die Tesourie aanwys, maar uitgesonderd toelaes om persoonlike uitgawes te dek, soos reis- en verblyftoelaes.

P2.3. Daar word nie beskou dat huur die kostelose verskaffing van water, sanitêre en vuilgoedverwyderingsdienste, elektriese krag of gas insluit nie. Waar koste vir water en sanitêre en vuilgoedverwyderingsdienste ingesluit is by enige algemene of eiendomsbelasting, word die deel daarvan wat die huurder moet betaal, deur die Sekretaris bepaal.

P2.4. Huurgelde en gelde wat die Departement ingevolge subregulasies 1 en 3 vorder ten opsigte van amptelike huisvesting wat aan ’n onderwyser, beampte of werknemer toegewys is, word ingevorder deur maandelikse aftrekkings van sy salaris.

P2.5. As ’n onderwyser, beampte of werknemer met verlof (nie skoolvakansie nie) of in diens afwesig is en sy amptelike huisvesting word deur ’n plaasvervanger bewoon, is laasgenoemde aanspreeklik vir die huur- en ander gelde wat ooreenkomstig die bepalinge van hierdie Hoofstuk ten opsigte van sy bewoning daarvan betaalbaar is: Met dien verstande dat genoemde amptelike huisvesting slegs met die voorafverkreë goedkeuring van die Sekretaris deur ’n plaasvervanger bewoon mag word.

Bewoning van Huisvesting deur Afhanklikes van ’n Afgestorwe Onderwyser, Beampte of Werknemer.

P3. As ’n onderwyser, beampte of werknemer terwyl hy amptelike huisvesting bewoon te sterwe kom, is sy weduwee of afhanklikes geregtig om sonder die betaling van huur die amptelike huisvesting te bewoon tot die end van die kalendermaand na die maand waarin hy gesterf het, mits daar aan die bepalinge van hierdie Hoofstuk voldoen word.

Aanspreeklikheid vir Huur wanneer Afwesig in Diens of met Verlof of as Huisvesting nie betrek word nie.

P4.1. As amptelike huisvesting in ’n redelike bewoonbare toestand is en die betrokke onderwyser, beampte of werknemer bly in gebreke om dit te betrek, is hy nie onthef van die betaling van huurgeld of die nakoming van ander bewoningsverpligtings nie.

P4.2. As ’n onderwyser, beampte of werknemer vir ’n onafgebroke tydperk van meer as dertig dae met verlof (nie skoolvakansie nie) of in diens afwesig is en dus nie sy amptelike huisvesting kan bewoon nie en dit nie vir ’n plaasvervanger nodig is nie, kan hy toegelaat word om die huisvesting te onderverhuur behoudens die goedkeuring van die Sekretaris wat die huurvoorwaardes betref. In so ’n geval kan die Sekretaris die huur, ongeag die bepalinge van regulasie P2, na goeddunke vasstel en besluit watter deel van die huur in inkomste gestort moet word en watter deel deur die onderwyser, beampte of werknemer behou kan word as billike vergoeding vir die gebruik van sy meubels wat saam verhuur is.

P4.3. As ’n onderwyser, beampte of werknemer vir ’n onafgebroke tydperk van meer as dertig dae met verlof (nie skoolvakansie nie) of in diens afwesig is en sy amptelike huisvesting nie kan onderverhuur nie of as dit nie vir ’n plaasvervanger nodig is nie en leeg staan, kan huurgeld teen die helfte van die gewone tarief ten opsigte van die hele tydperk van afwesigheid aangeneem word. As sodanige afwesigheid egter nie langer as dertig dae duur nie, moet die volle huurgeld betaal word.

Bewoningsvoorwaardes.

P5.1. Amptelike huisvesting word op die volgende voorwaardes verhuur:—

(a) Die onderwyser, beampte of werknemer moet op die vervaldatums die volgende betaal (en indien vereis, moet hy bewys lewer dat hy dit gedoen het):—

(i) Enige belasting wat ’n huurder of bewoner opgelê is;

- (ii) any rate or charge levied for water, sanitary and rubbish removal services whether such rate or charge is levied on the tenant or the landlord;
- (iii) any charges for the supply of gas or electric current;

Where the rate or charge is a joint one, the Secretary shall assess the proportion to be paid by the tenant.

(b) The teacher, officer or employee shall be responsible for—

- (i) all window glass during his tenancy;
- (ii) all keys received by him;
- (iii) internal repairs and maintenance of the house and equipment other than for ordinary wear and tear;
- (iv) maintenance and keeping clean and in order of the grounds and gardens, including watering and weeding of gardens and pruning of trees and hedges;
- (v) maintaining in good repair all equipment in the house, such as stoves, electric or gas lamps and electric bells;
- (vi) the ordinary maintenance of any windmill pump in the grounds: Provided that when the Department considers it necessary to undertake such maintenance itself, a charge of fifty cents per month shall be recovered from the teacher, officer or employee.

(c) The Department shall be responsible for—

- (i) external repairs to the buildings and repairs to the fences put up by the State, as well as for ordinary wear and tear repairs internally;
- (ii) water and sanitary connections and taps;
- (iii) installation of gas or electric current where such is approved;
- (iv) installation of electric bells.

P5.2. When official quarters are vacated the outgoing tenant shall hand over to his successor or to the regional representative of the Department or other responsible officer, the quarters and keys thereof and shall point out in writing and make good, all breakages or deficiencies in glass, keys or in any other part of the equipment or interior of the buildings. The successor, the regional representative of the Department or other officer, as the case may be, shall also check the condition of the quarters and equipment and shall supply the incoming tenant with a copy of the notes made by the outgoing tenant in regard to breakages and deficiencies. The tenant taking over, unless he points out to the Secretary in writing within seven days of his entry any breakages and deficiencies, shall be held to have received the premises in order.

P5.3. No alteration shall be made to the premises and no trees, shrubs or plants shall be cut down or removed without the consent of the Secretary.

P5.4. The official quarters shall not be utilized in any way as a source of income or be sub-let except as provided in this Chapter.

P5.5. If a teacher, an officer or employee is absent on leave (not school holiday) or duty for a continuous period of longer than 30 days and the official quarters are required for a *locum tenens*, it shall be the duty of the former to remove and store his furniture at his own expense unless he can come to an arrangement with the *locum tenens* whereby the furniture may be either stored in a portion of the quarters or used by the *locum tenens*.

- (ii) enige belasting of vordering opgelê vir water, sanitêre en vuilgoedverwyderingsdienste, ongeag of sodanige belasting of vordering die huurder of die eienaar opgelê is;

- (iii) enige vorderings vir die verskaffing van gas of elektriese krag.

Wanneer die belasting of vordering gesamentlik opgelê word, bepaal die Sekretaris watter deel die huurder moet betaal.

(b) Die onderwyser, beampte of werknemer is verantwoordelik vir—

- (i) Alle vensterruite solank hy huurder is;
- (ii) alle sleutels wat hy ontvang het;
- (iii) binnenshuise herstelwerk en onderhoud van die huis en uitrusting, uitgesonderd gewone slytasie;
- (iv) die onderhoud, skoonhou en in orde hou van die gronde en tuin, insluitende die natgooi van en onkruiduitroeiing in tuine en die snoei van bome en heinings;
- (v) die onderhoud van alle huisuitrusting soos stowe, elektriese of gaslampe en elektriese klokkië;
- (vi) die gewone onderhoud van enige waterpomp op die grond, behalwe wanneer die Departement dit nodig ag om dit self te doen; in welke geval 'n bedrag van 50 sent per maand van die onderwyser, beampte of werknemer gevorder word.

(c) Die Departement is verantwoordelik vir—

- (i) uitwendige herstelwerk aan die geboue en die herstel van heinings wat die Staat opgerig het en ook vir gewone binnenshuise slytasie;
- (ii) water- en sanitêre aansluitings en krane;
- (iii) die aanlê van gas of elektriese krag, waar die aanlê daarvan goedgekeur is;
- (iv) die installering van elektriese klokkië.

P5.2. By ontruiming van amptelike huisvesting moet die vertrekkende huurder aan sy opvolger of aan die streekvertegenwoordiger van die Departement of aan 'n ander verantwoordelike beampte, die geboue en sleutels daarvan oorhandig, en skriftelik alles aandui wat gebreek is of ontbreek wat glas, sleutels, of ander uitrusting of die binnekant van die geboue betref, en daarvoor vergoed. Ook moet die opvolger, die streekvertegenwoordiger van die Departement of 'n ander beampte, na gelang van die geval, die toestand van die geboue en uitrusting nagaan en die nuwe huurder voorsien van 'n afskrif van die aantekeninge wat die vertrekkende huurder in verband met brekasies en tekorte gemaak het. Daar sal aangeneem word dat die nuwe huurder die perseel in goeie orde oorneem het, tensy hy binne sewe dae na sy intrek aan die Sekretaris skriftelik kennis gee van brekasies en tekorte.

P5.3. Sonder toestemming van die Sekretaris mag geen veranderings aan die perseel aangebring word nie en mag geen bome, struik of plante afgekap of verwyder word nie.

P5.4. Die amptelike huisvesting mag op geen manier as 'n bron van inkomste gebruik word of mag nie behalwe soos in hierdie Hoofstuk bepaal, onderverhuur word nie.

P5.5. As 'n onderwyser, beampte of werknemer vir 'n onafgebroke tydperk van langer as dertig dae met verlof (nie skoolvakansie nie) of van diens afwesig is en die amptelike huisvesting vir 'n plaasvervanger nodig is, moet eersgenoemde sy meubels verwyder en opberg op eie koste, tensy hy met die plaasvervanger kan reël dat die meubels of in 'n deel van die gebou opgeberg of deur die plaasvervanger gebruik word.

5.6. The Department shall not be liable for any loss of or damage to the tenant's furniture or other effects which may be caused by fire or otherwise while in official quarters.

5.7. Wherever furniture has been supplied the tenant shall take care of such furniture and shall transmit a full inventory thereof to the principal of the school on vacating the quarters, and in the event of the principal being the tenant the inventory shall be handed over to the regional representative.

CHAPTER R.

COMPULSORY SCHOOL ATTENDANCE.

1. Regular school attendance at a State school shall be compulsory for every child in the age group and resident in the area as specified by the Minister in terms of section *twenty-three* of the Act, except for a child who, in the opinion of the regional board—

- (a) is under regular and efficient instruction in any other manner;
- (b) on account of ill-health is unable to attend a school regularly, and a medical certificate to that effect is issued by a medical inspector of schools or, if he is not available, by a district surgeon or other State medical officer, including a medical practitioner attached to a provincial hospital of the district in which the child is resident: Provided that a further medical certificate may be required after the expiry of one year after it has been issued;
- (c) is for any other sufficient reason, except indigence, exempted from attending school: Provided that the Secretary may at any time set aside any ruling by the regional board in terms of this regulation.

2. The regional board shall take such action as may be in its power to ensure that every child for whom school attendance is compulsory in terms of the notice referred to in section *twenty-three* of the Act attends a school regularly and it may institute any inquiries that may be necessary for that purpose, and any person who fails or refuses to give information reasonably required for the said purpose when requested by the regional board or a person duly authorized by it to do so or who, when so requested, knowingly gives incorrect information or who uses foul or abusive language to any such person while in the execution of his duty shall be guilty of an offence and liable on conviction to a fine not exceeding R20 or to imprisonment for a period not exceeding one month.

3. Any person employing a child for whom school attendance is compulsory in terms of regulation R1, thus preventing his regular attendance at school, shall be guilty of an offence and liable on conviction to a fine not exceeding R20 or to imprisonment for a period not exceeding one month.

CHAPTER S.

ADMISSION OF PERSONS TO, THE CONTROL OF PUPILS AT, AND THEIR DISCHARGE FROM, STATE SCHOOLS AND STATE-OWNED SCHOOLS, AND THE SUSPENSION OF OR THE INFLECTION OR IMPOSITION OF OTHER PENALTIES TO PUPILS OF SUCH SCHOOLS.

ADMISSION OF PUPILS.

Who may be Admitted.

1. No child other than a Coloured shall be admitted to a school: Provided that where circumstances render necessary, children of other non-White races may be admitted with the approval of the Minister: Provided further that where a pupil, other than a Coloured, has been enrolled at a school on the date of commencement of these regulations, it shall be deemed that the Minister's approval therefor has been obtained.

P5.6. Die Departement is nie aanspreeklik vir verlies of beskadiging van die huurder se meubels of ander besittings wat deur brand of andersins veroorsaak word solank dit in die amptelike huisvesting is nie.

P5.7. As meubels verskaf is, moet die huurder goed daarvoor sorg, en as hy die woning ontruim 'n volledige inventaris daarvan aan die hoof van die skool oorhandig, en in die geval waar die hoof die huurder was, moet die inventaris aan die streekvertegenwoordiger oorhandig word.

HOOFSTUK R.

LEERPLIG.

R1. Elke kind binne die ouderdomsgroep en woonagtig in die gebied soos deur die Minister ingevolge artikel *drie-en-twintig* van die Wet bepaal, is verplig tot gereelde skoolbesoek aan 'n Staatskool met uitsondering van 'n kind wat na die mening van die streekraad—

- (a) op 'n ander wyse gereelde en doeltreffende onderrig ontvang;
- (b) weens swak gesondheid nie 'n skool gereeld kan besoek nie, en 'n geneeskundige inspekteur van skole of, indien hy nie beskikbaar is nie, 'n distriksgeneesheer of ander Staatsmediese beambte insluitende 'n geneesheer verbonde aan 'n provinsiale hospitaal van die distrik waarin die kind woonagtig is, 'n sertifikaat te dien effekte verstrek: Met dien verstande dat na verstryking van een jaar na uitreiking, 'n nuwe sertifikaat vereis kan word;
- (c) om enige ander voldoende rede, behalwe behoefte, vrystelling van skoolbesoek verleen word: Met dien verstande dat die Sekretaris te eniger tyd enige beslissing deur die streekraad ingevolge hierdie regulasie geneem, ter syde kan stel.

R2. Die streekraad moet die stappe doen wat in sy vermoë is om te verseker dat elke kind vir wie skoolbesoek ingevolge die in artikel *drie-en-twintig* van die Wet genoemde kennisgewing verpligtend is, 'n skool gereeld besoek, en kan enige ondersoek instel wat vir dié doel nodig is, en iedereen wat versuim of weier om, wanneer die streekraad of 'n deur hom behoorlik gemagtigde persoon daarom versoek, die inligting te verstrek wat vir die vermelde doel redelik vereis word, of wat, wanneer hy aldus versoek word, wetens onjuiste inligting verstrek, of wat vuil of beledigende taal teenoor sodanige persoon in die uitvoering van sy pligte besig, begaan 'n misdryf en is by skuldigbevinding strafbaar met 'n boete van hoogstens twintig rand of gevangenisstraf vir 'n tydperk van hoogstens een maand.

R3. Iedereen wat aan 'n kind vir wie skoolbesoek ingevolge regulasie R1 verpligtend is, werk verskaf wat hom verhinder om die skool gereeld by te woon, begaan 'n misdryf en is by skuldigbevinding strafbaar met 'n boete van hoogstens twintig rand of gevangenisstraf vir 'n tydperk van hoogstens een maand.

HOOFSTUK S.

TOELATING VAN PERSONE TOT, DIE BEHEER OOR LEERLINGE BY EN HUL ONTSLAG UIT STAATSKOLE EN STAATSONDERSTEUENDE SKOLE, EN DIE SKORSING VAN OF DIE OPLEGGING OF TOEDIENING VAN ANDER STRAWWE AAN LEERLINGE VAN SODANIGE SKOLE.

TOELATING VAN LEERLINGE.

Wie Toëgelaat Word.

S1. Geen kind wat nie 'n Kleurling is nie, word tot 'n skool toegelaat nie: Met dien verstande dat, waar omstandighede dit noodsaaklik maak, kinders van ander nie-Blanke rasse met die goedkeuring van die Minister toegelaat kan word: Met dien verstande voorts dat waar daar op die datum van inwerkingtreding van hierdie regulasies 'n leerling wat nie 'n Kleurling is nie, by 'n skool ingeskrif is, dit geag word dat die Minister se goedkeuring daartoe verkry is.

Application for Admission.

S2. Application for admission shall be made to the principal of a school by or on behalf of a parent or guardian, and the child on whose behalf application is made shall be admitted if the principal is satisfied that the child is a Coloured, that the necessary classroom accommodation is available, that the child is of the appropriate sex and standard of attainment for the school, and that the admission of the child would not be prejudicial to the interests of the school on the grounds of morals or health.

Decision of School Committee and/or Regional Board.

S3. Where the principal is satisfied that a child should not be admitted in terms of regulation S2, he shall submit the matter to the school committee (or manager) or, if the school has no school committee (or manager), to the regional board for its decision and such decision shall be conveyed by the principal to the parent or guardian immediately after receipt thereof.

Parent has Right of Appeal.

S4. The parent or guardian may appeal to the regional board against a decision of a school committee (or manager) whereby his child is refused admission to or is excluded from, a school, and the decision of the regional board shall prevail over that of the school committee (or manager). A parent or guardian may appeal against the decision of a regional board to the Secretary whose decision shall be final.

Onus of Proof of Child's Race lies with Parent or Guardian.

S5. A school committee, a regional board, a manager and the Secretary may require proof that a child is a Coloured person, and the onus of such proof shall lie with the parent or guardian of such child.

Time of and Age on Admission.

S6.1. No child shall be admitted to a school earlier than the year in which he attains the age of six years: Provided that such child does not attain the said age later than 30th June of the year of admission to the school: Provided further that where there is not sufficient classroom accommodation at a school, preference of admission shall be given to a child who attains the age of seven years in the year of admission.

S6.2. No child shall be admitted to a school at any time other than the beginning of the first school quarter of a year except—

- (a) where the child has for health reasons or for other reasons approved by the Secretary been unable to attend school at the beginning of the said quarter, in which event such child shall on application be admitted at a later stage during the said quarter; or
- (b) where a child is admitted in the course of the year on transfer from some other school.

No Pupil above the Age of Eighteen Years Admitted to a Primary School.

S7. No person above the age of eighteen years may be admitted to, or remain as a pupil in, a primary school or State-aided primary school or the primary department of a secondary or high school without the approval of the Secretary.

Evidence of Age of Pupils.

S8. The Secretary, a regional board, a school committee, a manager or a principal may require a parent or other person concerned to produce a birth or baptismal certificate or other evidence or, if this is not available, to gather other satisfactory evidence to establish the age of the pupil

Aansoek om Toelating.

S2. Aansoek om toelating word deur of namens die ouer of voog by die hoof van die skool gedoen, en die kind ten opsigte van wie aansoek gedoen word, word toegelaat as die hoof daarvan oortuig is dat die kind 'n Kleurling is, dat die nodige klaskamerruimte beskikbaar is, dat die kind van die gepaste geslag is en die gepaste standaard van bekwaamheid vir die skool bereik het, en dat die toelating van die kind nie om sedelike of gesondheidsredes afbreuk aan die belange van die skool sal doen nie.

Beslissing van Skoolkomitee en/of Streekraad.

S3. Waar die hoof oortuig is dat 'n kind ingevolge regulasie S2 nie toegelaat moet word nie, moet hy die saak aan die skoolkomitee (of bestuurder) of, as die skool geen skoolkomitee (of bestuurder) het nie, aan die streekraad voorlê vir sy beslissing en sodanige beslissing moet onverwyld, na ontvangs daarvan, deur die hoof aan die ouer of voog oorgedra word.

Ouer het reg van Appèl.

S4. Die ouer of voog kan appèl by die streekraad aanteken teen 'n beslissing van 'n skoolkomitee (of bestuurder) waardeur sy kind toelating tot 'n skool geweier of uit 'n skool uitgesluit is, en die beslissing van die streekraad geniet voorrang bo dié van die skoolkomitee (of bestuurder). Appèl teen 'n beslissing van 'n streekraad kan deur die ouer of voog aangeteken word by die Sekretaris wie se beslissing finaal is.

Bewyslas van Kind se Ras rus op Ouer of Voog.

S5. 'n Skoolkomitee, 'n streekraad, 'n bestuurder en die Sekretaris kan eis dat bewys word dat 'n kind 'n Kleurling is, en sodanige bewyslas rus op die ouer of voog van sodanige kind.

Tyd van en Ouderdom by Toelating.

S6.1. Geen kind mag tot 'n skool toegelaat word vroeër as die jaar waarin hy die ouderdom van ses jaar bereik nie: Met dien verstande dat sodanige kind bedoelde ouderdom bereik nie later nie as 30 Junie van die jaar van toelating tot die skool nie: Met dien verstande voorts dat waar daar nie voldoende klaskamerruimte by 'n skool is nie, 'n kind wat die ouderdom van sewe jaar in die jaar van toelating bereik, voorkeur by toelating sal geniet.

S6.2. Geen kind mag tot 'n skool toegelaat word op enige ander tyd nie as aan die begin van die eerste skoolkwartaal van 'n jaar, behalwe—

- (a) waar 'n kind om gesondheidsredes of om ander redes deur die Sekretaris goedgekeur, nie in staat was om skool aan die begin van genoemde kwartaal by te woon nie; in welke geval sodanige kind op aansoek in 'n latere stadium gedurende genoemde kwartaal toegelaat word; of
- (b) waar 'n kind in die loop van die jaar toegelaat word weens oorpasing vanaf 'n ander skool.

Geen Leerlinge Ouer as Agtien Jaar in Laerskool Toegelaat.

S7. Geen persoon ouer as agtien jaar mag, sonder die goedkeuring van die Sekretaris, toegelaat word tot of as leerling aanbly in 'n laerskool of Staatsondersteunde laerskool of die primêre afdeling van 'n middelbare of hoërskool nie.

Getuienis van Ouderdom van Leerlinge.

S8. Die Sekretaris, 'n streekraad, 'n skoolkomitee, 'n bestuurder of 'n skoolhoof kan van 'n ouer of ander belanghebbende vereis om 'n geboortesertifikaat of doopseël of ander getuienis voor te lê, of indien dit nie verkrygbaar is nie, ander bevredigende getuienis in te win om die ouderdom van 'n leerling vas te stel.

Requirements for Admission to a Secondary Course.

S9. No pupil may be admitted to a secondary course at a secondary or a high school unless he has passed standard five successfully.

Enrolment and Registration of Pupils at Schools.

S10. (a) Every school shall keep, in a form approved by the Secretary, an admission register for the enrolment of pupils, an attendance register and a summary register, and it shall be the duty of the principal to ensure that the particulars of pupils at the time of admission be entered in the admission register and that the attendance registers are properly marked.

(b) A medical report card shall, in a form approved by the Secretary, be kept in respect of every pupil.

S11. In the admission register the information given in the "Address" column shall be revised by the principal in the third week of every school quarter. Such revision of addresses shall also take place fourteen days prior to an election of a school committee.

S12. The name of the parent or guardian of any pupil enrolled in any school who applied for such enrolment shall be entered in the admission register.

S13. The attendance register shall be marked in ink once daily, preferably within half an hour before the closing of the school for a day. The time of marking must be clearly indicated on the class time-table. A pupil shall be credited with attendance if he has been present at least one hour on that day.

S14. In the event of a pupil being absent from school for more than forty consecutive school days, his name shall be removed from the admission and attendance registers, unless the principal has been notified in writing that the said pupil is prevented from attending by illness and that he will return to the school on recovery. If a pupil whose name has been removed from the registers subsequently returns to school, his name shall be entered in the attendance register under a new class number as if he were a new pupil. In the case of the admission register, however, the pupil's original admission number shall be used.

School Calendar, School Attendance, School Days and School Hours.

S15.1. The Secretary shall determine and announce the school quarters for any calendar year.

S15.2. Save in extraordinary circumstances approved by the Secretary, instruction shall be given at a school on five school days in each week of a school quarter for at least twenty-five hours per week: Provided that where workshop and other practical training are included in the instruction at any school, the hours may be extended to thirty-four hours per week or another maximum which the Secretary may determine.

S15.3. (a) On every school day five hours of actual instruction shall normally be given to pupils from Standard 1 upwards. Pupils in the sub-standard classes shall receive formal instruction for at least four hours per school day: Provided that the services of any teacher thus set free for a part of the school day may be utilized elsewhere in the school as the principal may direct.

(b) Every school day shall consist of two sessions of which neither shall be of shorter duration than one and a half hours, including intervals calculated at five minutes for every hour of such session. The arrangement of intervals and teaching hours per school day shall be decided by the school committee or manager or, if there is no school committee or manager, by the regional board in consultation with the principal: Provided that any parent concerned shall have the right of appeal to the regional board or, where there is no board, to the Secretary who shall decide the matter.

Vereiste vir Toelating tot Sekondêre Kursus.

S9. Geen leerlinge word tot 'n sekondêre kursus van 'n middelbare of 'n hoërskool toegelaat nie tensy hy standerd vyf met goeie gevolg afgeleë het.

Inskrywing en Registrasie van Leerlinge by Skole.

S10. (a) Elke skool moet, in 'n vorm soos deur die Sekretaris goedgekeur, 'n toelatingsregister vir die inskrywing van leerlinge, 'n bywoningsregister en 'n opsommingsregister byhou, en die hoof moet toesien dat besonderhede van leerlinge by toelating in die toelatingsregister ingeskryf word en dat bywoningsregisters behoorlik bygehou word.

(b) Ten opsigte van elke leerling moet 'n mediese verslagkaart gehou word in 'n vorm deur die Sekretaris goedgekeur.

S11. Die inligting aangegee in die „Adres“-kolom in die toelatingsregister moet in die derde week van elke skoolkwartaal deur die hoof hersien word. Sodanige hersiening van adresse moet ook geskied veertien dae voor die verkiesing van 'n skoolkomitee.

S12. Ten opsigte van elke kind wat in enige skool ingeskryf is, moet die naam van die ouer of voog wat om sodanige toelating aansoek gedoen het, in die toelatingsregister ingeskryf word.

S13. Die bywoningsregister moet daagliks met ink bygehou word, verkieslik binne die laaste halfuur voor die skool vir die dag sluit. Die tyd waarop die register gemerk word, moet duidelik op die tydrooster van die klas aangedui word. 'n Leerling moet as teenwoordig gemerk word as hy vir minstens een uur op daardie dag die skool bygewoon het.

S14. Waar 'n leerling vir meer as veertig agtereenvolgende skooldae van die skool afwesig is, moet sy naam van die toelatings- en bywoningsregister verwyder word tensy die hoof skriftelik in kennis gestel is dat die betrokke leerling weens siekte verhinder word om skool by te woon en dat hy by herstel na die skool sal terugkeer. Wanneer 'n leerling wie se naam van die registers verwyder is na die skool terugkeer, moet sy naam in die bywoningsregister onder 'n nuwe klasnommer ingeskryf word asof hy 'n nuwe leerling is. In die geval van die toelatingsregister moet die oorspronklike toelatingsnommer gebruik word.

Skoolkalender, Skoolbywoning, Skooldae en Skoolure.

S15.1. Die Sekretaris bepaal die skoolkwartale van enige kalenderjaar en maak dit bekend.

S15.2. Behalwe in buitengewone omstandighede wat die Sekretaris goedkeur, word daar op vyf skooldae van elke week van 'n skoolkwartaal onderrig aan 'n skool gegee vir minstens vyf-en-twintig uur per week: Met dien verstande dat waar werkwinkel- en ander praktiese opleiding inbegrepe is by die onderrig wat aan enige skool gegee word, die ure tot vier-en-dertig uur per week of 'n ander maksimum wat die Sekretaris bepaal, verleng kan word.

S15.3. (a) Op elke skooldag word normaalweg vyf uur aan die uitsluitlike onderrig van die leerlinge vanaf standerd I bestee. Die sub-standerds ontvang minstens vier uur formele onderrig per skooldag: Met dien verstande dat die dienste van die betrokke leerkrigte wat aldus vir 'n deel van die skooldag vrygestel is, elders in die skool benut kan word soos die skoolhoof mag bepaal.

(b) Elke skooldag bestaan uit twee sessies waarvan nie een van korter duur is as een-en-'n-halfuur nie, met inbegrip van pouses bereken teen vyf minute vir elke uur van so 'n sessie. Die skoolkomitee of bestuurder of, indien daar geen skoolkomitee of bestuurder is nie, die streekraad, beslis in oorlegpleging met die skoolhoof oor die reëling van pouses en klasure per skooldag: Met dien verstande dat 'n belanghebbende ouer die reg het om appél aan te teken by die streekraad (of, waar daar nie 'n raad is nie, by die Sekretaris) wat oor die saak beslis.

S15.4. A school may close on the last day of the school quarter after three hours' instruction has been given.

S15.5. A principal of a school may at his discretion, permit a pupil who is a candidate for the Junior or Senior Certificate Examination, to study at home during the three days immediately preceding the day on which the pupil writes his first paper. The pupil shall for these days, and for the examination period (including any intervening days), be marked present in the attendance register.

S15.6. Principals may allow boarders to leave school earlier than the last day of the school quarter in June and December if requested to do so by the local representative of the Railway Administration. Pupils so released shall be marked absent in the attendance register on the day concerned.

S16. When a pupil is absent from school, the principal shall ascertain as soon as possible the reason for his absence and whether the absent child is being withdrawn from school or not.

S17. The principal shall keep a record of all school days on which the attendance is less than 70 per cent of the enrolled pupils. The cause of the low attendance shall also be briefly recorded.

S18. A school shall not be closed on any school day if the attendance is low owing to bad weather or other adverse conditions. All the teachers of a school shall remain at their posts even if no pupils are present on a particular school day.

S19. Where at any time a principal has good reason to believe that a pupil is not free from infection, or that a pupil has been exposed to infection, the principal shall carry out the duties imposed upon him in terms of the "Regulations Regarding Exclusion from School on Account of Infectious Disease", made under the provisions of the Public Health Act, No. 36 of 1919, as amended.

Transfer and Withdrawal of Pupils.

S20. The Secretary may transfer pupils from one State school to another State school if he is of the opinion that such transfer is desirable on account of amalgamation of schools or a division of a school or other reorganization of school facilities. Due notice of any such transfer of pupils shall be given to the parents or guardians.

S21. (a) Except for good and sufficient reason, to be approved by the responsible school committee (or manager) or, where there is no school committee or manager, by the regional board, three months' notice of the withdrawal of a pupil shall be given by the parent or guardian to the principal, and the reason for such withdrawal shall be stated. Should such pupil be subject to compulsory school attendance, the principal shall inform the regional board to which school he is to be transferred or otherwise the purpose of his withdrawal, if he is not so transferred.

(b) The principal of the school attended by the pupil prior to his withdrawal, shall complete a transfer form in respect of each pupil leaving the school with a view to entering another school. The parent or guardian shall hand the transfer form of the pupil to the principal of such other school when admission at this school is sought.

(c) In the event of failure on the part of the parent or guardian to produce such transfer form, the principal shall at once obtain such form from the school last attended by the child.

(d) The principal shall in every instance of the withdrawal of a pupil obtain the medical record card from the school last attended by the pupil.

Payment of Tuition and Other Fees and Remission.

S22.1. No fees shall be collected for the instruction of a pupil in standards up to and including the tenth, except pupils in part-time and continuation classes.

S15.4. Op die laaste dag van die skoolkwartaal kan 'n skool sluit nadat daar drie uur onderrig gegee is.

S15.5. Die hoof van 'n skool kan volgens sy diskresie 'n leerling wat 'n kandidaat vir die Junior of Senior Sertifikaateksamen is, toelaat om die drie dae onmiddellik voor die dag waarop hy sy eerste vraestel skryf, tuis te studeer. Die leerling moet vir hierdie dae en vir die duur van die eksamen (met inbegrip van enige tussenkomende dae) in die bywoningsregister as aanwesig gemerk word.

S15.6. Skoolhoofde mag, indien die plaaslike verteenwoordiger van die Spoorwegadministrasie daarom versoek, kosgangers toelaat om die skool vroeër te verlaat as die laaste dag van die skoolkwartaal in Junie en Desember. Sulke vrygestelde leerlinge word op die betrokke dae afwesig gemerk in die bywoningsregister.

S16. As 'n leerling van 'n skool afwesig is, moet die skoolhoof hom so spoedig moontlik daarvan vergewis wat die rede vir sy afwesigheid is en of die afwesige kind uit die skool uitgeneem is of nie.

S17. Die skoolhoof moet aantekening hou van alle skooldae waarop die skoolbesoek tot minder as 70 persent van die getal ingeskrewe leerlinge daal. Die oorsaak van die lae skoolbywoning moet ook kortliks aangeteken word.

S18. 'n Skool mag nie op enige skooldag gesluit word omrede die skoolbesoek weens weers- of ander ongunstige omstandighede laag is nie. Al die onderwysers van 'n skool moet op hulle poste bly selfs al is geen leerling op 'n besondere skooldag aanwesig nie.

S19. Wanneer 'n skoolhoof te eniger tyd goeie rede het om te vermoed dat 'n leerling nie vry is van 'n infeksie nie, of dat 'n leerling aan 'n infeksie blootgestel was, moet die skoolhoof die pligte uitvoer wat hom opgelê word ingevolge die „Regulasies Insake Uitsluiting van Skool weens Aansteeklike Siektes“, wat kragtens die bepalings van die Volksgezondheidswet, No. 36 van 1919, soos gewysig, uitgevaardig is.

Oorplasing en Onttrekking van Leerlinge.

S20. Die Sekretaris kan leerlinge van een Staatskool na 'n ander Staatskool oorplaas as hy van mening is dat sodanige oorplasing wenslik is weens amalgamasie van skole of 'n verdeling van 'n skool of ander reorganisasie van skoolgeriewe. Behoorlike kennis van enige sodanige oorplasing van leerlinge moet aan die ouers of voogde gegee word.

S21. (a) Behalwe om goeie en voldoende rede wat deur die betrokke skoolkomitee (of bestuurder) (of, waar daar geen skoolkomitee of bestuurder is nie, die streekraad) goedgekeur moet word, moet die ouer of voog drie maande kennis van die onttrekking van 'n leerling aan die hoof gee met vermelding van die redes vir sodanige onttrekking. Indien sodanige leerling aan skoolplig onderworpe is, moet die hoof die streekraad in kennis stel na watter skool sodanige leerling oorgeplaas word, of van die doel van die onttrekking indien hy nie aldus oorgeplaas word nie.

(b) Die hoof van die skool wat die leerling voor sy onttrekking bygewoon het, moet 'n oorplasingsvorm invul ten opsigte van elke leerling wat die skool verlaat met die doel om by 'n ander skool in te skryf. Die ouer of voog moet die oorplasingsvorm van die leerling aan die hoof van sodanige ander skool oorhandig wanneer aansoek om toelating tot hierdie skool gedoen word.

(c) Waar 'n ouer of voog versuim om so 'n oorplasingsvorm in te lewer, moet die skoolhoof dadelik so 'n oorplasingsvorm verkry van die skool wat laas deur die kind besoek is.

(d) Die hoof moet in elke geval van die onttrekking van 'n leerling die mediese verslagkaart verkry van die skool wat laas deur die leerling besoek is.

Betaling van Onderrig- en ander Gelde en Kwytskelding.

S22.1. Geen gelde vir die onderrig van 'n leerling in standers tot en met die tiende, uitgesonderd leerlinge in deeltydse en voortsettingsklasse, word gevorder nie.

S22.2. Fees at rates determined by the Minister from time to time in consultation with the Minister of Finance, shall be collected for tuition at a training school or training college and for tuition in music or in any other special subject which is not included in the ordinary course of a school or a subject which is not taken by a pupil as part of the ordinary school course.

Special Schools.

S22.3. The parent or guardian of a child who is admitted to a special school, shall pay—

- (a) The fees for transport, boarding, medical, dental and mental examination and care in a school hostel, as determined by the Minister from time to time;
- (b) any moneys for artificial medical aids, operations and care in a hospital;
- (c) any expenses of an escort, including transport and subsistence costs; and
- (d) also education fees and fees for books and other teaching aids, if the parent or guardian does not reside in the Republic and such a parent or guardian is not a citizen of the Republic: Provided that whenever in the opinion of the Secretary, the parent or guardian of a child is unable to pay the moneys mentioned in paragraphs (a), (b) and (c), and resides within the Republic or is a citizen of the Republic, such moneys may be remitted wholly or in part by the Secretary.

School Books.

S22.4. (a) Only books approved by the Secretary shall be used in the primary standards in State and State-aided schools.

(b) Only books in the languages prescribed by the Secretary shall be used in post-primary standards in State and State-aided schools: Provided that the Secretary has the right to forbid that any particular book be used in the post-primary classes, either a school, class, reference or library book.

(c) The parent or guardian of a pupil in a State or State-aided school shall supply all the school books and other requisites which are necessary for the instruction of such pupil: Provided that the Secretary may supply the books and requisites to the pupil at State expense, if he is of the opinion that such pupil is indigent: Provided further that where school books and requisites were made available free of charge to certain pupils, or to pupils up to and including particular standards in a particular province immediately prior to the date of coming into operation of these regulations, the Secretary may likewise, with effect from the afore-mentioned date, make school books and requisites available free of charge to the said pupils.

School Reports.

S23.1. The principal of a school shall issue, at least three times during every school year, a report on the conduct, attendance and progress of each pupil at such school.

S23.2. The report shall be issued in the home language of the pupil and in the form determined by the Secretary, and shall be sent to the parent or guardian of the pupil.

Homework.

S24. No homework whatsoever shall be given in the sub-standards up to and including Standard I and no written homework shall be given in Standard II.

Admission of Pupil Teachers to Training Schools and Training Colleges.

S25.1. Only women pupil teachers shall be admitted to training schools and the educational requirement for admission shall be the Junior equivalent certificate: Provided that the applicant shall be at least fifteen years of age on the first day of January of the year in which she is admitted.

S25.2. A pupil teacher shall be admitted to a training college subject to the following educational requirements:

S22.2. Gelde teen tariewe wat die Minister van tyd tot tyd in oorleg met die Minister van Finansies bepaal, word gevorder vir onderrig aan 'n opleidingskool of opleidingskollege en vir onderrig in musiek of vir enige ander spesiale leervak wat nie in die gewone kursus van 'n skool ingesluit is nie of 'n leervak wat nie deur 'n leerling as deel van die gewone skoolkursus geneem word nie.

Spesiale Skole.

S22.3. Die ouer of voog van 'n kind wat tot 'n spesiale skool toegelaat word, betaal—

- (a) die gelde vir vervoer, losies, mediese, tandheelkundige en verstandelike ondersoek en versorging in 'n skoolkoshuis, wat van tyd tot tyd deur die Minister bepaal word;
- (b) enige gelde vir kunsmatige mediese hulpmiddels, operasies en versorging in 'n hospitaal;
- (c) enige koste van 'n begeleier, insluitende die koste van vervoer en verblyf; en
- (d) ook die onderwysgelde en gelde vir boeke en ander onderwys hulpmiddels as die kind se ouer of voog nie in die Republiek woon nie en sodanige ouer of voog nie 'n burger van die Republiek is nie: Met dien verstande dat wanneer die ouer of voog van 'n kind, na die mening van die Sekretaris, nie in staat is om die gelde in paragraaf (a), (b) en (c) vermeld, te betaal nie, en binne die Republiek woonagtig is of 'n burger van die Republiek is, bedoelde gelde deur die Sekretaris geheel en al of gedeeltelik kwytgeskeld kan word.

Skoolboeke.

S22.4. (a) Net boeke wat deur die Sekretaris goedgekeur is, word in primêre standers in Staat- en Staatsondersteunde skole gebruik.

(b) In na-primêre standers in Staat- en Staatsondersteunde skole word net boeke, in die tale deur die Sekretaris voorgeskryf, gebruik: Met dien verstande dat die Sekretaris die reg het om te belet dat enige bepaalde boek in die na-primêre klasse gebruik word, hetsy as skool-, klas-, naslaan- of biblioteekboek.

(c) Die ouer of voog van 'n leerling in 'n Staat- of Staatsondersteunde skool verskaf alle skoolboeke en -benodighede wat nodig is vir die onderrig van sodanige leerling: Met dien verstande dat die Sekretaris, waar sodanige leerling na sy mening behoeftig is, die boeke en benodighede op koste van die Staat aan die leerling kan verskaf: Met dien verstande voorts dat waar skoolboeke en -benodighede onmiddellik voor die datum van inwerkingtreding van hierdie regulasies in 'n bepaalde provinsie gratis aan sekere leerlinge of aan leerlinge tot en met bepaalde standers beskikbaar gestel was, die Sekretaris insgelyks met ingang van voornoemde datum skoolboeke en -benodighede aan bedoelde leerlinge gratis beskikbaar kan stel.

Skoolrapporte.

S23.1. Minstens drie keer gedurende elke skooljaar reik die hoof van 'n skool 'n rapport uit oor die gedrag, skoolbesoek en vordering van elke leerling aan sodanige skool.

S23.2. Die rapport word in die huistaal van die leerling en in die vorm soos deur die Sekretaris bepaal, uitgereik en aan die ouer of voog van die leerling gestuur.

Huiswerk.

S24. Vanaf die substanders tot en met standerd een word geen huiswerk hoegenaamd aan leerlinge gegee nie en in standerd twee geen skriftelike huiswerk nie.

Toelating van Leerlingonderwysers tot Opleidingskole en Opleidingskolleges.

S25.1. Net vroulike leerlingonderwysers sal tot opleidingskole toegelaat word en die opvoedkundige toelatingsvereiste is die Junior- of gelykwaardige sertifikaat: Met dien verstande dat die applikant op die eerste dag van Januarie van die jaar waarin sy toegelaat word, minstens vyftien jaar oud moet wees.

S25.2. 'n Leerlingonderwyser word tot 'n opleidingskollege toegelaat onderworpe aan die volgende opvoedkundige vereistes:

- (a) A Matriculation or equivalent certificate.
- (b) A pupil teacher who has been informed by the Secretary that he has been selected provisionally for training as a teacher and who has failed the examination for the Matriculation or equivalent certificate, may be admitted provisionally to a training college: Provided that he does not prejudice the admission of an applicant who has satisfied the requirements for admission: Provided further he is eligible and has entered for the first supplementary examination which follows the December examination. If he fails to gain the required certificate at the supplementary examination, he shall be excluded from further attendance at the training college immediately the result is known.
- (c) A university graduate may be admitted as a pupil teacher direct to the second year of any of the courses for the Primary Teachers' Certificate for which the Matriculation or equivalent certificate is required for admission, but a Teachers' Certificate will not be issued to him on successful completion of the course. If thereafter he also successfully completes an approved one-year teachers' course and passes the examination for that course, a Teachers' Certificate may be issued to him.

S25.3. A pupil desiring to undergo training as a teacher shall submit his application for admission to the course before the 31st July of the year that precedes the year of training, in a form approved by the Secretary, including a medical certificate, to the principal of the school he is attending or last attended. The principal shall hand the application to the inspector of schools when he visits the school and the inspector shall transmit the form, together with his recommendation, to the Secretary. The Secretary shall inform the applicant whether or not he has been provisionally selected for training as a teacher.

S25.4. Application for admission to a training school or a training college shall be made by the applicant to the principal of such training institution and the applicant shall be admitted, provided that—

- (a) he has been informed by the Secretary that he has been provisionally selected for training as a teacher;
- (b) he is in possession of the required educational qualifications for admission and that he has passed the examination in both official languages;
- (c) the necessary accommodation is available; and
- (d) the applicant is of the appropriate sex.

S25.5. An applicant provisionally selected for training as a teacher on the understanding that he produces a medical certificate that he has received satisfactory treatment to remedy a physical defect, shall produce such certificate on admission to the training institution or as soon as possible thereafter. If he fails to produce such certificate by the end of the first quarter of the year of his admission, the Secretary may exclude him from the training institution.

S25.6. (a) No applicant who has not been informed by the Secretary that he has been provisionally selected for training as a teacher shall be admitted to a training institution.

(b) Re-admission of a pupil teacher after a break in his studies shall be subject to the approval of the Secretary.

(c) Admission to a training school for a third-year course, or to a training college for a third-year or a fourth-year course, shall be subject to the conditions of admission prescribed by the Secretary for such courses from time to time.

S25.7. Pupil teachers shall on their first admission to the first year of a teachers' course be in actual attendance on or before the first day of March in the training school or training college concerned. Admission after that date shall not be permitted without the approval of the Secretary.

S25.8. The Secretary may require a pupil teacher on re-admission after absence from the training institution,

- (a) 'n Matrikulasie- of gelykwaardige sertifikaat.
- (b) 'n Leerlingonderwyser wat deur die Sekretaris in kennis gestel is dat sy aansoek om opleiding as onderwyser voorlopig goedgekeur is en in die eksamen vir die Matrikulasie- of gelykwaardige sertifikaat gedruip het, mag voorlopig tot 'n opleidingskollege toegelaat word mits hy die toelating van 'n ander applikant wat aan die vereistes vir toelating voldoen het, nie benadeel nie en voorts, dat hy in aanmerking kom en ingeskrywe het vir die eerste aanvullende eksamen wat die Desembereksamen volg. As hy nie daarin slaag om by die aanvullende eksamen die vereiste sertifikaat te verwerf nie, moet hy van verdere bywoning by die opleidingskollege uitgesluit word sodra die uitslag bekend is.
- (c) Iemand wat 'n universiteitsgraad besit, mag as leerlingonderwyser regstreeks toegelaat word tot die tweede jaar van enigeen van die primêre onderwysersertifikaatkursusse waarvan die toelatingsvereiste die Matrikulasie- of gelykwaardige sertifikaat is, maar na geslaagde voltooiing van dié kursus word 'n Onderwysersertifikaat nie aan hom uitgereik nie. As hy egter daarna 'n verdere goedgekeurde eenjarige kursus vir onderwysers met welslae voltooi en in die eksamen vir sodanige kursus slaag, kan 'n Onderwysersertifikaat aan hom uitgereik word.

S25.3. 'n Leerling wat as 'n onderwyser opgelei wil word, moet sy aansoek om toelating tot die kursus voor 31 Julie van die jaar wat die jaar van sy opleiding voorafgaan in 'n vorm deur die Sekretaris goedgekeur, met inbegrip van 'n mediese sertifikaat, aan die hoof van die skool wat hy bywoon of laas bygewoon het, voorlê. Die hoof moet die aansoek aan die inspekteur van skole oorhandig wanneer hy die skool besoek en die inspekteur moet die vorm tesame met sy aanbeveling aan die Sekretaris voorlê. Die Sekretaris stel die applikant in kennis of hy vir opleiding as onderwyser voorlopig goedgekeur is, al dan nie.

S25.4. Aansoek om toelating tot 'n opleidingskool of 'n opleidingskollege moet deur die applikant aan die hoof van sodanige opleidingsinrigting gerig word en die applikant word toegelaat mits—

- (a) hy deur die Sekretaris in kennis gestel is dat hy vir opleiding as onderwyser voorlopig goedgekeur is;
- (b) hy die vereiste opvoedkundige kwalifikasies vir toelating besit en in die eksamen in albei amptelike tale geslaag het;
- (c) die nodige akkommodasie beskikbaar is; en
- (d) die applikant van die gepaste geslag is.

S25.5. 'n Applikant wie se aansoek om opleiding as onderwyser voorlopig goedgekeur is, met die verstandhouding dat hy 'n mediese sertifikaat indien om te bewys dat hy behandeling ontvang het om 'n liggaamlike gebrek bevredigend te herstel, moet sodanige sertifikaat by toelating tot die opleidingsinrigting of so spoedig moontlik daarna inlewer. As hy in gebreke bly om sodanige sertifikaat teen die einde van die eerste kwartaal van die jaar van sy toelating in te lewer, kan die Sekretaris hom van die opleidingsinrigting uitsluit.

S25.6. (a) Geen applikant wat nie deur die Sekretaris in kennis gestel is dat hy vir opleiding as onderwyser voorlopig goedgekeur is nie, word tot 'n opleidingsinrigting toegelaat nie.

(b) Hertoelating van 'n leerlingonderwyser na 'n onderbreking in sy studie is onderworpe aan die goedkeuring van die Sekretaris.

(c) Toelating tot 'n opleidingskool vir 'n derdejaar-kursus, of tot 'n opleidingskollege vir 'n derde- of vierdejaar-kursus is onderworpe aan die voorwaardes van toelating wat van tyd tot tyd vir sulke kursusse deur die Sekretaris bepaal word.

S25.7. Leerlingonderwysers moet by hul eerste toelating tot die eerste jaar van 'n onderwyserskursus, voor of op die eerste dag van Maart in die betrokke opleidingskool of opleidingskollege teenwoordig wees. Toelating na dié datum word nie sonder die goedkeuring van die Sekretaris geoorloof nie.

S25.8. Die Sekretaris kan van 'n leerlingonderwyser by hertoelating na afwesigheid van 'n opleidingsinrigting 'n

to produce an approved health certificate, intimating that such pupil teacher is free from infection and has not been exposed to such infection during such absence.

S25.9. Where at any time a principal has good reason to believe that a pupil teacher is not free from infection, or that he has been exposed to such infection, the principal shall carry out the duties imposed upon him in terms of the "Regulations Regarding Exclusion from School on Account of Infectious Disease" made under the provisions of the Public Health Act, No. 36 of 1919, as amended. He shall also forthwith report the matter to the Secretary.

Attendance.

S26.1. Regular attendance at classes is required of the pupil teacher for the full duration of the course he is taking. Under no circumstances must the course be curtailed unless the approval of the Secretary is obtained in advance.

S26.2. The principal may grant a pupil teacher leave of absence on account of the pupil teacher's illness: Provided that an application for sick leave for more than three consecutive days shall be supported by a medical certificate to the satisfaction of the principal. If the pupil teacher is resident in a college hostel or in a hostel controlled by a training school, the principal may at his discretion dispense with a medical certificate.

S26.3. The principal may grant a pupil teacher leave of absence for reasons other than illness up to a maximum of three consecutive days. If leave for more than three consecutive days is required, the approval of the Secretary shall be obtained beforehand.

S26.4. A pupil teacher shall take the whole course for the teachers' certificate concerned at one and the same training school or training college. A transfer from one training college or training school to another shall be considered only in exceptional circumstances and shall be approved by the Secretary: Provided that the Secretary reserves the right to transfer a pupil teacher from one training institution to another if in his opinion circumstances justify such action.

Admission to a Technical College.

S27. Application for admission as a full-time or part-time pupil to a technical college shall be made, in a form approved by the Secretary, to the principal of the college concerned. As a rule full-time pupils shall be admitted only at the beginning of the first school quarter of a calendar year.

Corporal Punishment.

S28.1. Under no circumstances shall corporal punishment be inflicted upon any girl or any pupil teacher.

S28.2. (a) Corporal punishment may be inflicted upon boys only as a last resort in serious cases of misconduct.

(b) Corporal punishment may be inflicted only by the principal or by any other teacher in the presence of the principal, after due inquiry.

(c) In no case shall corporal punishment be administered in the presence of other pupils, save in the case of joint offenders when corporal punishment may be administered to pupils in the presence of such other joint offenders.

(d) Corporal punishment may be inflicted only on the buttocks with a suitable strap or cane and with due regard to the age and physical condition of the pupil, and then only in a moderate and reasonable manner and in no circumstances in such manner as to cause permanent bodily injury or disfigurement.

S28.3. The principal shall keep a register of all cases of corporal punishment inflicted, showing the date and nature of the offence, the date and nature of the punishment inflicted and by whom the punishment was inflicted, and this register shall at any time be open for inspection by an inspector of schools.

S28.4. (a) In a State and State-aided hostel the superintendent of the hostel may, according to circumstances,

goedgekeurde gesondheidsertifikaat vereis wat aandui dat die betrokke leerlingonderwyser vry is van enige infeksie en nie gedurende sodanige afwesigheid aan sodanige infeksie blootgestel was nie.

S25.9. As 'n hoof te eniger tyd vermoed dat 'n leerlingonderwyser nie van 'n infeksie vry is nie of dat hy aan sodanige infeksie blootgestel was, moet die hoof die pligte nakom wat aan hom opgedra word ingevolge die „Regulasies insake Uitsluiting van Skool weens Aansteeklike Siektes" wat kragtens die bepalings van die Volksgezondheidswet, No. 36 van 1919, soos gewysig, uitgevaardig is. Hy moet ook onverwyld die saak by die Sekretaris aameld.

Bywoning.

S26.1. Gereelde bywoning van klasse word van die leerlingonderwyser vir die volle duur van die kursus wat gevolg word, verwag. Onder geen omstandighede mag die kursus ingekort word nie tensy die goedkeuring van die Sekretaris vooraf daartoe verkry is.

S26.2. Verlof van afwesigheid weens 'n leerlingonderwyser se siekte mag deur die hoof aan die leerlingonderwyser toegestaan word: Met dien verstande dat 'n aansoek om verlof tot afwesigheid weens siekte vir langer as drie opeenvolgende dae deur 'n mediese sertifikaat tot tevredenheid van die hoof gesteun moet word. As die leerlingonderwyser in 'n kollegetehuis of in 'n koshuis onder die beheer van 'n opleidingskool inwoon, kan die hoof na goeddunke daarvan afsien om 'n mediese sertifikaat te vereis.

S26.3. Die hoof mag verlof tot afwesigheid weens ander redes as siekte tot 'n maksimum van drie opeenvolgende dae aan 'n leerlingonderwyser toestaan. As verlof van meer as drie opeenvolgende dae verlang word, moet die goedkeuring van die Sekretaris vooraf daartoe verkry word.

S26.4. 'n Leerlingonderwyser moet die hele kursus vir die betrokke onderwysersertifikaat by een en dieselfde opleidingskool of -kollege aflê. Oorplasing van een opleidingskollege of -skool na 'n ander word net in buitengewone omstandighede oorweeg en moet deur die Sekretaris goedgekeur word: Met dien verstande dat die Sekretaris hom die reg voorbehou om 'n leerlingonderwyser van een opleidingsinrigting na 'n ander oor te plaas as omstandighede na sy mening so 'n stap regverdig.

Toelating tot 'n Tegniese Kollege.

S27. Aansoek om toelating as voltijdse of deeltijdse leerling tot 'n tegniese kollege word op 'n vorm wat deur die Sekretaris goedgekeur is, by die hoof van die betrokke kollege gedoen. Voltijdse leerlinge word in die reël slegs aan die begin van die eerste skoolkwartaal van 'n kalenderjaar toegelaat.

Lyfstraf.

S28.1. Onder geen omstandighede mag lyfstraf aan enige meisie of enige leerlingonderwyser toegedien word nie.

S28.2. (a) Lyfstraf, as 'n laaste uitweg, mag aan seuns toegedien word in ernstige gevalle van wangedrag.

(b) Lyfstraf word slegs deur die hoof, of deur 'n ander onderwyser in teenwoordigheid van die hoof, na behoorlike ondersoek, toegedien.

(c) In geen geval mag lyfstraf in die teenwoordigheid van ander leerlinge toegedien word nie, maar in die geval van gesamentlike oortreders kan leerlinge in die teenwoordigheid van sodanige ander gesamentlike oortreders lyfstraf toegedien word.

(d) Lyfstraf word slegs op die boude met 'n geskikte plemmer of rottang en met behoorlike inagneming van die ouderdom en liggaamlike toestand van die leerling toegedien en dan net op 'n gematigde en redelike wyse en in geen omstandighede op sodanige wyse dat dit blywende liggaamlike letsel of skending veroorsaak nie.

S28.3. Die hoof moet 'n register hou van alle gevalle van lyfstraf toegedien, waarin die datum en die aard van die misdryf, die datum en aard van die straf toegedien en deur wie dit toegedien is, aangetoon moet word en hierdie register moet te alle tye vir 'n skoolinspekteur ter insae lê.

S28.4. (a) In 'n Staat- en Staatsondersteunde koshuis kan die koshuissuperintendent, na gelang van die geval, lyf-

inflict corporal punishment or may delegate the powers he possesses under this sub-regulation, to the senior resident teacher or house master.

(b) The provisions of sub-regulations 1, 2 and 3 of this regulation shall also apply in the case of corporal punishment at hostels.

S28.5. Punishment of whatever nature shall always be reasonable and just, and shall as far as possible fit the offence that has been committed.

SUSPENSION AND EXPULSION OF PUPILS OR STUDENTS.

At a State School, a State-Aided School, Continuation Class or a Part-Time Class, Except a School of Industries, a Reform School, a Training College, a Training School and a State-Aided Special School.

S29.1. Where the conduct of a pupil is such that in the opinion of the principal it would be prejudicial to the interests of the school to retain such pupil on the roll, the principal may suspend such pupil from attendance, in which case the principal shall at once inform the parent or guardian concerned in writing of the reason for such suspension, and he shall immediately report such suspension to the school committee (or manager) concerned or the regional board where there is no school committee (or manager) or the board of control in the case of a technical college or an agricultural school. The school committee (or manager) or the regional board or the board of control, as the case may be, shall immediately institute an inquiry to decide whether the pupil shall be reinstated or expelled.

S29.2. Where serious misconduct on the part of a pupil has been brought directly to the notice of the school committee (or manager) or regional board or board of control or the Secretary, the principal of the school or college may be directed by the school committee (or manager) or regional board or board of control or the Secretary, as the case may be, to suspend such pupil, pending the result of the inquiry into the charge. The principal shall at once inform the parent or guardian of the child in writing of the reason for such suspension.

S29.3. In the case of a school under a manager the latter shall without delay inform the parent or guardian of the child of his decision as to whether the pupil is to be reinstated or expelled. When the pupil who has been expelled is subject to compulsory school attendance, the manager shall notify the regional board of such expulsion.

S29.4. Where a school committee decides that any pupil shall be expelled, the school committee shall report such expulsion to the regional board within fourteen days of such decision, and the regional board shall at its ensuing meeting confirm or otherwise deal with the decision of the school committee, and the decision of the regional board shall prevail over that of the school committee. In the case of schools under the direct control of either a regional board or a board of control the decision taken at the inquiry instituted by the regional board or the board of control shall be confirmed or reviewed at the ensuing meeting of the regional board or the board of control.

S29.5. When the expulsion of a pupil who is subject to compulsory school attendance, is maintained, the regional board or the board of control shall make its recommendations regarding the future education of the pupil concerned, and communicate such recommendations to the parent or guardian of the pupil, and the Secretary.

S29.6. A pupil suspended from attending school pending a decision as to whether he shall be reinstated or expelled shall not be admitted to any other school during the time that he is so suspended.

S29.7. Any appeal against the action of the school committee (or manager), or the regional board or the board of control, may be made to the Secretary and the decision of the Secretary shall be final.

Training Colleges and Training Schools.

S30.1. A woman pupil teacher who marries during a course of training shall no longer be permitted to attend such course after her marriage and she shall be deemed to have failed to complete the training course concerned.

straf toedien of die bevoegdhede wat hy ooreenkomstig hierdie subregulasie besit, aan die senior inwonende onderwyser of koshuisvader oordra.

(b) Die bepalings van subregulasies 1, 2 en 3 van hierdie regulasie is ook in die geval van lyfstraf by koshuise van toepassing.

S28.5. Straf van watter aard ook al moet altyd redelik en regverdig wees, en sover moontlik 'n natuurlike verband hou met die oortreding wat begaan is.

SKORSING EN UITSETTING VAN LEERLINGE OF STUDENTE.

By 'n Staatskool, Staatsondersteunde Skool, Voortsettingsklas of 'n Deeltydse Klas (uitgesonderd 'n Nywerheids- en Verbeteringskool, 'n Opleidingskollege, Opleidingskool en Staatsondersteunde Spesiale Skool).

S29.1. Waar die gedrag van 'n leerling sodanig is dat dit na die mening van die hoof afbreuk sal doen aan die belange van die skool om sodanige leerling toe te laat om die skool langer by te woon, kan die hoof sodanige leerling uit die skool skors; in dié geval moet die hoof die betrokke ouer of voog dadelik skriftelik van die rede vir sodanige skorsing in kennis stel, en die skorsing onmiddellik aanmeld by die betrokke skoolkomitee (of bestuurder) of by die streekraad waar daar geen skoolkomitee of bestuurder is nie of by die beheerraad in die geval van 'n tegniese kollege of landbousskool. Die skoolkomitee (of bestuurder) of die streekraad of beheerraad, na gelang van die geval, moet onverwyld 'n ondersoek instel om daaroor te besluit of die leerling weer toegelaat of uitgesit moet word.

S29.2. Waar ernstige wangedrag deur 'n leerling regstreeks onder die aandag van die skoolkomitee (of bestuurder) of streekraad of beheerraad of Sekretaris gebring is, kan aan die hoof van die skool of kollege opdrag gegee word deur die skoolkomitee (of bestuurder) of streekraad of beheerraad of Sekretaris, na gelang van die geval, om sodanige leerling te skors in afwagting van die uitslag van die ondersoek na die aanklag. Die hoof moet dadelik die ouer of voog van die kind skriftelik in kennis stel van die rede vir sodanige skorsing.

S29.3. In die geval van 'n skool onder 'n bestuurder moet laasgenoemde onverwyld die ouer of voog van die kind in kennis stel van sy besluit dat die leerling of weer tot die skool toegelaat of uitgesit is. Indien die leerling wat uitgesit is, skoolpligtig is, moet die bestuurder die streekraad in kennis stel van sodanige uitsetting.

S29.4. Waar 'n skoolkomitee besluit dat 'n leerling uitgesit moet word, moet die skoolkomitee binne veertien dae vanaf die datum van so 'n besluit die streekraad van die leerling se uitsetting in kennis stel, en die streekraad moet op sy eersvolgende vergadering die besluit van die komitee bevestig of andersins behandel en die besluit van die streekraad is van krag bo dié van die skoolkomitee. In die geval van skole onder die regstreekse beheer van of 'n streekraad of 'n beheerraad moet die besluit wat geneem is tydens die ondersoek wat deur die streek- of beheerraad ingestel is, by die eersvolgende vergadering van die streek- of beheerraad bevestig of hersien word.

S29.5. Waar die uitsetting van 'n leerling wat aan verpligte skoolbesoek onderworpe is, gehandhaaf word, moet die streek- of beheerraad aanbevelings ten opsigte van die toekomstige onderwys van die betrokke leerling doen, en sodanige aanbevelings aan die ouer of voog van die leerling en aan die Sekretaris meedeel.

S29.6. 'n Leerling wat uit 'n skool geskors is in afwagting van 'n besluit of hy weer toegelaat of uitgesit moet word, mag tot geen ander skool toegelaat word gedurende die tyd dat hy aldus geskors is nie.

S29.7. Enige appél teen die optrede van die skoolkomitee (of bestuurder), of van die streekraad, of van 'n beheerraad moet by die Sekretaris aangeteken word en die beslissing van die Sekretaris is finaal.

Opleidingskolleges en Opleidingskole.

S30.1. 'n Vroulike leerlingonderwyser wat in die loop van 'n opleidingskursus in die huwelik tree, mag nie die kursus na haar huwelik bywoon nie en word daar geag dat sy die betrokke opleidingskursus nie voltooi het nie.

S30.2. The Secretary may at any time terminate a pupil teacher's course of training when, in his opinion, the pupil teacher has either failed to make the necessary progress in such course or is unsuited to the teaching profession. Where the termination of a course of training of a pupil teacher is considered necessary by the principal, he shall as soon as possible and generally not later than at the end of the first year of such pupil teacher's course, report the matter to the Secretary.

S31. (a) The principal may suspend a pupil teacher if he—

- (i) is absent from classes without leave;
- (ii) attends the classes irregularly;
- (iii) fails to submit himself to the discipline of the college or school;
- (iv) uses intoxicants or stupefying drugs excessively;
- (v) is guilty of indecent conduct;
- (vi) commits any criminal offence; or
- (vii) behaves in a manner which is regarded by the principal as not befitting a pupil teacher.

(b) Where the course of training of a pupil teacher has been terminated in terms of sub-regulation 2 or where such pupil teacher has been suspended in terms of paragraph (a), the principal shall inform such pupil teacher in writing of that fact and shall call upon him to submit within a specified time a written statement of explanation, denial or defence.

(c) On receipt of the pupil teacher's written statement, or, if the pupil teacher does not submit a statement after the specified period has expired, the principal shall forward to the Secretary through the board of control for the training institution, his report, a copy of the letter calling upon the pupil teacher for a written statement and the pupil teacher's statement, if any.

(d) After consideration of the documents referred to in paragraph (c) and after any further inquiries that he may consider necessary, the Secretary may order that the pupil teacher be expelled from the training college or training school, either forthwith or from a date fixed by him, or he may direct that the pupil teacher be allowed to return to the college or school concerned and under what conditions. The decision of the Secretary shall be final.

S32. Where a pupil teacher has been suspended in terms of paragraph (a) of regulation S31, the principal may forbid the pupil teacher concerned to reside in any hostel until such time as the decision of the Secretary is received.

CHAPTER T.

FINANCIAL AID TO PUPILS AT STATE AND STATE-AIDED SCHOOLS AND TO PUPIL TEACHERS AT TRAINING INSTITUTIONS.

Boarding Allowance.

T1.1. A boarding allowance, not exceeding R18.00 per quarter, may be granted to a pupil boarding at an approved boarding establishment, excluding a State hostel, or at a State-aided school hostel, on condition that—

- (a) such pupil has successfully completed at least the fifth standard: Provided that this provision shall not apply in respect of a pupil for whom regular school attendance is compulsory;
- (b) such pupil is, to the satisfaction of the Secretary, under proper supervision and provided with suitable food and accommodation;
- (c) the parents or guardian of such pupil are, in the opinion of the Secretary, not financially able properly to care for and lodge him away from his home; and
- (d) such pupil resides at least three miles from the nearest suitable school, and cannot be transported daily to and from school in a suitable manner: Provided that a boarding allowance may be granted for health or other approved reasons despite the said distance being three miles or less.

S30.2. Die Sekretaris kan ter eniger tyd 'n leerling-onderwyser se opleidingskursus beëindig wanneer, na sy oordeel, die leerlingonderwyser of in gebreke gebly het om die nodige vordering in sodanige kursus te maak of ongeskik vir die onderwysberoep blyk te wees. Indien die beëindiging van 'n leerlingonderwyser se opleidingskursus deur die hoof nodig geag word, moet hy dit so spoedig moontlik, en in die reël nie later as die einde van die eerste jaar van die leerlingonderwyser se kursus nie, onder die aandag van die Sekretaris bring.

S31. (a) Die hoof kan 'n leerlingonderwyser skors as hy

- (i) sonder verlof van klasse afwesig is;
- (ii) die klasse ongereeld bywoon;
- (iii) in gebreke bly om hom aan die dissipline van die kollege of skool te onderwerp;
- (iv) oormatig gebruik maak van bedwelmende drank of verdowingsmiddels;
- (v) hom aan onsedelike gedrag skuldig maak;
- (vi) enige strafregtelike oortreding begaan; of
- (vii) hom op 'n wyse gedra wat die hoof as onbetaamlik vir 'n leerlingonderwyser beskou.

(b) Wanneer die opleidingskursus van 'n leerling-onderwyser ingevolge subregulasie 2 beëindig word of wanneer sodanige leerlingonderwyser ingevolge paragraaf (a) geskors word, gee die betrokke hoof sodanige leerling-onderwyser skriftelik van die feit kennis en versoek hom om binne 'n bepaalde tydperk 'n skriftelike verklaring van verduideliking, ontkenning of verdediging voor te lê.

(c) By ontvangs van die leerlingonderwyser se skriftelike verklaring of, as hy nie 'n verklaring voorlê nie, na verstryking van die bepaalde tydperk, moet die hoof sy verslag, 'n afskrif van die brief waarin die leerlingonderwyser om 'n skriftelike verklaring gevra is en die leerling-onderwyser se verklaring, as daar is, deur bemiddeling van die beheerraad van die opleidingsinrigting aan die Sekretaris voorlê.

(d) Na oorweging van die dokumente genoem in paragraaf (c) en na verdere ondersoek wat hy nodig mag ag, kan die Sekretaris gelas dat die leerlingonderwyser op staande voet of van die datum deur hom vasgestel, uit die opleidingskollege of opleidingskool uitgesit word, of bepaal dat die leerlingonderwyser weer toegelaat moet word tot die kollege of skool en op watter voorwaardes. Die Sekretaris se beslissing is finaal.

S32. Wanneer 'n leerlingonderwyser ingevolge paragraaf (a) van regulasie S31 geskors word, kan die hoof die betrokke leerlingonderwyser belet om in enige koshuis in te woon tot tyd en wyl die beslissing van die Sekretaris ontvang word.

HOOFSTUK T.

FINANSIËLE HULP AAN LEERLINGE IN STAAT- EN STAATS-ONDERSTEUNDE SKOLE EN LEERLINGONDERWYSERS AAN OPLEIDINGSINRIGTINGS.

Losiestoelae.

T1.1. Aan 'n leerling wat as kosganger in 'n goedgekeurde losiesplek, uitgesonderd 'n Staatskoshuis, of in 'n Staatsondersteunde skoolkoshuis tuisgaan kan 'n losiestoelae van hoogstens R18 per kwartaal toegeken word op voorwaarde dat sodanige leerling:

- (a) minstens die vyfde standerd met welslae voltooi het: Met dien verstande dat hierdie bepaling nie van toepassing is nie ten opsigte van 'n leerling wat tot gereelde skoolbesoek verplig is;
- (b) tot tevredenheid van die Sekretaris onder behoorlike toesig staan en van geskikte kos en inwoning voorsien word;
- (c) se ouers of voog, na die oordeel van die Sekretaris, finansiëel nie in staat is om die leerling behoorlik te versorg en te huisves weg van sy eie huis nie; en
- (d) minstens drie myl van die naaste geskikte skool woon en dat hy nie daagliks van en na skool op geskikte wyse vervoer kan word nie: Met dien verstande dat so 'n losiestoelaag om gesondheidsredes of om ander goedgekeurde redes toegeken kan word selfs al is sodanige afstand drie myl of korter.

T1.2. Application for a boarding allowance shall be made on an approved form to the regional representative of the region in which the boarding establishment or hostel is situate.

T1.3. An approved boarding allowance shall be valid until the end of the calendar year for which the approval is granted.

T1.4. A pupil to whom a boarding allowance has been awarded shall forfeit such allowance if the Secretary is satisfied that the pupil is not making the desired progress in his studies.

T1.5. A boarding allowance shall not be payable in advance, and payment shall be made quarterly direct to the person supplying board and lodging to the pupil.

Travelling Allowance.

T2.1. A travelling allowance may be granted on condition that—

- (a) the pupil has successfully completed at least the fifth standard: Provided that this provision shall not apply in respect of a pupil for whom regular school attendance is compulsory;
- (b) the amount of the travelling allowance does not exceed R20.00 per annum;
- (c) no travelling allowance be granted to a pupil residing within two miles of a suitable school having the necessary accommodation except where exceptional circumstances of physical disability exist; and
- (d) no travelling allowance be granted to a pupil to whom a boarding allowance has been granted.

T2.2. Application for a travelling allowance shall be made on an approved form to the regional representative of the region in which the school attended by the pupil is situated.

T2.3. A travelling allowance shall be valid only until the end of the calendar year for which the approval is granted.

T2.4. The authorized travelling allowance shall be paid quarterly direct to the parent or guardian and shall be subject to such conditions as may be determined by the Secretary.

T2.5. Payment of a travelling allowance shall be discontinued if the Secretary is satisfied that the pupil concerned is not making the desired progress in his studies.

Study Loans to Pupil Teachers.

T3.1. The Minister may annually grant to persons following a recognized teachers' course at a recognized training institution, study loans at such amount as the Minister, after consultation with the Minister of Finance, may determine.

T3.2. A pupil teacher to whom a loan has been granted in terms of regulation T3.1., shall enter into an agreement on a form approved by the Secretary, in which he undertakes to repay the full amount of the loan within the period, and in such instalments as may be determined by the Secretary.

T3.3. Application for a study loan shall be made, on or before the 31st January, to the secretary of the board of control of the training institution concerned, or in the case of a university college, to the registrar, and, in the case of a State-aided training school, to the manager of such school.

T3.4. The loan shall be payable in quarterly instalments, subject to the submission of a certificate by the principal or registrar of the training institution concerned that the pupil teacher has attended the training institution regularly, and that his conduct and progress have been satisfactory.

T3.5. The Secretary may require that a pupil teacher, to whom a loan has been granted, repay immediately the total amount which is, in terms of the agreement referred to in sub-regulation T3.2, still outstanding, including interest thereon at six per cent per annum on the total amount due if—

T1.2. Aansoek om 'n losiestoelae word op 'n goedgekeurde vorm aan die streekvertegenwoordiger van die betrokke streek waarin die losiesplek of koshuis geleë is, gerig.

T1.3. 'n Goedgekeurde losiestoelae is geldig tot aan die einde van die kalenderjaar ten opsigte waarvan die goedkeuring verleen is.

T1.4. 'n Leerling aan wie 'n losiestoelae toegeken is, verbeur sodanige toelae indien die Sekretaris oortuig is dat die leerling nie die gewenste vordering in sy studies maak nie.

T1.5. 'n Losiestoelae is nie vooruitbetaalbaar nie en uitbetaling geskied kwartaalliks regstreeks aan die persoon wat die losies en inwoning aan die leerling verskaf.

Vervoertoelae.

T2.1. 'n Vervoertoelae kan op die volgende voorwaardes toegeken word:

- (a) Die leerling moet minstens standerd vyf met welslae voltooi het: Met dien verstande dat hierdie bepaling nie van toepassing is nie ten opsigte van 'n leerling wat tot gereelde skoolbesoek verplig is;
- (b) Die bedrag van 'n vervoertoelae is hoogstens R20 per jaar.
- (c) Behalwe waar dit buitengewone omstandighede van liggaamlike gestremdheid geld, word geen vervoertoelae toegeken aan 'n leerling wat binne twee myl van 'n geskikte skool wat oor die nodige akkommodasie beskik, woon nie.
- (d) Geen vervoertoelae word toegeken aan 'n leerling aan wie 'n losiestoelae toegestaan is nie.

T2.2. Aansoek om 'n vervoertoelae word op 'n goedgekeurde vorm gerig aan die streekvertegenwoordiger van die streek waarin die betrokke skool wat die leerling bywoon, geleë is.

T2.3. 'n Vervoertoelae is alleen geldig tot aan die einde van die kalenderjaar ten opsigte waarvan die goedkeuring verleen is.

T2.4. Die toegestane vervoertoelae word kwartaalliks regstreeks aan die ouer of voog betaal en is onderworpe aan sodanige voorwaardes as wat die Sekretaris mag bepaal.

T2.5. Die betaling van 'n vervoertoelae word gestaak indien die Sekretaris oortuig is dat die betrokke leerling nie die gewenste vordering in sy studies maak nie.

Studielenings aan Leerlingonderwysers.

T3.1. Die Minister kan jaarliks studielenings toeken aan persone wat 'n erkende onderwyserskursus aan 'n erkende opleidingsinrigting volg teen sodanige bedrag as wat die Minister, na oorlegpleging met die Minister van Finansies, bepaal.

T3.2. 'n Leerlingonderwyser aan wie 'n lening ingevolge regulasie T3.1 toegeken word, moet 'n ooreenkoms op 'n vorm deur die Sekretaris goedgekeur, onderteken waarin hy onderneem om die volle bedrag van die lening binne die tydperk en in sodanige paaielemente as wat die Sekretaris mag bepaal, terug te betaal.

T3.3. Aansoeke om studielenings word gerig aan die sekretaris van die beheerraad van die betrokke opleidingsinrigting, of in die geval van 'n universiteitskollege aan die registrateur, of in die geval van 'n Staatsondersteunde opleidingskool aan die bestuurder van sodanige skool, op of voor 31 Januarie.

T3.4. Die lening is in kwartaallikse paaielemente betaalbaar onderworpe aan die voorlegging van 'n sertifikaat deur die hoof of die registrateur van die betrokke opleidingsinrigting dat die leerlingonderwyser die opleidingsinrigting gereeld bygewoon het en dat sy gedrag en vordering bevredigend was.

T3.5. Die Sekretaris kan vereis dat 'n leerlingonderwyser aan wie 'n lening toegestaan is, die volle bedrag wat volgens die ooreenkoms in subregulasie T3.2 vermeld nog verskuldig is, plus ses persent rente per jaar op die totale bedrag verskuldig, onverwyld terugbetaal—

- (a) he fails, without good reason, to complete his course within a reasonable period of time;
- (b) he, having completed his course and having been appointed as a teacher in a State or State-aided school, fails to serve in that capacity for a period at least equal to the period of duration of the course for which the loan was granted; or
- (c) he, having been offered an appointment as a teacher at a State or State-aided school within a reasonable period of time before or after the completion of the course, refuses to accept such appointment or accepts an appointment with an employer other than the Department without first having obtained the authority of the Secretary to do so.

T3.6. For the purposes of this Chapter marriage shall not be regarded as a legitimate reason for failing to complete the course, to accept an appointment or to remain in such service for the period as agreed.

T3.7. The Secretary may in any specific case, where a pupil teacher, for reasons acceptable to the Secretary, cannot, on completion of his course, be absorbed in a suitable post, exempt such student teacher from the obligation to accept appointment at a State or State-aided school.

Study Bursaries.

T4.1. The Minister may annually grant study bursaries, at such amount as the Minister, after consultation with the Minister of Finance, may determine, to—

- (a) women pupil teachers taking courses at a training college; or
- (b) pupil teachers taking courses at a university college or technical college to qualify for the teaching of secondary pupils.

T4.2. (1) Bursaries shall be paid annually in two equal instalments in respect of study at a college referred to in paragraph (b) of sub-regulation 1, and in quarterly instalments in respect of study at a training college referred to in paragraph (a) of the said sub-regulation, and shall be forwarded to the principal of the training institution attended by the bursary holder, to be handed to the latter.

T4.2. (2) Payment of the first instalment shall be made on the receipt of an official statement from the principal of the training institution attended by the pupil teacher confirming that the pupil teacher is registered at the institution and is already attending lectures. The second instalment shall be payable at the commencement of the second semester on receipt of a further statement that the conduct, attendance at lectures and the progress of the pupil teacher have been satisfactory.

T4.3. The award of bursaries shall be subject to the following conditions:—

- (i) The pupil teacher shall undertake by an agreement on an approved form to serve as a teacher at a school under the control of the Department immediately after attaining teaching qualifications and to serve as a teacher in the Department for at least one year for every year he received a bursary.
- (ii) Should he fail to comply, to the satisfaction of the Secretary, with the conditions set out in paragraph (i) hereof, he shall refund the full amount of the bursary in such manner and on such conditions as the Secretary may determine.
- (iii) Should the bursary holder fail to advance to a higher course, or should he, for any reason whatever, fail to attain a teachers' certificate, he shall refund the full amount of the bursary received by him in such manner and on such conditions as the Secretary may determine.
- (iv) Regulation T3.6 shall apply *mutatis mutandis* to a woman bursary holder who marries.

- (a) as hy sonder gegronde redes in gebreke bly om binne 'n redelike tydperk sy kursus te voltooi;
- (b) as hy, nadat hy sy kursus voltooi het en nadat hy as onderwyser in 'n Staat- of Staatsondersteunde skool aangestel is, in gebreke bly om in sodanige hoedanigheid diens te doen vir 'n tydperk wat minstens so lank duur as die duur van die kursus waarvoor die lening toegestaan was; of
- (c) as hy, nadat 'n pos as onderwyser by 'n Staat- of Staatsondersteunde skool binne 'n redelike tydperk voor of na voltooiing van die kursus aan hom aangebied word, weier om so 'n aanstelling te aanvaar of 'n ander betrekking by 'n ander werkgewer as die Departement aanvaar sonder dat hy eers die goedkeuring van die Sekretaris verkry het.

T3.6. Vir die toepassing van die bepalings van hierdie Hoofstuk word 'n huwelik nie beskou as 'n gegronde rede vir versuim om die kursus te voltooi of om 'n pos te aanvaar of om in diens vir die tydperk soos ooreengekom aan te bly nie.

T3.7. Die Sekretaris kan in enige besondere geval aan 'n leerlingonderwyser wat by voltooiing van sy kursus, om redes wat vir die Sekretaris aanneemlik is, nie in 'n geskikte betrekking opgeneem kan word nie, voorwaardelik vrystelling verleen van die verpligting om 'n betrekking by 'n Staat- of Staatsondersteunde skool te aanvaar.

Studiebeurse.

T4.1. Die Minister kan jaarliks studiebeurse teen sodanige bedrag as wat die Minister, na oorlegpleging met die Minister van Finansies, bepaal, toeken aan:—

- (a) leerlingonderwyseresse wat kursusse aan 'n opleidingskollege volg; of
- (b) leerlingonderwysers wat kursusse aan 'n universiteitskollege of tegniese kollege volg om hulle te bekwaam vir die onderrig van sekondêre leerlinge.

T4.2. (1) Beurse word jaarliks uitbetaal, in twee gelyke paaielemente, ten opsigte van studie aan 'n kollege in paragraaf (b) van subregulasie 1 bedoel en kwartaalliks ten opsigte van studie aan 'n opleidingskollege in paragraaf (a) van genoemde subregulasie bedoel, en word aan die hoof van die betrokke opleidingsinrigting wat deur die beurshouer bygewoon word, gestuur vir oorhandiging aan die beurshouer.

(2) Uitbetaling van die eerste paaielement geskied na ontvangs van 'n amptelike verklaring deur die hoof van die opleidingsinrigting wat die leerlingonderwyser bywoon, waarin bevestig word dat die leerlingonderwyser aan die inrigting geregistreer is en reeds lesings bywoon. Die tweede paaielement geskied aan die begin van die tweede semester na ontvangs van 'n verdere verklaring dat die gedrag, bywoning van lesings en vordering van die leerlingonderwyser bevredigend was.

T4.3. Beurse word op die volgende voorwaardes toegeken:—

- (i) Die leerlingonderwyser verbind hom by ooreenkoms op 'n goedgekeurde vorm om onmiddellik na verwerwing van die onderwyskwalifikasie aan 'n skool onder die Departement as onderwyser diens te doen en vir elke jaar wat hy 'n beurs ontvang het, minstens een jaar as onderwyser onder die Departement te dien.
- (ii) Indien hy in gebreke bly om die voorwaardes in paragraaf (i) genoem tot tevredenheid van die Sekretaris na te kom, moet hy die volle bedrag van die beurs op sodanige wyse en voorwaardes terugbetaal as wat die Sekretaris mag bepaal.
- (iii) Indien die beurshouer nie daarin slaag om na 'n hoër kursus bevorder te word nie, of indien hy nie, om watter rede ook al, daarin slaag om 'n onderwysersertifikaat te verwerf nie, moet hy die totale bedrag van die beurs deur hom ontvang, op sodanige wyse en voorwaardes terugbetaal as wat die Sekretaris mag bepaal.
- (iv) Regulasie T3.6 is *mutatis mutandis* van toepassing in die geval van 'n vroulike beurshouer wat in die huwelik tree.

CHAPTER U.

ADMINISTRATION AND CONTROL OF SCHOOL FUNDS.

Trust Committees.

U1.1. All school funds of State and State-aided schools (except continuation classes and State-aided vocational schools) shall be controlled by a trust committee.

U1.2. The board of control established in terms of Chapter E, the school committee established in terms of Chapter F, the advisory committee established in terms of Chapter G and the management established in terms of regulation J3.1 of Chapter J, shall act as the trust committee of the particular school or college for which it has been established: Provided that where a school committee does not exist at a State school, the Secretary may appoint a trust committee consisting of not less than three and not more than seven parents or guardians of pupils attending such school: Provided further that where a school committee does not exist at a State-aided school, the trust committee of such school shall consist of the manager and either the principal or the vice-principal of such school and not more than four parents or guardians of children attending such school who have been designated by the manager after consultation with the principal and approved by the Secretary. The manager or his deputy shall act as chairman of the trust committee.

A Principal to Act as Secretary.

U1.3. The principal or a member of his staff designated by him shall act as secretary to the trust committee.

U1.4. The provisions of regulations F7.1 to and including F7.4 in regard to meetings of school committees, the quorum and procedure at meetings and the keeping of minutes of meetings shall apply *mutatis mutandis* to trust committees.

The Secretary may Direct that Trust Funds and School Funds as well as Securities be Transferred to Him.

U2. The Secretary may at any time direct that:—

- (a) trust funds and/or school funds of a school shall be wholly or in part transferred to him who shall, as circumstances require, either invest such funds with the Public Debt Commissioners or place such funds in a suspense account until such time as they can be applied in accordance with the conditions of the trust, donation or bequest or for the purpose for which they were collected or until they can be paid over to the trust committee;
- (b) particulars of securities relating to or of investments of trust funds referred to in paragraph (a) be reported to him. Such securities shall be placed in a safe deposit or other place of security unless the Secretary directs that such documents be transferred to him for safe keeping.

Collection of and Contribution to School Funds.

U3. Funds may be collected for a school fund by means of:

- (a) bazaars, sales, concerts and other functions: Provided that funds obtained from the sale of agricultural products of such school shall be accounted for separately and shall be used only for the purpose of agricultural training at such school unless the Secretary authorizes the use of such funds for other purposes: Provided further that any scheme or proposal for the collection of school funds shall be arranged in consultation with the trust committee;
- (b) acceptance of bequests and donations;
- (c) regular contributions by or on behalf of pupils of a school: Provided that such contributions shall be voluntary and that no pupil who does not contribute or contributes only a small amount, shall in any way whatsoever be penalized.

Books to be Kept.

U4.1. The secretary of the trust committee shall be responsible for the issue of all receipts, the keeping of

HOOFSTUK U.

ADMINISTRASIE EN BEHEER VAN SKOOLFONDSE.

Trustkomitees.

U1.1. Alle skoolfondse van Staat- en Staatsondersteunde skole (uitgesonderd voortsettingsklasse en Staatsondersteunde beroepsskole), word beheer deur 'n trustkomitee.

U1.2. Die beheerraad ingestel ingevolge Hoofstuk E, die skoolkomitee ingestel ingevolge Hoofstuk F, die advieskomitee ingestel ingevolge Hoofstuk G en die bestuur ingestel ingevolge regulasie J3.1 van Hoofstuk J, tree op as trustkomitee van die besondere skool of kollege waarvoor hy ingestel is: Met dien verstande dat waar geen skoolkomitee by 'n Staatskool bestaan nie, die Sekretaris 'n trustkomitee kan benoem, bestaande uit minstens drie en hoogstens sewe ouers of voogde van leerlinge in die betrokke skool: Met dien verstande voorts dat indien daar by 'n Staatsondersteunde skool nie 'n skoolkomitee bestaan nie, die trustkomitee by sodanige skool bestaan uit die bestuurder en of die hoof of onderhoof van sodanige skool en hoogstens vier ouers of voogde van leerlinge in die betrokke skool, deur die bestuurder in oorleg met die hoof aangewys en onderworpe aan die goedkeuring van die Sekretaris. Die bestuurder of sy plaasvervanger tree op as voorsitter van die trustkomitee.

'n Skoolhoof Tree op as Sekretaris.

U1.3. Die skoolhoof of 'n lid van sy personeel deur hom aangewys, tree op as sekretaris van die trustkomitee.

U1.4. Die bepalinge van regulasies F7.1 tot en met F7.4 met betrekking tot die vergaderings van skoolkomitees, die kworum en prosedure by vergaderings en hou van notule van vergaderings is *mutatis mutandis* van toepassing vir sover dit trustkomitees betref.

Die Sekretaris kan gelas dat Trustgelde en Skoolfondse asook Sekuriteit aan hom oorhandig word.

U2. Die Sekretaris kan te eniger tyd gelas dat—

- (a) trustgelde en/of skoolfondse van 'n skool geheel of deels aan hom oorgedra word wat deur hom na gelang van omstandighede by die Staatskuld-kommissaris belê of in 'n afwagtingsrekening gestort word tot tyd en wyl sodanige gelde en/of fondse ooreenkomstig die voorwaardes van die trust, skenking of bemaking of vir die doel waarvoor dit ingesamel is, aangewend of aan die trustkomitee oorgedra kan word;
- (b) besonderhede van alle sekuriteite met betrekking tot of van beleggings van trustgelde in paragraaf (a) genoem, aan hom gerapporteer word. Sodanige sekuriteite word in 'n brandkluis of ander veilige plek geplaas tensy die Sekretaris gelas dat sodanige stukke aan hom oorhandig word vir bewaring.

Insameling van en Bydraes tot Skoolfondse.

U3. Geld vir 'n skoolfondse kan ingesamel word deur middel van:

- (a) Basaars, verkopings, konserte en ander funksies: Met dien verstande dat fondse wat uit die verkoop van landbouprodukte van sodanige skool verkry word, afsonderlik verantwoord moet word en slegs vir doeleindes van landbou-onderrig aan sodanige skool gebruik moet word, tensy die Sekretaris magtiging verleen dat dit vir 'n ander doel gebruik kan word: Met dien verstande voorts dat enig skema of plan vir die insameling van skoolfondse in oorleg met die trustkomitee gereël moet word;
- (b) aanname van bemakings en donasies;
- (c) gereelde bydraes deur of namens leerlinge van 'n skool: Met dien verstande dat sodanige bydrae vrywillig moet wees en dat geen leerling wat gee bydrae of slegs 'n geringe bydrae kan maak enigsins op watter wyse ook al gepenaliseer mag word nie.

Boekhouding.

U4.1. Die sekretaris van die trustkomitee is verantwoordelik vir die uitreik van alle kwitansies, die hou van

books of account, the safe keeping of such books, receipts and their counterfoils and also all other records or documents pertaining to the school fund and generally for the effective control of all accounting matters and shall also comply with all departmental instructions in connection with such funds.

U4.2. Receipts shall be issued for all funds received and shall be obtained for all funds spent.

U4.3. (a) Books of account shall be kept for all receipts and expenditure.

(b) Books of account and other related documents may be checked at any time by an inspector of schools or other officer authorized thereto by the Secretary: Provided that a member of the trust committee appointed by such committee and who is not a member of the school staff shall check such books and other related documents at least once per school quarter and shall report back to the trust committee. Any irregularities shall be reported to the Secretary who may direct that such steps be taken as he may deem necessary.

U4.4. The books and accounts of a trust committee shall be closed off at the end of each financial year and shall, unless the Secretary determines otherwise, be audited by an auditor appointed by the trust committee and approved by the Secretary.

Deposit and Withdrawal of Funds.

U5.1. All funds received for the school fund, whether for a specific purpose or not, shall be deposited at the earliest opportunity in an account maintained in the name of the school at a post office savings bank, commercial bank, building society or other banking institution registered in terms of the Banking Act.

U5.2. Withdrawals from the account referred to in subregulation 1 shall be made only under the signatures of both the secretary and the chairman of the trust committee or such other member as authorized by the trust committee.

U5.3. No expenditure shall be made or funds expended without the prior approval of the trust committee.

U5.4. No hire purchase agreement shall be entered into without the prior approval of the Secretary.

U5.5. The Secretary shall not be held liable for any school funds or any transaction in connection therewith.

Record of Equipment Purchased from School Funds or Donated to a School.

U6. The secretary of the trust committee shall keep a proper register of all equipment purchased from school funds or donated to the school and the principal shall ensure that such equipment is properly maintained.

Purpose for which School Funds may be Used.

U7. With due regard to the conditions of any bequest and/or trust, school funds may be applied to:—

- (a) the purchase of athletic and sports equipment;
- (b) the transport of athletic and sports teams and also participants of concerts and other cultural activities;
- (c) assistance for deserving pupils and school prizes
- (d) educational excursions or tours;
- (e) holiday camps for pupils;
- (f) hire or purchase of educational aids if not supplied by the Department;
- (g) hire of entertainment films;
- (h) improvement of school site and sports grounds;
- (i) any other purpose approved by the Secretary.

rekeningboeke, die veilige bewaring van sodanige boeke, kwitansies en teenblaaië daarvan asook alle ander stukke of dokumente met betrekking tot die skoolfonds en oor die algemeen vir die doeltreffende beheer oor alle rekening-aangeleenthede en nakoming van alle departementele voorskrifte in verband met sodanige fondse.

U4.2. Kwitansies moet vir alle geld wat ontvang word, uitgereik word en verkry word vir alle gelde wat bestee word.

U4.3. (a) Rekeningboeke van alle ontvangstes en uitgawes moet gehou word.

(b) Die rekeningboeke en ander betrokke stukke kan te eniger tyd deur 'n skoolinspekteur of enige ander beamppte deur die Sekretaris daartoe gemagtig, nagesien word: Met dien verstande dat 'n lid van die trustkomitee deur sodanige komitee aangewys, wat nie ook 'n lid van die skoolpersoneel is nie, die boeke en ander betrokke stukke minstens een maal per skoolkwartaal moet nasien en aan die trustkomitee verslag moet doen. Enige onreëlmatigheid moet aan die Sekretaris gerapporteer word wat sodanige stappe as wat hy nodig mag ag, kan gelas.

U4.4. Die boeke en rekeninge van 'n trustkomitee moet aan die einde van die boekjaar afgesluit word en, tensy die Sekretaris anders bepaal, geouditeer word deur 'n ouditeur wat die trustkomitee aanstel en die Sekretaris goedkeur.

Deponeer en Opvra van Geld.

U5.1. Alle geld ten opsigte van die skoolfonds ontvang, hetsy vir 'n spesifieke doel, al dan nie, moet by die vroegste geleentheid na ontvangs daarvan, op naam van die skool in 'n rekening by 'n Posspaarbank, handelsbank, bougenootskap of ander bankinrigting, geregistreer kragtens die Bankwet, gedeponeer word.

U5.2. Opvragings uit die rekening in subregulasie 1 genoem, moet slegs by handtekening van beide die sekretaris en voorsitter van die trustkomitee of ander lid deur die trustkomitee aangewys, geskied.

U5.3. Geen uitgawe mag aangegaan en geen gelde uitbetaal word sonder die voorafverkreë goedkeuring van die trustkomitee nie.

U5.4. Geen huurkoopkontrak mag sonder die voorafverkreë goedkeuring van die Sekretaris aangegaan word nie.

U5.5. Die Sekretaris is nie aanspreeklik ten opsigte van enige skoolfonds of enige transaksies in verband met sodanige fondse nie.

Opgawe van Uitrusting uit Skoolfondse aangekoop of aan Skool geskenk.

U6. Die Sekretaris van die trustkomitee moet 'n behoorlike register hou van alle uitrusting wat uit skoolfondse aangekoop of aan die skool geskenk is en die skoolhoof moet sorg dra dat sodanige uitrusting behoorlik onderhou word.

Doel waarvoor Skoolfondse aangewend kan word.

U7. Skoolfondse kan, met behoorlike inagneming van die voorwaardes van enige bemaking en/of trust, aangewend word vir—

- (a) die aankoop van atletiek- en sportuitrusting;
- (b) vervoer van atletiek- en sportspanne asook deelnemers aan konserte en ander kultuurbedrywighede;
- (c) ondersteuning van verdienstelike leerlinge en skoolpryse;
- (d) opvoedkundige uitstappies of toere;
- (e) vakansiekampe vir leerlinge;
- (f) huur of aankoop van opvoedkundige hulpmiddels, wanneer nie deur die Departement verskaf nie;
- (g) huur van vermaaklikheidsfilms;
- (h) verbetering van die skoolterrein en sportgronde;
- (i) enige ander doel wat deur die Sekretaris goedgekeur word.

Financial Year and Statements.

U8.1. The financial year of each school fund account commences on the 1st of April of each year and ends on the 31st March of the following year.

U8.2. All financial books in respect of a school fund account shall be closed off at the end of the financial year.

U8.3. On or before the 30th April of each year a full statement of revenue and expenditure, reflecting clearly the position of each trust, donation, bequest and school fund in respect of the preceding financial year and certified correct by the secretary and chairman of the trust committee, together with a return of any equipment purchased or donated in terms of regulation U6., shall be submitted to the Secretary.

U8.4. The Secretary may in addition to the statements and return referred to in sub-regulation 3, at any time call for a special report or such other particulars as he may consider necessary in connection with the administration of trust funds and school funds and also in connection with equipment purchased out of trust funds or school funds including equipment donated to the school.

Administrative Expenditure.

U9.1. Expenditure in connection with the administration of school funds such as the purchase of receipt and other books and stationery may be met from such funds.

U9.2. No member of a trust committee or a teacher or any person assisting such committee, shall, in any way whatsoever, be compensated or paid for duties connected with the control and administration of a school fund.

Legal Actions.

U10. All legal actions by or against a trust committee shall be instituted in the name of such committee and any legal costs incurred shall be a charge against the school fund: Provided that no legal action may be instituted or defended by the trust committee without the approval of the Secretary.

Disposal of School Funds and Equipment on Closing of School.

U11. Whenever a school is to be closed permanently, the principal of the school shall, before such school closes, hand over to the Secretary all available school funds and equipment purchased from school funds or donated to the school: Provided that the trust committee concerned may recommend to the Secretary the school or schools to which the said funds and equipment should be transferred. The Secretary may employ such funds and equipment for the benefit of another school or schools or make it available for any other purpose he may consider desirable.

CHAPTER V.

THE OFFICIAL LANGUAGES AS MEDIA AND SUBJECTS OF INSTRUCTION.

Medium of Instruction.

V1.1. The medium of instruction of every pupil up to and including the highest standards shall be either Afrikaans or English according to which of these languages he knows the better: Provided that, if a pupil knows both the said languages equally well according to the finding of the principal of the school and subject to the approval of the inspector of schools, the medium of instruction of such pupil shall be either Afrikaans or English as the parent may elect or, if the parent fails to exercise such right of election, as the principal may decide.

V1.2. If in terms of sub-regulation 1 provision must be made in a school for the use of both Afrikaans and English as media of instruction, such provision shall be made:

Boekjaar en State.

U8.1. Die boekjaar van elke skoolfondsrekening begin op 1 April van elke jaar en eindig op 31 Maart van die daaropvolgende jaar.

U8.2. Alle finansiële boeke van 'n skoolfondsrekening moet aan die einde van die boekjaar afgesluit word.

U8.3. Op of voor 30 April van elke jaar moet 'n volledige staat van inkomstes en uitgawes vir die voorafgaande boekjaar wat die stand van elke trust, skenking, bemaking en skoolfondse duidelik aandui, korrek gesertifiseer deur die sekretaris en voorsitter van die trustkomitee aan die Sekretaris voorgelê word, tesame met 'n opgawe van enige uitrusting aangekoop of geskenk ooreenkomstig regulasie U6.

U8.4. Benewens die staat en opgawe in subregulasie 3 genoem, kan die Sekretaris te eniger tyd 'n spesiale verslag of ander inligting in verband met die administrasie van trustgelde en skoolfondse asook in verband met uitrusting uit skoolfondse of trustgelde aangekoop, insluitende uitrusting aan die skool geskenk, wat hy nodig ag, eis.

Administratiewe Uitgawes.

U9.1. Uitgawes in verband met die administrasie van 'n skoolfonds soos die aankoop van kwitansie- en ander boeke en skryfbehoeftes kan uit sodanige fonds bestry word.

U9.2. Geen lid van 'n trustkomitee of 'n onderwyser of ander persoon wat sodanige komitee behulpsaam is, mag op enige wyse hoegenaamd, vergoed of beloon word vir pligte wat hy vervul ten opsigte van die beheer en administrasie van 'n skoolfonds nie.

Regsgedinge.

U10. Alle regsgedinge deur of teen 'n trustkomitee word op naam van so 'n komitee ingestel en enige regskoste daardeur aangegaan, word teen die skoolfonds in rekening gebring: Met dien verstande dat geen regsgeding ingestel of verdedig mag word deur die trustkomitee sonder die goedkeuring van die Sekretaris nie.

Beskikking oor Skoolfondse en Uitrusting by Sluiting van Skool.

U11. Wanneer 'n skool vir goed staan gesluit te word, moet die hoof van die skool, voor sodanige skool sluit, alle beskikbare skoolfondse en uitrusting uit skoolfondse aangekoop, of aan die skool geskenk, aan die Sekretaris oorhandig: Met dien verstande dat die betrokke trustkomitee by die Sekretaris kan aanbeveel na watter skool of skole die bedoelde fondse en uitrusting, oorgedra behoort te word. Die Sekretaris kan genoemde fondse en uitrusting tot voordeel van 'n ander skool of skole aanwend of vir enige ander doeleindes wat hy wenslik ag, beskikbaar stel.

HOOFSTUK V.

DIE AMPTELIKE TALE AS MEDIUMS EN AS LEERVAKKE.

Medium van Onderrig.

V1.1. Die medium van onderrig van elke leerling tot in die hoogste standers is of Afrikaans of Engels na gelang van watter taal hy die beste ken: Met dien verstande dat, as 'n leerling altwee die genoemde tale ewe goed ken volgens die bevinding van die skoolhoof en onderworpe aan die goedkeuring van die inspekteur van skole, die medium van onderrig van sodanige leerling of Afrikaans of Engels is al na die ouer verkies of, as die ouer in gebreke bly om sodanige reg van keuse uit te oefen, al na die hoof besluit.

V1.2. Indien kragtens subregulasie 1 voorsiening gemaak moet word in 'n skool vir die gebruik van sowel Afrikaans as Engels as mediums van onderrig, word sodanige voorsiening gemaak:

(a) by means of parallel classes in the standards up to and including the fifth standard if in such standards the total number of pupils in each of the two language groups is at least fifteen, and by means of parallel classes in the sixth up to and including the tenth standard if in any such standard the number of pupils in each of the two language groups is at least ten;

(b) in cases not described in paragraph (a), by means of parallel classes if the existing organization of the school so permits, and otherwise by means of teachers qualified to instruct through both media.

V1.3. The Secretary may in respect of any school decide that only pupils whose medium of instruction is to be Afrikaans or only pupils whose medium of instruction is to be English shall be enrolled therein.

V1.4. The Secretary or an inspector of schools may at any time enter and inspect any school for the purpose of ascertaining whether the provisions of this Chapter in connection with the medium of instruction are complied with and an inspector of schools shall, during his periodical visits to schools, ascertain whether the said provisions are complied with and report to the Secretary any case where such provisions are not being observed.

Afrikaans and English as Subjects of Instruction.

V2.1. Both Afrikaans and English shall be included among the subjects of instruction of every pupil in every standard of a school, unless the Secretary otherwise directs.

V2.2. (a) During the course of education in standards up to and including the fifth standard the official language which is not the medium of instruction of the pupil, shall be employed as much as possible as a medium in the teaching of that language as a subject.

(b) During the course of education in standards from the sixth up to and including the tenth standard the official language which is not the medium of instruction of the pupil, shall solely be employed as medium in the teaching of that language as a subject.

RELIGIOUS INSTRUCTION.

At State Schools, Schools of Industries, and Reform Schools.

V3. Every school shall be opened daily with the Lord's Prayer or another prayer, or with the Lord's Prayer and another prayer, and with the reading of a portion from the Bible.

V4. In every school religious instruction in terms of the prescribed syllabus shall be given, without note or comment, by one or more of the teachers and no person other than a member of the teaching staff of the school shall be allowed to give religious instruction during school hours at such school.

V5. Religious instruction in terms of regulation V4 shall be given within school hours and as far as possible at the beginning of the school day: Provided that—

(a) in all standards up to and including the fifth standard at least in the aggregate $1\frac{1}{2}$ hours per week shall be devoted to religious instruction;

(b) in all standards from the sixth standard up to and including the tenth standard in the aggregate 70 minutes per week shall be devoted to religious instruction of which a period shall last at least 20 minutes;

(c) the time devoted to religious instruction shall not include time given to religious devotions or Bible study circles.

V6. No specific doctrine or dogma which is distinctive of any particular religious denomination or sect shall be taught.

(a) by wyse van parallelklasse in die standerds tot en met die vyfde standerd as in sodanige standerds die totale getal leerlinge in elk van die twee taalgroepe minstens vyftien is, en by wyse van parallelklasse in die sesde tot en met die tiende standerd as in enige sodanige standerd die getal leerlinge in elk van die twee taalgroepe minstens tien is;

(b) in gevalle nie in paragraaf (a) beskryf nie, by wyse van parallelklasse as die bestaande organisasie van die skool dit toelaat, of anders by wyse van onderwysers wat bevoeg is om deur altwee mediums onderrig te gee.

V1.3. Die Sekretaris kan ten opsigte van enige skool besluit dat net leerlinge wie se medium van onderrig Afrikaans moet wees, of net leerlinge wie se medium van onderrig Engels moet wees, daarin ingeskryf word.

V1.4. Die Sekretaris, of 'n inspekteur van skole, kan te eniger tyd enige skool besoek en inspekteer ten einde te verseker dat die bepalings van hierdie Hoofstuk in verband met die medium van onderrig uitgevoer word en 'n inspekteur van skole moet, tydens sy periodieke besoeke aan skole, vasstel of bedoelde bepalings uitgevoer word en enige geval waar dit nie gedoen word nie, aan die Sekretaris rapporteer.

Afrikaans en Engels as Leervakke.

V2.1. Sowel Afrikaans as Engels word ingesluit onder die leervakke van elke leerling in elke standerd van 'n skool, tensy die Sekretaris anders gelas.

V2.2. (a) Gedurende die loop van onderwys in standerds tot en met die vyfde standerd moet die amptelike taal wat nie die medium van onderrig van die leerling is nie, soveel moontlik gebruik word as medium by die onderrig van daardie taal as 'n vak.

(b) Gedurende die loop van onderwys in standerds van die sesde standerd tot en met die tiende standerd moet die amptelike taal wat nie die medium van onderrig van die leerling is nie, uitsluitlik as medium gebruik word by die onderrig van daardie taal as 'n vak.

GODSDIENSONDERRIG.

By Staatskole, Nywerheid- en Verbeteringskole.

V3. Elke skool word daaglik geopen met die Onse Vader of 'n ander gebed of met die Onse Vader en 'n ander gebed en met die lees van 'n gedeelte uit die Bybel.

V4. In elke skool word Godsdiensonderrig sonder opmerking of kommentaar deur een of meer van die onderwysers gegee ooreenkomstig die voorgeskrewe leerplan en niemand behalwe 'n lid van die onderwyspersoneel van die skool mag gedurende skoolure Godsdiensonderrig aan sodanige skool gee nie.

V5. Godsdiensonderrig kragtens regulasie V4 geskied binne skoolure en sover moontlik aan die begin van die skooldag: Met dien verstande dat—

(a) in alle standerds tot en met die vyfde standerd altesame minstens $1\frac{1}{2}$ uur per week aan Godsdiensonderrig bestee word;

(b) in alle standerds van die sesde standerd tot en met die tiende standerd altesaam 70 minute per week aan Godsdiensonderrig bestee word waarvan 'n periode minstens 20 minute moet duur;

(c) die tyd wat aan Godsdiensonderrig bestee word, nie die tyd wat aan gesamentlike Godsdiensoefening of Bybelstudiekring bestee word, insluit nie.

V6. Geen bepaalde leer of dogma wat onderskeidend is van 'n besondere Godsdienstige gesindte of sekte, mag gedoseer word nie.

V7. Notwithstanding anything contained in regulations V3 up to and including V6—

- (a) no pupil whose parent or guardian has notified the principal of the school in writing of his desire that such pupil should not receive religious instruction, shall be compelled to receive such instruction, nor shall he be compelled to attend the religious devotions in the mornings, and a pupil so exempted from religious instruction shall in no way on account of such exemption be liable to punishment;
- (b) no teacher shall be required to give, or to be present at the giving of religious instruction if he expresses any conscientious objection thereto and has obtained exemption from this obligation from the Secretary.

V8. Regulations V4 up to and including V7, excluding paragraph (a) of regulation V7, shall not apply to training colleges and training schools: Provided that in such colleges and schools training is given in the method of religious instruction based on the aforesaid syllabus.

V9. Every inspector of schools shall, when visiting schools, inquire whether the provisions of regulations V3 up to and including V8 are being observed, and report upon the matter to the Secretary.

At State-Aided Schools.

V10. The manager or controlling body who is responsible for the management of such school shall determine the nature of the religious instruction to be given: Provided that such instruction shall be given in conformity with the provisions of regulation V5: Provided further that no pupil attending any such school shall be required to be present at the giving of such instruction if the parent of such pupil has expressed in writing to the manager or controlling body any conscientious objection to such instruction.

Disputes as to Religious Instruction.

V11. Any dispute between a school committee, regional board, board of control, management, advisory committee or manager of a school and a parent or guardian in regard to any matter connected with the giving of religious instruction in any school shall be submitted to the Secretary, whose decision shall be final.

CHAPTER W.

PRIVATE SCHOOLS.

Registration of Private Schools.

W1.1. Any application for registration of a private school in terms of section six of the Act shall be made on an approved form to the Secretary through the regional board of the school region in which such school is or will be situated and shall contain such particulars as the Secretary may require.

W1.2. A private school shall be registered by the Secretary only if he is satisfied that the applicant will, to the extent he may require, comply with the provisions of this Chapter.

W1.3. On registration of a private school by the Secretary, the following requirements shall apply:—

- (a) No person shall, without the approval of the Secretary, give tuition in a private school to children between the ages of 6 and 16 years, both ages inclusive (hereinafter referred to in this Chapter as "schoolgoing age").
- (b) The basic syllabus shall be as approved by the Secretary and shall not be departed from without the approval of the Secretary.

V7. Ondanks enige bepalings van regulasies V3 tot en met V6,

- (a) word geen leerling wie se ouer of voog die hoof van die skool skriftelik verwittig het van sy begeerte dat daardie leerling nie Godsdiensoonderrig moet ontvang nie, verplig om sulke onderrig te ontvang nie, en hy word ook nie verplig om aan die Godsdiensoefening by die opening in die môre deel te neem nie en 'n aldus vrygestelde kind mag nie op enige wyse as gevolg van vermelde vrystelling strafbaar gestel word nie;
- (b) is geen onderwyser verplig om Godsdiensoonderrig te gee of daarby aanwesig te wees as hy enige gewetensbeswaar daarteen het op grond waarvan hy van sodanige verpligting vrystelling van die Sekretaris verkry het.

V8. Regulasies V4 tot en met V7, uitgesonderd paragraaf (a) van regulasie V7, is nie van toepassing op opleidingskolleges of opleidingskole nie: Met dien verstande dat in sodanige kolleges en skole opleiding gegee word in die metodiek van Godsdiensoonderrig gegrond op die voornoemde leerplan.

V9. Elke inspekteur van skole moet by die inspeksie van skole ondersoek instel of die bepalings van regulasies V3 tot en met V8 nagekom word, en daaromtrent aan die Sekretaris verslag doen.

By Staatsondersteunde Skole.

V10. Die bestuurder of beherende liggaam wat so 'n skool bestuur, bepaal die aard van die Godsdiensoonderrig wat gegee moet word: Met dien verstande dat sodanige onderrig gegee word ooreenkomstig die bepalings van regulasie V5: Met dien verstande voorts dat geen leerling wat so 'n skool besoek, verplig is om by sodanige onderrig aanwesig te wees as die ouer van so 'n leerling skriftelik enige gewetensbeswaar teen sodanige onderrig aan die bestuurder of bestuursliggaam te kenne gegee het nie.

Geskille oor Godsdiensoonderrig.

V11. Enige geskil tussen 'n skoolkomitee, streekraad, beheerraad, bestuur, advieskomitee of bestuurder van 'n skool en 'n ouer of voog met betrekking tot enige saak in verband met die gee van Godsdiensoonderrig in enige skool word voorgelê aan die Sekretaris by wie die eindbeslissing berus.

HOOFTUK W.

PRIVATE SKOLE.

Registrasie van Private Skole.

W1.1. Enige aansoek om registrasie van 'n private skool ingevolge artikel ses van die Wet word deur bemiddeling van die streekraad van die skoolstreek waarin sodanige skool geleë is of sal wees, aan die Sekretaris gerig op 'n goedgekeurde vorm tesame met sodanige besonderhede as wat die Sekretaris in elke geval mag verlang.

W1.2. Die Sekretaris registreer 'n private skool slegs as die applikant hom, in die mate deur die Sekretaris vereis, daarvan oortuig dat die bepalings van hierdie Hoofstuk nagekom sal word.

W1.3. By die registrasie van 'n private skool deur die Sekretaris is die volgende bepalings van toepassing:

- (a) Niemand mag sonder die goedkeuring van die Sekretaris in 'n private skool onderrig gee aan kinders tussen die ouderdomme van 6 en 16 jaar nie, beide ouderdomme inbegrepe (hieronder in hierdie Hoofstuk „skoolgaande ouderdom” genoem);
- (b) die basiese leerplan moet wees soos deur die Sekretaris goedgekeur en geen afwyking van sodanige leerplan word toegelaat sonder die Sekretaris se goedkeuring nie;

- (c) Instruction shall be given in a room or rooms situated, built and equipped to the satisfaction of the Secretary.
- (d) The school calendar shall be as approved annually by the Secretary.
- (e) The number of hours of instruction per school day shall be prescribed by the Secretary.

Duties of Owner.

W2.1. The owner of a private school shall—

- (a) keep and maintain an enrolment and an attendance register of children of schoolgoing age in his school;
- (b) keep and maintain a register of the teachers employed at such school;
- (c) keep any such documents as may be required from time to time by the Secretary, in general or in any particular case;
- (d) submit for perusal the registers and documents referred to in paragraphs (a), (b) and (c) at such times as the Secretary may require; and
- (e) submit at least once a year to the regional board a certificate, signed by the inspector of schools, stating whether the school is functioning satisfactorily or not.

Cancellation of Registration.

W3.1. If the Secretary has reason to believe that the manner in which a private school is being maintained or managed, or that the instruction given therein can be detrimental to the physical, mental or moral welfare of the pupils attending such school, or is contrary to the provisions of this Chapter, he may, by written notice directed to the owner of such school, instruct the owner to rectify any matter mentioned in such notice within the period stated therein.

W3.2. If the owner, to whom a written notice has been directed in terms of sub-regulation 1, refuses or fails to rectify within the stipulated period any matter mentioned in such notice to the satisfaction of the Secretary, the Secretary may, on further written notice to the owner, cancel the registration of such school with effect from a date mentioned in such further notice.

W3.3. The registration of a private school shall terminate automatically if the enrolment of pupils of schoolgoing age at such school is below 15 at the end of any school quarter as determined by the approved school calendar referred to in regulation W1.3 (d).

W3.4. The registration of a private school terminates automatically when such school no longer complies with the requirements of regulation W1.3 (a).

W4. For the purposes of this Chapter "owner" shall mean the person or body of persons controlling a private school or owning such school.

CHAPTER X.

ESTABLISHMENT AND CLASSIFICATION OF STATE SCHOOLS.

X1. Before a State school is established in any school region, the regional board of the region concerned shall be consulted.

X2. In respect of a State school the Minister shall decide whether boys or girls or both boys and girls are to be enrolled therein and shall determine the subjects of instruction and the highest and lowest standards in the curriculum of the school as a whole or in the curriculum for boys and girls, respectively, in the case of a school in which both boys and girls are enrolled, according to such school being a primary school, secondary school, high school, agricultural school, vocational school or special school.

- (c) onderrig moet in 'n lokaal of lokale gegee word wat tot tevredenheid van die Sekretaris geleë, gebou en uitgerus is;
- (d) die skoolkalender moet wees soos jaarliks deur die Sekretaris goedgekeur; en
- (e) die getal ure onderrig per skooldag word deur die Sekretaris voorgeskryf.

Pligte van Eienaar.

W2.1. Die eienaar van 'n private skool moet—

- (a) 'n inskrywings- en bywoningsregister van die kinders van skoolgaande ouderdom in sy skool hou en byhou;
- (b) register hou en byhou van die onderwysers in diens by sodanige skool;
- (c) sodanige ander stukke hou as wat van tyd tot tyd deur die Sekretaris in die algemeen of in enige besondere geval verlang mag word;
- (d) dié by subparagrafe (a), (b) en (c) bedoelde registers en stukke op sodanige tydstip as wat die Sekretaris mag verlang, vir insae voorlê; en
- (e) minstens een keer per jaar by die streekraad 'n sertifikaat indien deur 'n inspekteur van skole onderteken, waarin vermeld word of die skool doeltreffend is, al dan nie.

Kansellering van Registrasie.

W3.1. As die Sekretaris rede het om te vermoed dat die wyse waarop 'n private skool onderhou of bestuur word of dat die onderrig daarin gegee nadelig kan wees vir die liggaamlike, verstandelike of sedelike welsyn van die leerlinge wat sodanige skool besoek, of in stryd is met die bepalings van hierdie Hoofstuk, kan hy by wyse van skriftelike kennisgewing, gerig aan die eienaar van sodanige skool, die eienaar gelas om enige saak in die kennisgewing genoem binne die daarin bepaalde tyd te verhelp.

W3.2. As die eienaar aan wie 'n skriftelike kennisgewing gerig is ingevolge subregulasie 1 in gebreke bly, weier of versuim om binne die bepaalde tyd tot bevrediging van die Sekretaris enige saak in sodanige kennisgewing vermeld te verhelp, kan die Sekretaris by verdere skriftelike kennisgewing aan die eienaar, die registrasie van sodanige skool ophef met ingang van 'n datum in sodanige verdere kennisgewing bepaal.

W3.3. Die registrasie van enige private skool, verval *ipso facto* as die inskrywing van leerlinge van skoolgaande ouderdom by sodanige skool aan die end van enige skoolkwartaal volgens dié in regulasie W1.3 (d) goedgekeurde skoolkalender benede 15 is.

W3.4. Die registrasie van 'n private skool verval *ipso facto* die oomblik as sodanige skool nie langer voldoen aan die bepalings van regulasie W1.3 (a) nie.

W4. Vir die doeleindes van hierdie Hoofstuk beteken „eienaar” die persoon of liggaam van persone wat 'n private skool beheer of aan wie sodanige skool behoort.

HOOFSTUK X

INSTELLING EN KLASIFISERING VAN STAATSKOLE.

X1. Voordat 'n Staatskool in enige skoolstreek ingestel word, word daar oorleg gepleeg met die streekraad van die betrokke streek.

X2. Ten opsigte van 'n Staatskool besluit die Minister of seuns of dogters of sowel seuns as dogters daarin ingeskryf moet word en, bepaal hy die leervakke en die hoogste en laagste standers in die leergang van die skool as 'n geheel of in die leergang vir seuns en dogters onderskeidelik in die geval van 'n skool waarin sowel seuns as dogters ingeskryf word, na gelang so 'n skool 'n laerskool, middelbare skool, hoërskool, landbouskool, beroepskool of spesiale skool is.

X3. A secondary school with an established enrolment of not less than sixty pupils in the seventh and eighth standards combined may, subject to the approval of the Minister, be classified as a high school if the educational needs of the locality call for such classification.

X4. A primary school with an established enrolment of not less than fifty pupils in the fourth and fifth standards combined may, subject to the approval of the Minister, be classified as a secondary school if the educational needs of the locality call for such classification.

X5. If a primary school has for each of two consecutive calendar quarters failed to maintain an average attendance of at least ten pupils, such school shall be closed by the Minister upon the expiry of the said quarters.

X6. A high school or secondary school shall cease to be classified as such if the Minister is satisfied that the educational needs of the locality no longer call for such classification: Provided that notice extending over at least one full calendar year of intention to change such classification shall be given to the regional board concerned.

X3. 'n Middelbare skool met 'n gehandhaafde inskrywing van minstens sestig leerlinge in die sewende en agtste standers gesamentlik kan, onderworpe aan die goedkeuring van die Minister, as 'n hoërskool geklassifiseer word, mits die onderwysbehoefte van die omgewing sodanige klassifikasie vereis.

X4. 'n Laerskool met 'n gehandhaafde inskrywing van minstens vyftig leerlinge in die vierde en vyfde standers gesamentlik kan, onderworpe aan die goedkeuring van die Minister, as 'n middelbare skool gesklassifiseer word, mits die onderwysbehoefte van die omgewing sodanige klassifikasie vereis.

X5. As 'n laerskool vir elk van twee agtereenvolgende kalenderkwartale nie daarin geslaag het om 'n gemiddelde besoek van minstens tien leerlinge te handhaaf nie, word sodanige skool by verstryking van die genoemde kwartale deur die Minister gesluit.

X6. 'n Hoërskool of 'n middelbare skool hou op om as sodanig geklassifiseer te word as die Minister daarvan oortuig is dat die onderwysbehoefte van die omgewing nie langer sodanige klassifikasie vereis nie. Met dien verstande dat kennis wat oor minstens een volle kalenderjaar moet strek, van die voorneme om sodanige klassifikasie te verander, aan die betrokke streekraad gegee moet word.