



Province of the Eastern Cape

DEPARTMENT OF EDUCATION
ISIBHE LEZEMFUNDO
DEPARTMENT VAN ONDERWYS

PROPOSED
DRAFT POLICY OF THE EASTERN CAPE ON
ORDINARY PUBLIC SCHOOLS' HOSTELS

GET DIRECTORATE
DECEMBER 2003

**PROVINCE OF THE EASTERN CAPE
DEPARTMENT OF EDUCATION**

**PROPOSED DRAFT POLICY FOR ORDINARY PUBLIC SCHOOLS'
HOSTELS**

This policy has been developed in accordance with:

- Government gazette no. 1238, regulation no. 697 (30 March 1990)
- Government gazette amendment no. 13735 regulation no. 294 (24 January 1992)
- Government gazette amendment no. 15515 regulation no. 314 (25 February 1994)
- Education law and policy
- The PAM document
- Resolution number 3 of 1999.

SCOPE

1. This policy applies uniformly to all ordinary public schools that have hostels, as the provincial norm and standard pertaining to hostels.

CONSTITUTION OF THE HOSTEL COUNCIL

2. A hostel council established for one or more hostels shall consist of the following members who shall be appointed by the parents of the boarding learners in a parent's meeting:
 - a) The Head (a person appointed in the post of principal at the school concerned).
 - b) Two members of the school Governing Body (SGB) of the school concerned, designated by the school's SGB.
 - c) Not more than four other members elected by the parents of pupil boarders in the manner determined by the Head of whom -
 - I. At least two shall be women.
 - II. At least three shall be parents of pupil boarders, and
 - d) a maximum of three other members designated by the head.
3. Where a hostel has been established for two or more schools.
 - a) The (S G) superintendent General shall determine to which school the hostel shall be allocated for the purposes of the constitution of, and control by a hostel council.
 - b) All the principals concerned not being the head shall in addition to the members referred to in 2 a) - b) be members of the hostel council.

TERM OF OFFICE OF THE MEMBERS OF HOSTEL COUNCIL

4. A member of hostel council shall hold office for a period which shall coincide with the term of office of the members of the SGB of the school concerned. The members of the school council shall, notwithstanding the expiration of their term of office, hold office until a new hostel council is constituted in accordance with no 2 a) - d) above.

POWERS, FUNCTIONS AND DUTIES OF THE HOSTEL COUNCIL

5. A hostel council
 - a) Shall be a corporate;
 - b) Shall form the management of the hostel concerned;
 - c) Shall advise the head on all matters concerning the hostel or referred to the hostel

- council by the head.
- d) Shall exercise general supervision over the grounds, buildings, furniture and equipment of the hostel;
 - e) May have minor repairs effected to hostel buildings;
 - f) Shall control and manage the operating fund referred to in the Directions relating to Boarding fees in respect of Hostels attached to Ordinary Public Schools
 - g) May, when the hostel council in respect of any matter within its powers under these regulations, deems it necessary
 - (i) request the head to submit information to the hostel council,
 - (ii) nominate any of the members of the hostel council to visit the hostel in consultation with.
 - (iii) request hostel superintendent to attend the meetings of the hostel council in an advisory capacity; and
 - (iv) request the superintendent general education or any other person in the employ of the Department to provide the hostel council with information and advice.

NOTICE OF CONSTITUTION OF HOSTEL COUNCIL

6. As soon as a hostel council has been constituted in terms of regulation 2 or reconstituted in terms of regulation, the Director shall forthwith notify the head and the school board concerned in writing of the names and addresses of the members of the hostel council.

ELECTION OF OFFICE BEARERS OF HOSTEL COUNCIL

7. (1) As soon as the head has been notified of the names and addresses of the members of the hostel council in terms of the provisions of regulation 6, he shall convene the first meeting of the hostel council.
- (2) At the first meeting of the hostel council, such council shall from its members, excluding the head and the principals referred to in regulation 3(a) and (b) elect a chairman, a vice-chairman and a secretary.
- (3) The chairman, vice-chairman and secretary shall, subject to the provisions of subregulation (4), hold office for a period of 12 months from the date of their election and may thereafter be re-elected.
- (4) Whenever for any reason the office of chairman, vice-chairman or secretary becomes vacant, the hostel council shall at the first meeting after such vacancy has occurred, subject to the provisions of subregulation (2), elect one of its members to fill such vacancy for the unexpired term of office of his predecessor.
- (5) The head shall preside at a meeting of a hostel council at which a chairman has to be elected.
- (6) As soon as a meeting at which any office bearer has been elected in terms of his regulation is concluded, the head shall forthwith notify the secretary of the school board concerned in writing of the date of the meeting and the name, address and office of the person so elected.

MEETINGS

8. (1) A hostel council shall meet at least once during a quarter.
- (2) The secretary of a hostel council shall in consultation with the chairman determine the date, time and place of a meeting, and shall notify each member and the superintendent of education concerned thereof, at least five days prior to such meeting.
- (3) The superintendent of education or any official designated be present at a meeting and take part in the discussions, but does not have a vote, and shall leave the meeting whenever the hostel council so decides.

- (4) A hostel council may by mediation of the head request that any member of staff of any hostel under its supervision, attend a meeting in regard to any matter which falls under the functions of the hostel council.
- (5) A hostel council shall determine its own rules relating to its meetings and procedures at those meetings

CONTROL OF HOSTEL

9. (1) Subject to the provision of subregulation (2), the direct control of a hostel shall vest in the principal of the school concerned.
- (2) The Director may at any time, for reasons he deems sufficient, relieve the principal of the direct control of a hostel and appoint another teacher to be responsible for the direct control of the hostel, and to perform all the duties attached to the hostel which are normally performed by the principal.
- (3) The Director shall determine the powers, functions and duties of the head in regard to a hostel.

Hostel costs

10. (1) **Records.** Schools with hostels must keep a separate account for all recurrent costs associated with hostels, and a record of the number of learners staying at each hostel. Such accounts and records will be subject to unannounced audits by officials of the (P. E. D.) Provincial education department.
- (2) The school must charge each learner staying in the hostel a hostel fee equal to the average running cost per learner in the hostel. No blanket cross-subsidisation of hostel costs from fee income is permitted. However, if the SGB wishes to exempt particular learners from hostel fees, it may do so by recording the necessary book-keeping transfer.
- (3) **Hostel subsidy.** The Provincial Education Department must, in turn, set aside a budget item for hostel subsidies. Schools with hostels will be paid pro rata out of this budget for each of their learners -
 - (a) Whose transport time to the school is greater than 2 hours;
 - (b) If there are no available school places near the learner's parents' place of residence; and
 - (c) Whose parents cannot afford the per-child hostel cost, and
- (4) The Provincial Education Department may adjust these criteria in order to ensure that the subsidy per learner is meaningful, while recognizing that this may decrease the number of learners thus covered, requiring a tightening of the targeting criteria.
- (5) Subsidies for hostel costs incurred by learners with special education needs enrolled in ordinary public schools will be provided by the provincial education department in accordance with the overall funding approach used for such learners.

BOARDERS

11. (1) The Director shall determine the number of boarders to be accommodated in a hostel and such number shall not be exceeded without the written consent of the Director.
- (2) Except with the approval of the Director, no person who is not a pupil of the school concerned, or a staff member of the hostel concerned, or the spouse or child of such staff member, shall be admitted as a boarder to a hostel.

ADMISSION PUPIL BOARDERS

12. (1) The admission of pupils to a hostel shall, subject to the provisions of subregulation (3), be done:
 - (a) by the head with the concurrence of the hostel council, Or
 - (b) if an admission committee has been appointed in terms of regulation F3, by such committee.

- (2) A parent of a child to whom admission to a hostel has been refused may appeal to the Director against such refusal, and the decision of the Director shall be final.
- (3) The conditions for admission of pupils to a hostel shall be determined by the Director.

CONSTITUTION OF ADMISSION COMMITTEE

15. An admission committee may be appointed by the Director to do the admission of pupils to a hostel, and such committee shall consist of—
- the head as chairman;
 - a member of the hostel council;
 - a senior house warden of the hostel concerned; and
 - in the case of a hostel attached to a school for specialized education for pupils with epilepsy and for physically handicapped pupils, the school psychologist.

DOMESTIC RULES

16. Domestic rules for a hostel shall be framed by the head with the concurrence of the hostel council, and shall be submitted to the superintendent of education for approval.

DISCIPLINE

15. (1) Part II of the Regulations promulgated by Government Notice No. R. 1839 dated 29 November 1963, under the Children's Act, 1960 (Act No. 33 of 1960), and which in terms of section 63 of the Child Care Act, 1983 (Act No. 74 of 1983), are deemed to have been made under the latter Act, shall *mutatis mutandis* apply to hostels established for industrial and reform schools.
- (2) The Regulations relating to the Control, Suspension and Expulsion of Pupils from, and the Misting out of other Institutions to, Pupils attending Public Schools (excluding Industrial and Reform Schools), State-aided Schools and Hostels shall *mutatis mutandis* apply to all hostels established for public schools, excluding industrial and reform schools. Provided that the senior house warden shall act in place of the principal in the case of corporal punishment.

BOARDING BURSARIES

16. (1) The Minister may with the concurrence of the Minister of the Budget and Local Government, subject to the conditions he may determine, grant a boarding bursary to a pupil whose parent is, in the opinion of the Minister, financially unable to pay the full, or any portion of, the boarding fees of the hostel concerned or other lodgings, and whose parent—
- is resident in the Republic of South Africa, or
 - is normally resident in the Republic of South Africa but is due to employment commitments temporarily resident in another country.
- (2) The amount of boarding bursary shall be calculated on the basis of a formula determined by the Head of Education.

BOARDING BURSARY COMMITTEE: CONSTITUTION AND FUNCTIONS

17. (1) The Minister may constitute a boarding bursary committee to make recommendations in regard to the granting of boarding bursaries for a hostel.
- (2) A boarding bursary committee shall consist of the following persons—
- the head as chairman;
 - the secretary or a member of the school board concerned;
 - a member of the hostel council, designated by the hostel council; and
 - in the case of schools for specialized education for pupils with epilepsy and for physically handicapped pupils, the school psychologist.

APPLICATIONS FOR BOARDING BURSARIES

18. An application for a boarding bursary shall annually be submitted to the Director on the form and at a time determined by him.

PAYMENT OF BOARDING BURSARY MONIES

19. Any boarding bursary granted under regulation 36, shall be paid to the hostel concerned or other lodgings.

USE OF HOSTEL BUILDINGS

20. The SGB of the school concerned may after consultation with the hostel council grant permission for the use of hostel buildings for purposes other than hostel purposes.

CONDITIONS OF RESIDENCE AND REMUNERATION OF HEAD

21. (1) The Superintendent General of education may require a Head to reside in a hostel.
(2) The M. E. C. shall with the concurrence of the M. E. C. for finance determine the conditions of residence and remuneration of a Head.

SUPERVISORY DUTIES OF THE HEAD

22. (1) This is the person appointed in the post of a principal at the school to which the hostel belongs.
(2) The Head is in overall control of all the hostels that belong to the school where he/she is the principal.
(3) Where the number of hostel boarders is less than 60, the principal will perform the functions of The Superintendent.
(4) Where a principal is functioning as a Superintendent, such function shall be valid for one year only, but shall be mutually renewable.
(5) Where a hostel has been established for two or more schools, the Superintendent General of Education in the province or an official designated by him shall determine the school to which the hostel shall be allocated for the purposes of the constitution of, and control by a head and the hostel council.
(6) The Head shall perform the following duties:-
He shall:

i. GENERAL.

- (a) be responsible for every aspect of the hostel's activities in accordance with the relevant Department's policy.
(b) determine a policy in respect of the educational, economic and administrative matters within the framework as prescribed by the department.
(c) exercise the necessary control to ensure that the policy is implemented.

ii. EDUCATIONAL.

exercise overall control in respect of the discipline and spirit in the hostel(s), including the welfare, amuse and recreation of the boarders.

iii. ECONOMIC DUTIES:

- (a) control the economic function in accordance with the policy of the department and bear the financial responsibility.
(b) responsibility is thus accepted for the compilation of the budget, the obtaining of certain tenders and the control of management of all supplies to ensure the most efficient and economic utilization thereof.

iv. ADMINISTRATIVE DUTIES:

- (a) responsible for all the administrative duties that are necessary for the

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efficient running of a hostel.

- (c) this includes inter alia, and where applicable the following:
- Recommendations in respect of the appointment of the staff.
 - Periodic reports and recommendations in respect of buildings, grounds, equipment etc.
 - General management of staff.
 - Handling of applications for admission of boarders.
 - Completion of duty sheets for staff.

APPOINTMENT OF HOSTEL SUPERINTENDENT

23. (1) The Head shall appoint a teacher as a Superintendent for each hostel unit. Provided that if no suitable teacher is available, the Department may appoint any other suitable person.
- (2) For a hostel unit having both boys and girls as boarders with together number more than 120, (i.e. more than 60 for boys and also more than 60 for girls) a separate Superintendent may be appointed. One to perform duties at the boys' section of the unit while the other is doing the same at the girls' section.

POWERS AND DUTIES OF THE SUPERINTENDENT

24. (1) The head shall determine the powers, functions and duties of a Superintendent.
- (2) The head may require a senior house warden to reside in the hostel unit for which he was appointed.
- (3) Practically the Superintendent, as the right hand man of the Head, implements the educational, economic and administrative policy as laid down in number 22. The Superintendent is:

i. EDUCATIONAL DUTIES

Responsible for the spirit and discipline in the hostel in respect of the welfare, study and recreation of boarders.

ii. ECONOMIC

Responsible for the controlling of supplies, accounts, bookkeeping, registers, the obtaining of tenders and all other duties connected with the position.

iii. ADMINISTRATIVE

Responsible for all administrative duties necessary for the efficient running of the hostel. This includes inter alia, the following:

- Recommendations in respect of the appointment of staff.
- Periodic reports and recommendations in respect of buildings, equipment, grounds, etc.
- Management of staff.
- Handling of applications for admission of boarders.
- Collection of boarding fees.

TERM OF OFFICE OF HOSTEL SUPERINTENDENTS

25. (1) Subject to the provisions of sub numbers (2) and (3) below, and of number 15 (2), a Superintendent shall hold office for a period of three years and may thereafter be reappointed.

- (2) The Director may at any time for reasons he deems sufficient, and with consultation with the hostel council, terminate the appointment of a Superintendent.
- (4) Whenever a Superintendent can no longer serve in that capacity, he may request the Director in writing, via the hostel council, at least two months before the end of the last quarter in which he serves as such, to relieve him of this office: Provided that shorter notice may be accepted if approved by the Director on the recommendation of the head and the hostel council.

CONDITIONS OF RESIDENCE AND REMUNERATION OF HOSTEL SUPERINTENDENT

- 26. (1) The Head and the hostel council shall with the concurrence of the district office determine the conditions of residence of the Superintendent.
- (2) Remuneration of the Superintendent who is a full time educator, as well as other educators who perform hostel duties, is prescribed in the PAM document, chapter D.

APPOINTMENT OF HOSTEL SUPERVISORS

- 27. (1) The head shall, subject to the provisions of sub-regulation (2) and regulation 20, and with the concurrence of the hostel council, appoint house wardens.
- (2) Person who are not teachers shall only be appointed as supervisors if, in the opinion of the head, no suitable teacher is available.

QUOTAS FOR DETERMINING THE NUMBER OF HOSTEL SUPERVISORS

- 28. (1) The number of supervisors of a hostel unit shall annually be determined on account of the pupil boarder enrolment at the beginning of the year.
- (2) One Supervisor shall be appointed for every 35 boarders (ratio of 1: 35)
- (3) For a mixed hostel unit the number of boys and girls shall be separately calculated for purposes of determining the quotas for Supervisors.
- (4) For the purposes of this regulation pupil boarders who are the children of resident staff and reside in the hostel unit with their parents, shall not be taken into account for the determining of quotas for Supervisors.
- (5) The head and Hostel superintendent shall not form part of the quota hostel supervisors.
- (6) The quotas as determined in subregulation (2) may be exceeded with the approval of the Director if—
 - (a) suitable accommodation is available for the additional Supervisors; and
 - (b) the superintendent of education recommends the exceeding of the quota.

POWERS, FUNCTIONS AND DUTIES OF HOSTEL SUPERVISORS

- 29. (1) The head shall determine the powers, functions and duties of Supervisors.
- (2) The head may require a hostel supervisor to reside in the hostel unit for which he was appointed.

PAYMENT FOR BOARDING AND LODGING OF SUPERINTENDENTS, SUPERVISORS AND THEIR DEPENDENTS

- 30. (1) The Heads with hostels on the Economic Management System (i.e. hostels that control all hostel finances other than remuneration of staff) are to ensure that payments are received from the supervisory staff and credited to the hostel account.
- (2) Heads of hostels NOT on the Economic Management System are responsible for

- informing the Personnel Section via the District Offices of all Superintendents, Supervisors, their spouses and dependents that are living in the hostels
- (3) The name and personal number of the staff member must be submitted together with the name of his/her spouse and the names and ages of dependent children. This information must be provided at the same time as the nomination form is submitted so that remuneration and deductions can be implemented simultaneously
 - (4) The rate for each dependent child over 6 years of age is the same as for the boarders. Children from 3-6 years pay 50% of the amount paid by the boarders and children from 0-2 are accommodated free of charge
 - (5) Heads of the hostels are to inform the Personnel Section of any changes in the age category of dependent children and of the birth of additional children.

BASIS FOR REMUNERATION OF EDUCATORS IN HOSTELS

31. (1) Payment is in the form of a non-pensionable allowance based on a specific percentage of the basic payment (salary position plus any pensionable allowance) of the educator concerned. The percentage paid, based on the enrolment of boarders in the hostel, is as follows:

<u>Position</u>	<u>Hostel enrolment</u>			
	0 - 60	61-120	121-300	301 and more boarders
1. Head	12.5%	13.5%	14.5%	15.5%
2. Superintendent	12.5%	13.5%	14.5%	15.5%
3. Supervisors	12.5%	12.5%	12.5%	12.5%

- (2) The Superintendent need not of necessity be an educator. In the event of the Superintendent being a non-educator the payment will be based on Resolution number 3 of 1999.

APPOINTMENT OF SENIOR MATRONS.

32. (1) One Senior Matron will be appointed for each hostel with boarders exceeding 100. Where boarders are less than 100 only assistant matrons will perform duties.
- (2) The head will compile a duty sheet for the Senior Matron.

QUOTA OF POSTS FOR MATRONS

33. (1) The quota for posts for matrons for a hostel unit shall be TWO matrons for the first 100 boarders and ONE additional matron for every additional 100 boarders or part thereof
- (2) For the purposes of this regulation, pupil boarders who are the children of resident staff and reside in the hostel with their parents shall not be taken into account for the determining of quotas.

POWERS, FUNCTIONS AND DUTIES OF MATRONS

34. (1) The Head shall determine the powers, functions and duties of matrons.
(2) The Head may require a matron to reside in the hostel unit for which she was appointed.

CONDITIONS OF RESIDENCE OF SENIOR MATRONS AND MATRONS.

35. The Head shall determine the conditions of residence of matrons.

COOKS

36. (1) Two cooks per hostel of 100 boarders and below
(2) One additional cook per every 100 boarders above 100.

GENERAL ASSISTANTS

37. (1) Three General Assistants per hostel of 100 boarders and below.
(2) One additional General Assistant per hostel for every 100 additional boarders.

ADMINISTRATIVE CLERK

38. One Administrative clerk for a hostel of more than 100 boarders.

REMUNERATION OF NON TEACHING STAFF

N.B. The remuneration of all non-teaching staff (non-teaching Superintendents, Senior Matrons, Matrons, Clerks and General Assistants) will be based on Resolution number 3 of 1999.

39. (1) SUPERINTENDENT (HOUSEKEEPING SUPERVISOR PRINCIPAL)

• LEG	1
• TABLE	203 NEW ADMINISTRATION
• SCALE	0190211
• MINIMUM	50541.00
• MAXIMUM	54459.00
• SL	5

- (2) SENIOR MATRON (HOUSEKEEPING SUPERVISOR SENIOR)

• LEG	1
• TABLE	203 NEW ADMINISTRATION
• SCALE	0140161
• MINIMUM	42723.00
• MAXIMUM	45774.00
• SL	

(3) MATRON (HOUSEKEEPING SUPERVISOR)

- LEG 1
- TABLE 203 NEW ADMINISTRATION
- SCALE 0100121
- MINIMUM 36405.00
- MAXIMUM 39678.00
- SL 3