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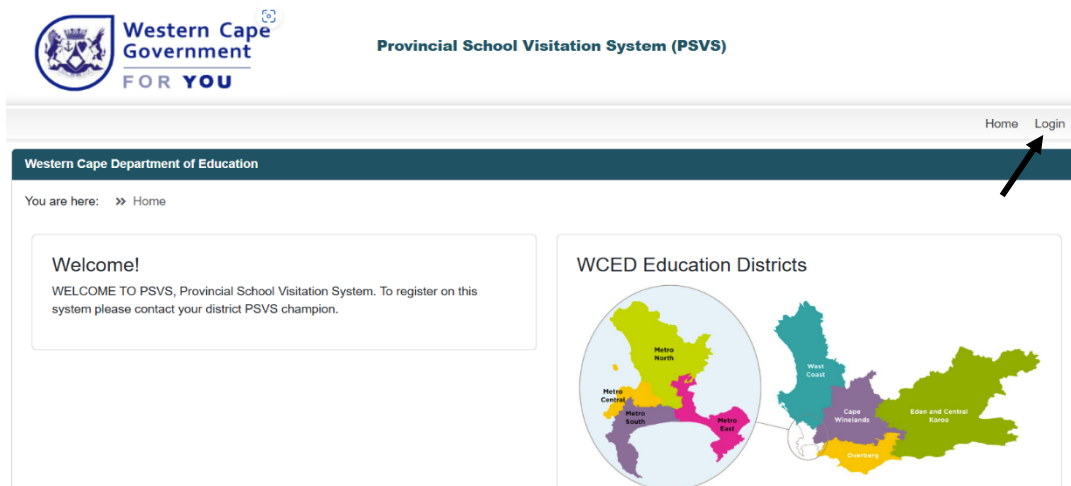
To: Chief Directors, Directors, Head Office and District officials who conduct school visits

Short summary: *Informing provincial and district officials who conduct school visits of the migration from the Google School Visit Tool to the new Provincial School Visitation System as from 01 April 2025.*

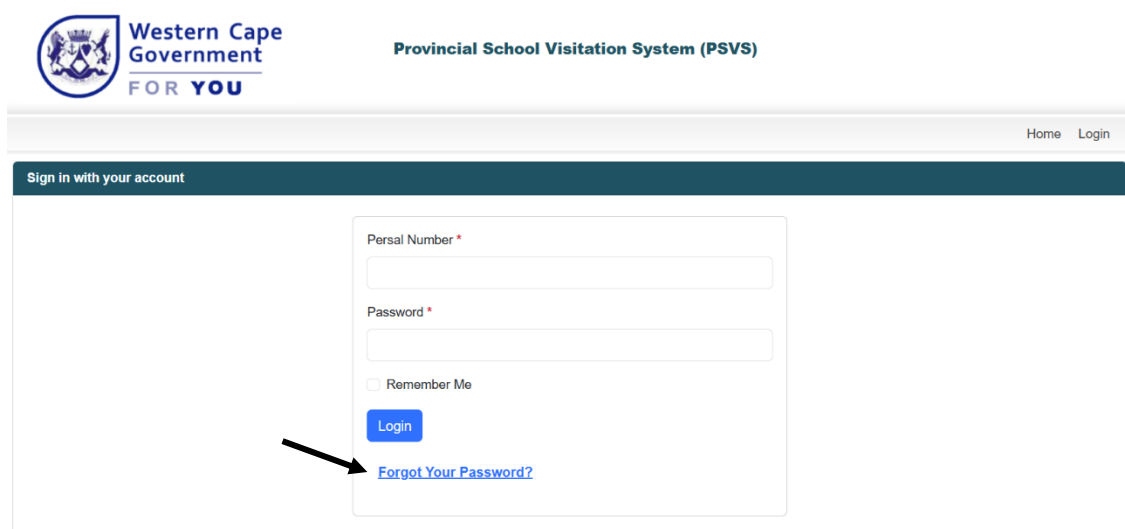
Subject: Introducing the Provincial School Visitation System (PSVS) for implementation from 01 April 2025

1. The Western Cape Education Department must report on the percentage of schools visited by district officials for monitoring and professional support. This includes visits to ordinary public and special schools as set out in its *Strategic Plan* (Provincial Output Indicator 101) for 2025/2026. Provincial and district officials include all officials from provincial, district offices and circuits visiting schools for monitoring and support purposes. Professional support in this instance refers to the principal, School Management Teams and educators at a school receiving support or capacitation in areas identified as part of their core duties, e.g. management and leadership, educator development, and subject teaching.
2. Monitoring and support visits to schools will improve functionality, accountability and quality of schooling offered at schools.
3. The new PSVS has been designed to enhance officials planning, monitoring, and reporting of school visits while ensuring that all data collected is securely stored on a safe and reliable platform. The transition to this new system is thus essential to:
 - 3.1 improving data security – ensuring that all school visit records are stored on a protected platform;
 - 3.2 enhancing monitoring and reporting – allowing for more efficient tracking of school visits and timely interventions;

- 3.3 streamlining referral of school issues and planning of follow-up actions to enable officials to flag issues promptly for appropriate action to be taken and to ensure accountability through tracking whether issues has been responded to within set timeframes; and
- 3.4 enabling improved decision-making and resource allocation at various levels of the education system.
4. Your cooperation and support in implementing the PSVS will be invaluable to improving our schools' oversight and responsiveness.
5. The PSVS may be accessed via the following URL: <https://psvs.westerncape.gov.za>. With the **first login** follow the steps below:
 - 5.1. Open the link in your browser and proceed to the login page by clicking on **Login**.



- 5.2. On the login page, click on **Forgot Your Password**. Follow the steps on screen and a temporary password will be sent to you via email.



- 5.3 Go to the **Login page** where you will log in with your Persal number and the temporary password. You will then be prompted to change your password. Follow the instructions on the screen and note that this is the same process to reset/change your password.
6. Please note that the Google School Visit Tool will not be accessible as from 01 April 2025 onwards.
7. Orientation training sessions were conducted during March 2025; however, should you require additional support please contact the Information Systems Officer (ISO) at your district office as indicated below:

District	ISO	Email address
Cape Winelands	Kevin van Eeden Ferrin Stellenboom	Kevin.vanEeden@westerncape.gov.za Ferrin.Stellenboom@westerncape.gov.za
Eden and Central Karoo	Romelda America Keith Zibi	Romelda.America@westerncape.gov.za Keith.Zibi@westerncape.gov.za
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Overberg	Suzanne Braaf	Suzanne.Braaf@westerncape.gov.za
West Coast	Kurt Lewis	Kurt.Lewis@westerncape.gov.za

8. Please bring the content of this circular to the attention of all relevant staff.

SIGNED: B WALTERS
HEAD: EDUCATION
DATE: 2025-04-03