



PROVINCE OF THE EASTERN CAPE

HOSTEL POLICY FOR PUBLIC ORDINARY SCHOOLS

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1 ESTABLISHMENT, ACCESS and ADMISSION

1.1 Preamble

(1) National Education Policy Act 27 of 1996: “Whereas it is necessary to adopt legislation to facilitate the democratic transformation of the national system of education into one which serves the needs and interests of all the people of the Republic of South Africa and upholds their fundamental rights....”.

(2) All children have the right to quality education and the absence of a hostel policy denies the majority of children that right.

1.2 Purpose

The purpose of this policy is to redress the current situation through:

- (1) Creating access to proper accommodation conducive to quality learning and teaching.
- (2) Addressing specific curricular and language needs.
- (3) Proper academic supervision.
- (4) Providing improved living conditions and opportunities
- (5) Providing conducive extra-curricular activities
- (6) Providing safety, stability and care.
- (7) Improving personal development
- (8) Cost effective measures in ensuring opportunity for children of school going age.
- (9) Providing safe and conducive environment.
- (10) Improving learner pass rate.
- (11) Reducing learner drop out.

1.3 Objective

- (1) The objective of this policy is to harmonize, standardize opportunities and create uniformity, affordability and equal opportunities to all learners to access quality education by providing a systematic and effective regulatory framework applicable to all hostels attached to Public Ordinary Schools.

1.4 Legislative Framework

- (1) Constitution of the Republic of South Africa, Act No108 of 1996.
- (2) National Education Policy Act No 27 of 1996.
- (3) South Africa Schools Act No 84 of 1996 (Section 20 (g)).
- (4) South African Bureau of Standards: National Building Regulations and Water Services Act No 108;1997.
- (5) Treasury Regulations, Gazette no. 27388; Chapter 15 of 15 March 2005.
- (6) Education Labour Relations Council Resolution no. 3 of 1999.
- (7) Personnel Administration Measures (PAM) chapter A and D.
- (8) Regulation 257, Chapter 0; 04 December 1963.
- (9) Government Gazette no. 12072, 01 September 1989.
- (10) Eastern Cape Education Act No. 1, Section 5 & Section 65;1999.
- (11) Recommendations of the World Health Organization (WHO).
- (12) Framework for the Co-operation of School Sport Signed by the Ministers of Sport & Education of 2005 and revised version of 2012.
- (13) National Policy of Whole School Evaluation; 2001.

- (14) White Paper 6 of Inclusive Education – 2011.
- (15) African Charter on the Rights and Welfare of the child (Article 12).
- (16) Convention of Children’s Rights (Article 31).
- (17) Safety and Health Regulation.

- (18) National Norms and Standards for the Funding of Schools as amended, 2006.
- (19) Children's Rights Charter.
- (20) White paper on Integrated National Strategy for Disabilities.
- (21) Staff Administrative Measures.
- (22) Employment of Educators Act No 76 of 1998.
- (23) The South African Children's Act.
- (24) National Building Regulations and Water Service Act No 108 of 1997.
- (25) National Building Regulation SABS 04000 , 1990.
- (26) Internal Provincial Register, Volume 4, Financial Management, Eastern Cape Department of Education.
- (27) Internal Provincial Register, Volume 1, Auxiliary Services, Eastern Cape Department of Education

1.5. Scope of Applicability

- (1) The policy for school hostels will apply to all public ordinary schools with hostels in the Eastern Cape.
- (2) The Head of Department will ensure that all public ordinary schools with hostels , conform to the policy and guidelines as indicated in this document.

1.6. Implementation of Policy

- (1) Implementation of the policy will commence after the approval by the Head of the Department of Education , Eastern Cape.
- (2) The policy will be implemented to all existing public ordinary and the newly established public ordinary school hostels.
- (3) The policy will be binding on employees of the public ordinary school hostels.

1.7 Definition of Terms

For the purposes of this policy, unless otherwise stated, the following definitions shall apply:

- (1) "Department" means the Department of Education of the Province of the Eastern Cape
- (2) "Provincial Office" means the Eastern Cape Provincial Office of the Department of Education.
- (3) "District Director" means the departmental official in charge of a District
- (4) "Circuit Manager" means an Education Development Officer (EDO) in charge of a group of schools that form part of an Education District office
- (5) "The Act" refers to the South Africa Schools Act no. 84 of 1996
- (6) "Hostels Management Services" means a program /system by which boarders are assisted.
- (7) "Subsidy Application" means the prescribed process of bursary application followed by learners 'parents / legal guardians to apply for a boarding bursary.
- (8) "Sliding scale" means the departmentally approved sliding scale which indicates the percentage of the full subsidy payable for learners according to the family's gross income.
- (9) "Provincial Hostels Coordinator" means the provincial departmental official responsible for the Co-ordination of hostels management & services.
- (10) "District Hostels Coordinator" means the district departmental official responsible for the Co-ordination of hostels management & services.
- (11) "Service Provider" means an approved company that enters into a contract with the Department to offer services to all state hostels.
- (12) "Public Ordinary School Hostel" means a state-owned building, attached to a school, which is intended to accommodate learners so that they can access that learning institution in a safe and secure environment.
- (13) "Hostel Management Committee" (HMC) means a committee that is responsible for the day-to-day running of a state hostel.

- (14) "Suitable School" means a school that offers the relevant phase, subjects in the learner's language of learning and teaching.
- (15) "Service Level Agreement" means agreement/contracts entered into between the Department and the Service Provider.
- (16) "Psyco-social officials" mean officials that are dealing with learners experiencing barriers to learning.
- (17) "Hostel fees" means monies paid for accommodation in the hostel by the boarders
- (18) "Hostel subsidy" means monies paid to hostels as part of the hostel fees to accommodate low income learners.
- (19) "Running Cost" means monies paid to hostels by the department for municipal services, maintenance and equipment.

1.8 Admission to a school hostel.

- (1) Admission of learners to hostels must be done in such a way as to embrace all other the legislative prescripts governing admission of learners in ordinary public schools. (See South African Schools Act No 84 of 1996 Chapter 2 clause 5.
- (2) The following criteria apply to accommodate equitable access:
 - (a) Learners who walk 10km or more to and from the nearest suitable school.
 - (b) Learners whose transport time is one and half hours or more to the nearest schools.
 - (c) Learners whose circumstances are not conducive to access quality learning and teaching and whose parents are low income-earners, although they stay within a radius of 5 kilometers. Such learners are to be identified by a credible institution, e.g. Psyco- social officials etc.
 - (d) Learners who are orphans.
 - (e) Learners separated from their families.
- (3) The Hostel Management Committee can admit learners who do not comply with the above criteria and charge fees on condition that all qualifying learners have been admitted and there is still accommodation space. Such learners will not qualify for hostel bursaries as contained in this policy.
- (4) Each registered learner must apply annually for accommodation in a hostel.
- (5) Admission of a registered learner may be refused if the learner has been found to have violated the rules and regulations set and code of conduct after due processes.
- (6) The Admission policy of the school must be in line with the provisions of this policy.
- (7) Poor academic performance resulting in failure of a grade by a learner may lead to non-admission in a hostel.

1.9 Establishment of a hostel

- (1) The establishment of new hostel facilities must conform to the principles as guided by the National Norms and Standards for school funding and the National Building Regulations and Water Service Act, 1997 (Act 108 of 1997)
- (2) The decision to establish hostels must be taken after consultation on district and head office levels with due consideration of impacting factors like underutilization of existing hostels, rationalization of schools and the cost and viability of scholar transport.
- (3) School hostels will be established strictly in accordance with the relevant Acts, Guidelines and policies guiding and regulating the norms and standards for the erection of hostels for public ordinary schools.

1.10 Application for Registration of Public Ordinary School Hostels

- (1) All established hostels will apply annually to be recognized as Public Ordinary School Hostels.
- (2) Such hostels will be issued with a registration number for recognition and administration purposes.
- (3) Failure to apply will lead to suspension leading to removal/ deregistration as public ordinary school hostels.

- (4) All registered hostels are to comply with Treasury Regulation 2005 Chapter 15 gazette No 27388
- (5) Schools with hostels which are operating privately may apply to continue to do so but will receive no funding or any assistance from the department, other than staffing and salaries.

CHAPTER 2

2. RESOURCING: INFRASTRUCTURE, MAINTENANCE, EQUIPMENT AND PERSONNEL

2.1. INFRASTRUCTURE

- (1) Hostels are to comply regarding planning, architectural, space specific, and design norms and standards with the National Building Regulations and Water Service Act No 108 of 1997, National Building Regulation SABS 04000 of 1990 , National Building Regulations(NBR) of August 2012 and South African Norms and Standard (SANS) 10400 Act No 103 of 1977.

2.2. MAINTENANCE OF SCHOOL HOSTELS FACILITIES

- (1) The Provincial Department of Education will be responsible for planned maintenance, rehabilitation and renovation based on the priority list supplied by district offices.
- (2) Maintenance will be provided in accordance with school maintenance guidelines in collaboration with the Department of Public Works Guidelines for the preparation of a User Immovable Asset Management Plan (GIAMA) OF 17/07/2007 (Draft 16).

2.3. EQUIPMENT:

- (1) Kitchen utensils, bedding, furniture, cleaning equipment, gardening, laundry, office equipment will be procured, stored, handled and maintained within the provisions of *Asset Management, Supply Chain Management and Treasury Regulations*.

2.4 PERSONNEL

1. School Hostel Personnel

- (1) The Hostel personnel will be determined and provided through the Post Provisioning Norms (PPN) and School post establishment as determined by the Department of Education.
- (2) The following personnel will be required in a school hostel, subject to norms set through PPN:
 - (a) Superintendent /**Supervisor Level 1** of the hostel who oversees the overall management of the hostel on behalf of the Hostel Management Committee and also be accountable for proper bookkeeping of income and expenditure as per the Public Finance Management Act, Treasury Regulations and Personnel Administrative Measures.
 - (b) Principal/ Senior Housekeeping Supervisor/ **Supervisor Level 2** residing at the hostel, who is responsible for the day to day running of the hostel complex.
 - (c) **Supervisors Level 3**, preferably educators, who supervise hostel boarders.
 - (d) Administrative Officer who will administer and manage all hostel records, application forms, requisitions, procurement etc.
 - (e) General workers, responsible for serving food, cleaning, laundry, gardening etc.
 - (f) Food service Manager (Kitchen and dining room).
 - (g) Two House -keeping supervisors (laundry, Residence).
 - (h) Food service aid (cook).
 - (i) Qualified security guard.
 - (j) Handy man for small and general repair.
 - (k) Dietician (not necessarily in the employ of the Department).
 - (l) Health Inspector (Not necessarily in the employ the Department).
 - (m) Qualified Professional Nurse, to ensure healthy life styles (Not necessarily in the employ of the Department)

2. Post Establishment

- (1) Post Establishment will be guided by the personnel requirements proposed in 2.4 above and the process Of PPN determination.
- (2) Annexure B attached provides the envisaged staffing to be considered.

3. Additional Supervisory Duties

- (1) The PAM document provides for the additional personnel needed for learner social wellbeing, extra-curricular and curricular work. Such personnel may include educators or non-educators.

4. Allowance

- (1) Allowance payable to personnel doing supervisory duties in 2.4.3(1) above will be determined according to Personnel Administrative Measures.

5. Roles and Responsibilities of hostel supervisors

- (1) Hostel Supervisors will perform their duties as stipulated in Chapter D of the Personnel Administration Measures document. The roles cover four areas, which are general, educational, economic and administrative work.

CHAPTER 3

3. FUNDING, CATERING, BOARDING AND LODGING, SAFETY AND SECURITY

3.1 Funding

(1) Funding of school hostels is regulated by Paragraphs 146 to 150 of the Norms and Standards for School

Funding as amended by Government Gazette No 29179 of 31 August 2006 and include:

- (a) Hostel fees and,
- (b) Learner subsidies/ exemptions
- (c) Hostel Subsidies
- (d) Fundraising/ own sources/ rentals

3.2 Determination of Hostel fees , Learner and Hostel subsidies

(1) Hostel fees

- (a) The hostel fees are determined annually by the School Governing Body by Considering the Quintile allocation of the school, the operational cost of the hostel and the minimum and maximum threshold to be set by the department.
- (b) Fees collected are excluded from the Provincial Revenue Fund, and are retained by the institutions as per “ Clause 14.6.1.1 Funding of Public Schools Hostel Operations Volume 4 Financial Management”
- (c) Such fees shall be utilized to off-set all operation cost associated with the hostel concerned, including personnel cost as per “Clause 14.6.1.2 Funding of Public School Hostel Operations Volume 4 Financial Management” and be managed as per prescripts in the Public Finance Management Act.
- (d) Parents are expected to pay hostel fees per quarter which is payable in advance as per sliding scale as determined in 3.2(1)(b) above and sliding scale (Annexure B) below.

(2) Learner subsidies

- (a) A learner subsidy from the department will be made available for qualifying learners determined provincially by using a sliding scale for partial or full exemption as proposed by Annexure B
- (b) The maximum learner subsidy shall be 90% to a minimum of 5% of the provincially determined subsidy per boarder per year for qualifying learners.
- (c) The head of department will determine the learner subsidy for qualifying learners as proposed in Annexure B.

(3) Hostel Subsidies

- (a) Hostel Subsidies will target to absorb operational costs related to municipal services, catering, minor repairs through a provincially determined funding ` levels based on quintile allocation of the school.
- (b) The head of department will determine the provincial subsidy allocation per hostel and the qualification criteria.

(4) Fundraising/ own sources/ rentals

- (a) Fundraising to supplement the resources is allowed in accordance with the South African Schools Act (Act No. 84 of 1996 Section 36 (1))

3.3 Catering

- (1) The food catering services provided by catering companies hired through a tender system will continue pending the review of the catering model.
- (2) The department must fund operational cost of all public ordinary school hostels including personnel provisioning to ensure that school hostels can manage catering themselves.

3.4. Safety and Security (General)

- (1) Trained and qualified staff to ensure a high standard of Safety.

3.5. Boarding and Lodging

- (1) Supervisors.

Supervisors residing in the quarters made available by the hostel management shall not pay boarding fees. Immediate family members residing with them will be treated as boarders. Children younger than school-going age will stay free.

CHAPTER 4

4. MANAGEMENT, ADMINISTRATION, GOVERNANCE AND CONCLUSION

4.1. Management and Administration of school hostels

- (1) The principal and the superintendent must establish the Hostel Management Committee that will be responsible for the administration and control of the hostel.
- (2) The responsibility for the day to day efficient management is the responsibility of the Superintendent who serves as liaison between the Hostel Management Committee on the one hand and the principal and School Governing Body on the other hand.

4.2. Governance

- (1) The School Governing Body is responsible for the governance of the hostel in collaboration with the Hostel Management Committee, Principal and Superintendent.

4.3. **The management hierarchy** is composed of:

Position	Duty/Responsibility	Appointment
The School Governing Body	Governance of school and hostel	3 years
The Hostel Man Committee	Management of hostel	3 years
Supervisor Level 1 (Superintendent)	Overall daily control and management of hostel including financial management and management of staff	Full time. Reside in hostel
Supervisor Level 2 (Senior Housekeeping Supervisor- residing in hostel)	The well-being of boarders and the supervision of the kitchen, laundry, cleaning services (dormitories)	Permanently appointed. Reside in hostel
Supervisor Level 3 (Duty Staff)	Well-being of learners, supervise during study, meals, play & excursions etc.	Appointed annually
Administration Clerk	Record keeping, administration, admissions, (general secretarial duties)	Permanent
Food Service Manager	Managing the kitchen and Dining Room	Permanent
Professional Nurse	Well-being and care of learners	Permanent
Housekeeping Supervisor (kitchen)	Managing menu, serving of food,	Permanent
Housekeeping Supervisor (Laundry)	Managing laundry services	Permanent
Housekeeping Supervisor (Dormitories)	Managing cleaning services and bedding	Permanent
Food Service Aid (Cook)	Provide meals to boarders	Permanent
General workers (kitchen)	Preparing & serving food, Cleanliness of kitchen area	Permanent
General workers (Cleaning services- dormitories)	Responsible for the living and sleeping quarters of boarders	Permanent
General workers (garden services)	Responsible for clean environment and garden services	Permanent
Handy man (caretaker)	Small maintenance to building	Permanent

4.4 Constitution of the Hostel Management Committee (HMC)

(1) The Hostel Management Committee shall be constituted as follows:

- (a) The Principal (ex-officio)
- (b) The Superintendent (ex-officio)
- (c) The chairperson of School Governing Body (ex-officio)
- (d) The Senior Housekeeping Supervisor (matron)
- (e) Learner representative (elected by the hostel boarders- secondary schools)
- (f) Parent representative (elected by the parents of the hostel boarders)
- (g) Staff representative (elected at a meeting of the non-teaching staff at the hostel)
- (h) Educator representative (elected by the educators in the hostel)
- (i) Representative of the School Governing Body.

(2) At the first meeting, convened by the Principal, the following portfolios will be filled: Chairperson, secretary, treasurer.

(3) Term of office of the Hostel Management Committee

(4) The term of office will be in line with the term of office for the School Governing Body [SGB].

4.5 Roles and responsibilities of the Hostel Management Committee

- (1) To oversee and monitor the day to day efficient management of the hostel.
- (2) To advise the superintendent on all matters concerning the hostel or deliberate on matters referred to the HMC by the school principal and or the SGB.
- (3) To advise the superintendent on feasibility of outsourcing or buying the food and preparing the meals themselves.

4.6 Roles and responsibilities of the Department of Basic Education

(1) Provincial Office.

- (a) Provide adequate funding for the school hostels in accordance with National Norms for School Hostels funding.
- (b) Site visits to monitor functionality of the hostels within the Province;
- (c) Develop the provincial monitoring tools for school hostels;
- (d) Compile provincial reports on the conditions and management of hostels;
- (e) Mitigate National policies and guidelines regarding the management of school hostels;
- (f) Provide catering services as required by the Hostel Management Committee (HMC).
- (g) Monitor and report on the wellbeing of learners in hostels.
- (h) Recommend improvements for the optimal functioning of school hostels.
- (l) Recommend maintenance of the buildings and infrastructure necessary for the optimal functioning of the hostel.
- (j) Provide the equipment for the optimal functioning of the school hostel.
- (k) Payment of private catering company if contracted.
- (L) Approves the Hostel Policy submitted by the School Governing Body.

(2) District Offices

- (a) Site visits by the District Hostel Coordinator to monitor functionality of the hostels within the district.
- (b) Compile district reports on the conditions and management of hostels for the Provincial Hostel co-ordinator.

- (c) Mitigate provincial policies and guidelines regarding the management of school hostels
 - (d) Support school hostels on a regular basis.
 - (e) Report on the wellbeing of learners in hostels.
 - (f) Recommend improvements for the optimal functioning of school hostels and,
 - (g) Support schools in developing their school hostel policies.
- (3) Roles and Responsibilities of the Superintendent (PAM Chapter D paragraph 1 (ii)) and Annexure A of this document.

4.7 Hostel Management and Administration

(1) Orientation programme for new learners

All new learners accommodated in school hostels must undergo an orientation programme at the beginning of the first school term to assist learners with hostel rules and routines. Each new learner must have a copy of the school hostel policy which must be explained to all learners, parents and staff.

(2) Hostel Property

All learners are expected to treat the hostel property with respect. No vandalism of any sort on hostel property will be tolerated. Learners who destroy hostel property must be disciplined in accordance with the sanctions stipulated in the hostel's code of conduct for learners. All areas that are out of bounds to learners should be indicated and made known to all learners.

(3) Learners' Property

Learners are to respect other learners' property. Stealing is a serious offence and should be discouraged. It is strongly recommended that learners be discouraged from bringing expensive gadgets or large amounts of money in to the hostels as schools cannot be held accountable for any learner's lost property.

(4) Learners Privacy

Learners' privacy must be respected at all time. Access to dormitories is strictly reserved for boarders. Learners must be accommodated in hostels separating them using gender and age appropriateness as criteria. Learners with wide differing ages should not use the same hostel and ablution facilities.

(5) Clothing

Learners' clothes should be clearly marked to avoid loss. Only age appropriate and decent clothing must be worn in hostels. Under no circumstances should a politically adorned t-shirt be worn in hostels.

(6) Class Attendance

Class attendance is compulsory. No learner must be in the hostel during teaching and learning time. Suspended learners may not serve their suspension term in the hostels but the suspension will commence after a formal hearing. Suspended learners must be fetched by parents on the day agreed upon by both the school authority and parents.

(7) Study Times

All learners in school hostels will attend supervised compulsory study sessions in the evenings on weekends. Each school will decide on the number of hours for each study session. A maximum of three hours study session per day for secondary school learners and two hours for primary school learner is recommended. For the maximum benefit learners should study quietly during this time using either their designated study rooms or class rooms. Additional study sessions and group discussions can be organized for learners who need more time towards and during examinations time.

(8) Meal Time

Schools should determine the suitable times for meals and state where these meals will be served as well as designated areas where learners can eat. Except for light snacks and drinks, food should not be allowed in the dormitories. Cooking food in the hostel is strictly prohibited.

All learners residing in hostels must be provided with suitable food. Cooking food in the hostel is strictly prohibited. Residing in hostels must be provided with suitable food. Withholding food should never be used as a disciplinary measure. Meals must be of quality, well (nutritionally) balanced and learners with special dietary requirements must be accommodated. Learners must have sufficient, safe drinking water. The cutlery and all utensils must always be kept clean. To avoid food poisoning, precautionary measures such as regular training of food handlers on hygiene is essential.

(9) Medical and Health Issues

No unauthorized persons may administer or prescribe any medication to a learner except for a medical practitioner. Learners who have medical conditions that require prescribed medication should be assisted by Superintendent or Senior Housekeeping Supervisor after consulting a medical practitioner.

The Superintendent or Senior Housekeeping Supervisor must have all contact details of the personnel who can assist during emergencies. The Senior Housekeeping Supervisor's quarters should have fully equipped first aid kit to deal with minor medical emergency situations and should be competent in doing so. Each hostel should also enlist the services of a local General Practitioner for medical emergencies.

Learners who fall ill during school hours should be cared for in the sick -by/rooms by authorized personnel. Learners who fall seriously ill should be hospitalized and parents must be contacted immediately. Learners who suffer from any communicable diseases may be given temporary leave until the fully recover. Such learners must be assisted to make up for the lost time. The staff residing in the hostel must have a first-aid qualification.

(10) Counseling

Learners in hostels should be afforded the opportunity to have personal private counseling sessions. The hostel staff must have, at minimum, basic counseling skills. It is recommended that schools should enlist the services of the local social workers to visit the school at least once a week in the afternoons to assist learners.

(11) Visitations

No outside visitors may be allowed in the hostels. Schools should have organized visits that allow parents and guardians to visit learners. Parents and guardians must respect visiting hours. It is recommended that parents should fetch their learners when schools close or arrange safe and reliable transport for learners.

(12) Telephones

It is recommended that each hostel must have a public telephone where learners can communicate with their parents and other family members. The use of the public telephone should be limited to certain hours. Telephones should not be used after lights-off period including learners' personal cellular phones. Helpline contact details should be made available for learners to contact outside assistance should they wish to do so.

(13) Leave and time-off

When learners go out of the school or hostel for whatever reason all reasonable precaution should be taken to ensure their safety. Free time visits to the local shops or supermarkets should be done in turns and be supervised at all times and learners should be in their full school uniform. Schools should have clear procedures for entering and leaving hostels which must include control registers. Learners must always have a school telephone number that they can call in case of emergencies.

(14) Use of Common Rooms

Learners should have access to television programmes, newspapers and magazines that are age appropriate. Each school must determine the rules and the function of the TV/common rooms.

(15) Enrichment Programmes

All learners accommodated in hostels must be exposed to a wide variety of enrichment programmes. All enrichment activities must be sufficiently supervised. All learners should be encouraged to take part in all or some type of sport codes per term and other school's social clubs. A school inter-house league system to ensure maximum participation by all learners is strongly recommended. The first aid equipment must always be available at all sport related events.

(16) Entertainment

It is recommended that each school will establish the entertainment committee which will comprise of teachers and learners' representatives. The main function of the entertainment committee would be to draw up an entertainment programme for the year, organize and stage activities for learners. All entertainment activities must not interfere with teaching and studying times and must be suitable for learners of school-going age. It is recommended that Saturday afternoons or evenings be used for entertainments activities.

(17) Public Holidays

When drawing up programmes for learners in schools hostels, such programmes must take into consideration holidays that fall during the normal school week. Schools functions, like special awards and prize-giving ceremony may be organized during holidays that fall during the week.

(18) Serious Offences

The school's code of conduct shall include the offences that take place in hostels and the relevant sanction thereof, including the appeal procedure. Schools must always be alert that learners who do not stay in the hostel do not convey drugs, illegal substances, weapons and any other material or object that are not allowed in the schools. The following must be viewed as serious misconduct:

- (a) Breaking a law of the country.
- (b) Being guilty of theft, vandalism, assault or bullying, verbal or physical intimidation, being under the influence of illegal substances, dealing in, supplying others with, being in possession of illegal substances.
- (c) Drinking alcohol on school premises. Bringing alcohol on to school premises. Being on the school premises after consuming alcohol. Consuming alcohol while officially representing the school (e.g. on tour), or at a function where their presence comes about through their membership of the school.
- (d) Being repeatedly guilty of a less serious offence (e.g. Truancy) but by this repetition, be seen to be challenging the authority of the school. Failure to respond to warnings in regard to such a pattern of behaviour could lead to the matter needing the procedures for a serious offence.
- (e) Bringing the school and hostel into disrepute by their behaviour outside the school (i.e. when they are the responsibilities of their parents)
- (f) Learners should always exhibit behaviour that is decent and cordial to other learners, staff and visitors.
- (g) It is the right and responsibility of the Hostel Management Committee in liaison with the SGB to sanction hostel learners for disciplinary infringements up to and including recommendation for expulsion without reference to permission from the District office.

(19) Cleanliness

It is the duty of all learners in hostels to keep their dormitories clean at all times. Learners must make up their beds every morning and sweep the floors. The hostel cleaning staff will be responsible for cleaning and maintaining the school hostel in general. The younger primary school learners may be assisted with certain tasks, but older learners must be allocated less demanding chores to assist in keeping their rooms clean. All staff assigned with the responsibility of caring for children must ensure that the personal hygiene of the children is of a high standard.

(20) Protection of Learners from abuse

Hostels must ensure that learners are not abused in any way while accommodated in hostels. All staff assigned with the responsibility of caring for children must perform these duties to the best of their abilities. Younger primary learners accommodated in school hostels should not be victims of neglect in school hostel and parental regular visit should be encouraged.

5. CONCLUSION

- (1) The need for the development of a blue print document cannot be over emphasized as evidence in each of the sections covered in this document.
- (2) Each of the sections has dealt with a wide range of issues and each presents key policy position that is recommended in each of the areas.
- (3) It can be concluded that in the transformational agenda that our country went through since the advent of the new dispensation ushered in through the National Education Policy Act (NEPA) No 27 Of 1996, hostels remained a highly neglected area.
- (4) These are all of fundamental importance to the policy achieving its objectives of providing quality learning both now and in the long term.

6. References

Department of Basic Education (DBE), Directorate Rural Education: A draft discussion document on hostels; 2009.

Mark Potterton & Anne Barker, Draft discussion document for CaSPA: Minimum Standards for Boarding Schools ; 2009.

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**Province of the
Eastern Cape
DEPARTMENT OF EDUCATION**

Steve Vukile Tshwete Education Complex * Zone 6* Zwelitsha * Private Bag X0032 * Bhisho * 5605 *
REPUBLIC OF SOUTH AFRICA * Tel: +27 (0)40 608 4342/4042 Fax: 040-6084485 ecprov.gov.za *

QUESTIONNAIRE FOR THE CONVERSION/ ADOPTION OF A PRIVATE HOSTEL TO A STATE HOSTEL

Name of District Municipality	
Name of the Education District	
Name and address of the School	
Name of the Principal	
Contact Details of Principal	Tel: Fax: Cell:
Capacity of the Hostel	Boys: Girls: Total:

1. How many buildings is the hostel facility composed of?

.....

2. Indicate the number and condition of different spaces available at each of the following facilities.

CORE SPACE	NUMBER	CONDITION OF SPACE	SUITABILITY OF SPACE YES/ NO
Sleeping rooms			
Dining hall			
Bathrooms			
Toilets			
Sen Housekeeping Sup.			
Superintendent			
Supv. Staff			
Kitchen			
Admin Spaces			
Strong room			
Reception area			
Security			
Storage rooms			
Laundry			
Sickbay			
Recreation			
Parking space			
Other spaces (Specify)			

3. After consultation with all relevant stakeholders, the SGB of the above-mentioned school wishes to convert the hostel/s into a state hostel as described by the hostel policy document. This document has been read and is fully understood by the undersigned:

12.1
 (Chairman of the SGB) Date

12.2
 (Secretary of SGB) Date

12.3.....
 (Treasurer of SGB) Date

The relevant minutes of meetings held in connection with this conversion are attached.

4. Recommendation by Facilities and Infrastructure Management:

.....

The hostel is, therefore, converted into a State hostel: Yes / No.....

ADOPTION OF HOSTEL BY

.....
 DISTRICT FACILITIES & INFRASTRUCTURE MNGNT DATE

.....
 DISTRICT DCES: ESSS DATE

.....
 DISTRICT CES DATE

.....
 DISTRICT DIRECTOR DATE

.....
 CLUSTER CHIEF DIRECTOR DATE



**Province of the Eastern Cape
DEPARTMENT OF EDUCATION
SOUTH AFRICA**

Physical Address: Steve Vukile Tshwete Education Complex
Zone 6, Zwelitsha

Postal Address: Private Bag X0032, BISHO, 5605

Telephone: 040 608 4042/4342

Fax: 040 608 4485

APPLICATION FOR REGISTRATION OF A PUBLIC ORDINARY SCHOOL HOSTEL/PRIVATE HOSTEL (Tick where applicable)

1. Proposed name of the school hostel :-

--

District

Cluster

--	--

2. Physical address

3. Postal address

3. Owner of the school (When Private)

6. Postal Address of the owner (When Private)

Tel:	
Fax:	
Cell:	

7	Is the school Hostel to be managed on behalf of a religious society or some other body?	Yes	No

8. If the answer above is yes give details

Name:	Contact Person:
Address:	Tel:
	Fax:
	Cell:

9.

Is the land and or building owned by the school or rented	
---	--

10

Have occupational rights in respect of the site been obtained for educational purposes	Yes	No
--	-----	----

11. Estimated number of hostel-dwellers on take off.

R	1	2	3	4	5	6	7	8	9	10	11	12	Total

12. Information about the nearest school

Name of school	Public/ Private	Primary/ Secondary	Distance

Signature of the Applicant

Date

Declaration by the Education Development Officer (EDO)

I hereby declare that the particulars furnished in this form are correct as far as I have been able to ascertain.

Comments _____

Education Development Officer

Date

Recommendation by the District Director

Recommended/ not recommended

Comments _____

District Director

Date

FORM EGF/H

Recommendation by the Cluster Chief Director

Recommended/ not recommended

Comments _____

Cluster Chief Director

Date

Recommendation by the ESS Chief Director

Recommended/ not recommended

Comments _____

Acting Chief Director: ESSS
TJZ MTYIDA

Date

Approval by the Head of Department

Approved/ Not Approved

Comments _____

ML Ngonzo
Acting Head: Department of Education

FORM EGF/H

NAME OF SCHOOL AND EMIS NO: _____:

DISTRICT _____:

CO-ORDINATOR _____:

DATE _____:

NO's	DOCUMENT DESCRIPTION	YES/ NO	DATE
1.			
2.	Registration as nonprofit organization (if private)		
3.	EMIS Number of the school to which the hostel attached		
4.	Health Certificate		
5.	School Governing Body-SGB		
6.	Owner Profile (if Private)		
7.	Hostel Management Committee list		
8.	Compliance of hostel Building to NBR(National Building Regulation)requirement		
9.	Compliance of hostel Funding to 1(3.1(1) and (2)		
10.	Floor Plan		
11.	Re-zoning Certificate		

NOTE:

NO APPLICATIONS SHOULD BE SENT TO THE HEAD OFFICE UNLESS THEY HAVE ALL THE DOCUMENTS MENTIONED ABOVE.

IF ANY OF THE ABOVE DOCUMENTS IS NOT SUBMITTED THE APPLICATION WILL NOT BE PROCESSED AND WILL BE RETURNED TO DISTRICT.

SIGNATURE: DISTRICT CO-ORDINATOR

DATE

CONTACT NUMBER



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APPLICATION FOR ADMISSION TO A HOSTEL

(For the year: and Admission No.....)

(To be completed by the school)

1. Surname & Name of applicant:

1) Home address of applicant:

.....
.....

2) Name & Address of school admitted to:

.....
.....

3) Current Grade: Gender: male / female (.....) his/her health: good / fair / bad

4) Any health problem(s) we should know of: If yes, describe.....

.....

5) I.D. Number: Age:

6) Distance from home to school by shortest road route:

.....

7) Surname and first name(s) of parent/guardian:

8)

FATHER/ GUARDIAN/ RESPONSIBLE PERSON		MOTHER/ RELATIVE
Surname		
Name		
Relationship		
Home Address
Telephone Number (H)		
Telephone Number (W)		
Cellphone Number		
Alternative contact details :		
Name of employer		
Address of employer
Occupation		
Salary income		
(Attach salary advice - compulsory)		

9) Name of doctor:.....

10) Telephone number of doctor:

11) Address of doctor:.....

12) Medical Aid Name:Number:.....

Give details of any allergies, dietary requirements, medical conditions we should know about:

.....
.....

UNDERTAKING BY THE PARENT/ GUARDIAN/ RESPONSIBLE PERSON:

I, (Print name and surname)..... the undersigned, hereby undertake to:

- 1. Pay the prescribed boarding fee every term in advance.*
- 2. Give a term's notice before terminating my child's residence at the hostel.*
- 3. Pay all damages to hostel property incurred by my child.*
- 4. Abide by all hostel rules and regulations, set out to and for me and my child.*

.....
SIGNATURE OF PARENT/GUARDIAN

.....
DATE

FOR OFFICE USE ONLY

Approved/ Not Approved

Signature:.....

.....
DATE

If not approved, state reasons:

.....
.....

.....
NAME OF PRINCIPAL

.....
SIGNATURE OF PRINCIPAL

.....
DATE



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APPLICATION FOR A BOARDING BURSARY FOR THE YEAR.....

1. INSTRUCTIONS

The parent or legal guardian must complete Section 3 to in full.

All children from one family attending the same school must be entered on one form. A separate form is used for each school if children attend different schools.

1.3.1 The parent must attach proof of gross family income (mother and father). This must be printed salary slip, a certified statement from the employer with the company's stamp, etc.

1.3.2 Pensioners are to produce proof of old age pension or disability grant.

1.3.3 Certified letters of retrenchment (including packages) or other proof of unemployment must be attached.

1.4 The parent must have the application certified by a Commissioner of Oaths. (Section 7). This may not be the principal of the school at which the hostel is situated.

1.5 The principal must certify that the information provided is correct and sign the application form (Section 8)

2. QUALIFICATIONS

2.1. Bursaries are not available for those who live outside the Province of the Eastern Cape.

2.2. Bursaries are not available for learners who live within 5 kilometers of a suitable school.

2.3. Bursaries are available only to the learner's home.

2.4. If a learner is unable to attend a school mentioned in 2.2 a letter from the principal of the school, applied to, must provide an explanation as to why (e.g. no vacancy or subjects not offered, etc.) an admission is refused.

2.5. The parent/ guardian must provide proof of parenthood/guardianship if the learner has a different surname from that of the parent (e.g. divorce agreement, proof of adoption, birth certificate, etc.).

NOTE: THIS APPLICATION WILL NOT BE CONSIDERED IF ALL ABOVE ARE NOT MET AND SUBMITTED BY THE END OF SEPTEMBER.

3. PARTICULARS OF PARENT/GUARDIAN

Surname: Full Names:
 Postal Address: Code:
 Home Address: Code:
 Tel. (H): Code :No :(W):Code : No:
 Indicate with a cross : Male..... Female.....
 Married Single Divorced Widow(er).....

If surname differs from that of any of the children please explain why. (See 2.5)

4. PARTICULARS OF CHILDREN FOR WHOM APPLICATION IS MADE

4.1

4.2

SURNAME	FIRST NAME	Date of birth	GRADE	SCHOOL

OTHER CHILDREN DEPENDENT OF PARENT/GUARDIAN

SURNAME	FIRST NAMES	Date of birth	REASON FOR DEPENDENCE

5. DETAILS OF INCOME:

Surname and Name	Name of Employer	Tel no of employer	Type of income eg. Salary, pension	Gross income
MOTHER			
FATHER			
GUARDIAN			

6. Distances

6.1 Distance from learner’s home to school applied for:km
 6.2 Name of nearest school: 6.3 Distance from learner’s home:km
 6.4 Name of nearest school with a hostel:
 6.5 Distance from nearest school with a hostelKm
 6.6 Reason(s) for not attending the nearest school or nearest school with a hostel:

 (Attach necessary letter(s) that may serve as reason)
 6.7 From which date is bursary required:

7. DECLARATION BY PARENT / GUARDIAN

I (Surname and full name(s))
hereby solemnly declare that I, without the assistance for which I am applying, will not be in a position to provide for the education of the child(ren) mentioned in paragraph 4 and that I have not withheld any information regarding my circumstances and that all information given on this application form is correct. I accept that if at any stage it is established that the information given by me is incorrect, all financial assistance awarded to me, will be withdrawn and the amount of such assistance already paid to me, shall be recovered from me.

.....
SURNAME & NAME

.....
SIGNATURE

.....
DATE

The declarer hereby pledges that he/she is fully conversant with the contents of this declaration and understands it.

SWORN BEFORE ME AT ON THE DAY OF YEAR



.....
COMMISSIONER OF OATHS

.....
DATE

8. DECLARATION BY PRINCIPAL

8.1 I, the undersigned, head of the hereby declare that the particulars given by the parent/guardian, are to the best of my knowledge accurate and correct and that all necessary documentation is attached.

8.2 The pupil(s) for whom application is made for boarding bursary in paragraph 4 above attend(s) / does/ do not attend the nearest suitable school closest to home.

8.3 Although the pupil(s) for whom application is made for boarding bursaries does / do not attend the nearest suitable school closest to home, the pupil(s), in my opinion, be accepted by this school instead of the school geographically closest to home and should, therefore, qualify for bursary / bursaries for the following reasons:

.....





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REPORT ON NUMBER OF BOARDERS

NAME OF SCHOOL:.....

MONTH	NAME OF HOSTEL	NO. LEARNERS		TOTAL
		BOYS	GIRLS	
February				
April				
August				
October				
TOTAL				

NB: This form must be filled in at the end of Feb; April; Aug; Oct. and sent to the Provincial Head Office of Education by the District Office.

Compiled by:

.....
Superintendent

.....
Date



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SCHOLAR SUPPORT SERVICES AND SPECIAL SCHOOLING MANAGEMENT
HOSTELS MANAGEMENT & SERVICES
GOODS RECEIPT VOUCHER

1. NAME OF HOSTEL	DELIVERY ADDRESS
.....
.....
.....
.....

2. NAME OF SUPPLIER:

ORDER NO DATE

INVOICE NO DATE

QUANTITY OF ITEMS:

DESCRIPTION	OF	ITEMS	/	SERVICES:
.....				
.....				

1. DECLARATION

- I certify that the above order was executed satisfactorily / that the goods/service were according to specifications and were received in good order by this institution and that all records were updated.
- I further certify that this order complies with the requirements, repayments according to contract agreement / tariff reasonability or fairness, and that the payee may receive payment. The necessary invoices / delivery notes are attached and the disallowance made.

•
Signature	Designation	Receiver's Date Stamp

.....
Name Printed	Date

INSTRUCTIONS

- a. Complete in duplicate
- b. Original copy to Accounting Section
- c. Print surname and initials and endorse
- d. Use black ink.
- e. One copy for the Receiver's Record.
- f. Impress institution's stamp.



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SCHOLAR SUPPORT SERVICES AND SPECIAL SCHOOLING MANAGEMENT
HOSTELS MANAGEMENT & SERVICES

HOSTELS MONITORING TOOL
(To be completed quarterly)

DISTRICT:.....

1. SCHOOL							
Name of School			EMIS NUMBER		PRINCIPAL		TEL. NO
ENROLMENT							
Boys	Girls	Tot					
2. HOSTEL							
NAME		CAPACITY		BOYS		GIRLS	
		Has the hostel policy set conditions for admission?					
ENROLMENT		Status of Hostel			Does the hostel have a stock register?		
Boys	Girls	Tot	Private	Informal	State		

3. Condition of the hostel

Item	Quantity	Good	Fair	Poor	Comments
Building					
Bathrooms					
Toilets					
Kitchen					
Storeroom					
Dining hall					
Electricity					
Water					

4. Staffing

	Superintendent	Admin clerk	Sen. House Keeping supervisor	House Keeping supervisor	Food service Aid	General Assistants	Security
Quantity							
Vacancies							
Total							
Are they all employed by the department?							
If not, state how they are paid:							

5. Hostel management

5.1. Does the hostel have a management committee?

Yes		No	
-----	--	----	--

If yes, how is it composed?

.....

.....

5.2. Are the learners also involved in the day to day running of the hostel?

Yes		No	
-----	--	----	--

5.3 Does the hostel have a separate banking account?

Yes		No	
-----	--	----	--

If yes, give details: Name of institution:

Account Number:.....

Branch Code:

Type of Account:.....

Supplier Number:

Signatories

No.	Surnames & initials	Signature
1.		
2.		
3.		

5.4 Does the schools have a financial record keeping system for auditing purposes?

Yes		No	
-----	--	----	--

5.5 Do you budget for day to day repairs and minor new works on the buildings?

Yes		No	
-----	--	----	--

6. Catering.

6.1. Does the hostel have a catering company?

Yes		No	
-----	--	----	--

If yes, give details of the company.

6.2 Name of caterer:

6.3. Supplier no. of caterer:

6.4. Comment on the services of the caterer:

.....
.....

7. Boarding fees

7.1. Do all learners pay boarding fees?

Yes		No	
-----	--	----	--

7.2 Number of learners paying boarding fees:

7.3 How is the payment of these fees made?

Regular:	Irregular
7.4. Does the hostel pay hostel revenue to the Departmental Revenue Account? Yes / No	

8. Boarding subsidy

Number of learners receiving subsidy:	BOYS:
	GIRLS:
	TOTAL:
Number of learners who do not receive subsidy: Boys: Girls: Total:.....	Reasons for not receiving subsidy:

TOTAL AMOUNT OUTSTANDING	BY HOW MANY LEARNERS	STEPS TAKEN TO RECOVER MONEY

9. Recommendations:

.....

.....
Superintendent

.....
Date

Annexure A

	Personnel category	No of posts	Conditions
1	Superintendent Level 1	1 per hostel	Full-time/ part-time, reside in hostel
2	Principal Housekeeping Supervisor Supervisor Level 2	1 per hostel: 100 plus boarders	Full-time, reside in hostel
2	Senior Housekeeping Supervisor/ Supervisor Level 3	1 per hostel: less than 100 boarders	Full-time, reside in hostel
3	Food service manager	1 per hostel	Full-time
4	Administration Clerk	1 per hostel	Full-time
5	Housekeeping Supervisors	2 per hostel for 100 plus learners, 1 more for every 100. 1 per hostel for less than 100 learners	Full-time, Laundry, Dormitories & cleaning
6	Caretaker (handyman)	1 per hostel	Full-time
8	General Assistants	13 per hostel for 100 plus boarders if self catering	4 Kitchen: Full-time 4 Dormitories: Full-time 3 Laundry: Full-time 2 Gardening: Full-time
8	General Assistants	9 per hostel for less than 100 if self catering	3 kitchen: Full-time 3 cleaning: Full-time 2 laundry: Full-time 1 gardening: Full-time
8	General Assistants	9 per hostel for 100 plus boarders, hostels, catering companies	4 Cleaning: Full-time 3 Laundry: Full-time 2 Gardening: Full-time
8	General Assistants	7 per hostel for less than 100 boarders, catering companies	3 kitchen: Full-time 3 laundry: Full-time 1 gardening: Full-time
9	Food Service Aid (cooks)	2 per hostel if self catering	Full-Time
10	Security Guard	3 per hostel	Working shifts: Full-time

ANNEXURE B
Sliding Scale

Annual Salary	Subsidy	Parent Contribution			Total due to hostel
		1 boarder	2 boarders	3 boarders	
0 - 15 000	R 900.00	R 100.00	R 50.00	R 33.33	R 1000.00
15 001- 20 000	R 850.00	R 150.00	R 75.00	R50.00	R 1000.00
20 001- 25 000	R 800.00	R 200.00	R100.00	R66.70	R 1000.00
25 001- 30 000	R 750.00	R 250.00	R125.00	R83.33	R 1000.00
30 001- 35 000	R 600.00	R 400.00	R200.00	R133.33	R 1000.00
35 001- 40 000	R 550.00	R 450.00	R225.00	R150.00	R 1000.00
40 001- 45 000	R 500.00	R 500.00	R250.00	R166.70	R 1000.00
45 001- 50 000	R 450.00	R 550.00	R275.00	R183.33	R 1000.00
50 001- 55 000	R 400.00	R 600.00	R300.00	R200.00	R 1000.00
55 001- 60 000	R 350.00	R 650.00	R325.00	R216.70	R 1000.00
60 001- 65 000	R 300.00	R 700.00	R350.00	R233.33	R 1000.00
65 001- 70 000	R 250.00	R 750.00	R375.00	R250.00	R 1000.00
70 001 -75000	R 200.00	R 800.00	R400.00	R266.70	R 1000.00
75 001 -80 000	R 150.00	R 850.00	R425.00	R283.33	R 1000.00
80 001 -85 000	R 100.00	R 900.00	R450.00	R300.00	R 1000.00
85 001- 100000	R 50.00	R 950.00	R475.00	R316.70	R 1000.00

In cases where the hostel fees are more than R 1000.00 per quarter the parents will have to pay the difference between the hostel fees and the R 1000.00 (provincially determined).

If the parent's income is more than R15 000 the sliding scale comes into operation.