Wes-Kaap Onderwysdepartement
Western Cape Education Department
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Datum/Date / Umhla: 14 July 1998

TO:

ALL CHIEF DIRECTORS AND DIRECTORS,
AREA AND CIRCUIT MANAGERS

CIRCULAR 0083/1998

GUIDELINES FOR THE OFFICIAL OPENING OF EDUCATION BUILDINGS, REPRESENTATION AT OFFICIAL FUNCTIONS AND INVITATIONS TO THE MEMBER OF THE PROVINCIAL CABINET RESPONSIBLE FOR EDUCATION

1. The above-mentioned guidelines are attached and are now applicable.

2. As soon as a governing body has been instituted for a new school, area managers are requested to inform the principal and the governing body of the official opening of the school and to give them guidance on the basis of the above-mentioned guidelines.

3. If the Member of the Provincial Cabinet responsible for Education or an official from Head Office is invited as guest speaker, the draft speech and programme must be submitted to Head Office at least six weeks before the intended function.

4. Your co-operation will be greatly appreciated.

HEAD: EDUCATION

WESTERN CAPE EDUCATION DEPARTMENT

MANUAL: OPENING OF SCHOOLS AND REPRESENTATION AT OFFICIAL FUNCTIONS

WESTERN CAPE EDUCATION DEPARTMENT

MANUAL: OPENING OF EDUCATION DEPARTMENT BUILDINGS AND REPRESENTATION AT OFFICIAL FUNCTIONS

1. INTRODUCTION

1.1 The Western Cape Education Department (WCED) views the official opening of a new school, and/or hostel as a specially appropriate occasion to bring the operations of the institution concerned as well as those of this Department, to the attention of the public.

1.2 The opening function is the occasion where the building(s) of an institution is/are received in public from the building contractors on behalf of the WCED and handed to the school. The person who attends the official opening as the representative of the WCED acts with the authority of the WCED. The community and especially the learners in whose interest the institution has been erected, must contribute prominently to the function.

2. RESPONSIBILITY FOR ARRANGEMENTS

The arrangements for the opening of public schools and or hostels are made by the principal and the governing body in consultation with the local area and circuit manager.

3. CLASSIFICATION OF OFFICIAL FUNCTIONS

3.1 CATEGORY A

3.1.1 The official opening of new buildings, extensions to existing buildings or sport facilities for secondary education.

3.1.2 The official opening of primary schools for 800 or more learners.

3.1.3 The official opening of schools for learners with special educational needs and other major educational institutions not mentioned above.

2/...

3.2 CATEGORY B

3.2.1 The official opening of new buildings, extensions to existing buildings or sport facilities at primary schools for less than 800 learners.

3.2.2 Jubilees or anniversaries such as the existence of a school for twenty-one or fifty years.

3.2.3 Sport or cultural gatherings and other school functions that occur annually.

3.2.4 Invitation to the Member of the Provincial Cabinet responsible for Education (MPC) or the Head of Education to visit schools.

4. WHEN NEW BUILDINGS MUST BE OPENED

New buildings or extensions must be officially opened not later than 18 months after its inauguration. The opening of a new school or hostel should be postponed until the governing body of the institution concerned has been elected.

5. FUNCTION ARRANGEMENTS

5.1 Arrangements

Arrangements for an official function must be initiated at least four months before the intended ceremony. In the case of a government institution the governing body, acts as the host. In case of a category A occasion it is desirable that an MPC or a representative of the WCED act as guest speaker.

5.2 The duties of the host

After the programme for the function has been approved, it is the duty of the host to:

5.2.1 provide the guest speaker and other persons participating in the programme with a copy of the programme and ensure that they clearly understand what is expected of them;

5.2.2 invite the guest and parents in good time to attend the function;

5.2.3 arrange refreshments for the guests and learners; and

5.2.4 arrange for the erection of a suitable shelter for the guest speaker against weather conditions.

NOTA BENE: The principal normally acts as the organiser of the function and performs the aforementioned tasks on behalf of the governing body.

5.3 Guest speaker

5.3.1 The guest speaker is selected by the governing body according to the protocol list in Annexure A. Where the guest speaker has not been appointed strictly in accordance with the protocol list, the area manager must tactfully negotiate with the governing body and principal in order to comply with the protocol list.

5.3.2 It should be noted that according to protocol it is unacceptable that the MPC be invited to attend an official function while the Head of Education is the guest speaker. The highest-ranking person present at an official function must be the guest speaker.

5.4 Programme and speech

5.4.1 When an official function is planned, the principal in consultation with the governing body must prepare a draft programme and speech for the guest speaker. The circuit manager, will discuss the proposed programme and speech with the principal and make amendments, where necessary. The final drafts must be submitted to the area manager for approval, or in the case where the MPC or an official at Head Office is the guest speaker, the draft must be submitted

to Head Office. (See Annexure B for guidelines for speeches). A member of the governing body, as representative of the parent community, must be involved in the programme for the official function, e.g. by being responsible for the welcoming, introduction or expression of thanks.

5.4.2 When preparing a programme, not too many speakers must be included, in order to prevent the attention from being distracted from the opening address. Representatives of any teachers' organisation and political parties must not be involved in the programme for the official function.

5.4.3 Since educational institutions cater for the education/training of learners, they must participate in the programme, e.g. by means of a physical education performance or a choral recital.

5.4.4 In view of the timely arrangements for the function, among other things preparing the speech, the training of learners participating in the programme, the sending out of invitations to guests of honour and notices to parents, it is imperative that the proposed programme and speech reach the area manager not later than 3 months before the function for his confirmation. Where the MPC or an official at Head Office is the guest speaker, the drafts must immediately be edited by the area manager and submitted to Head Office.

5.5 Official guests

Official guests are invited as indicated in the protocol list in Annexure C. When persons are invited as guests to the official function, seniority must be taken into account so that for example, when the Head of Education is the guest speaker, the MPC must not be invited as a guest, or when the area manager is the guest speaker at the function, the Head of Education must not be invited as a guest.

5.6 Expenditure associated with the function

The host is responsible for all expenditures. With the approval of the governing body, school fees may be used for this purpose.

5.7 Unveiling of name-plate

It is customary that the spouse of the guest speaker or the guest speaker unveil the name-plate.

6. PUBLICATION OF FUNCTION IN PRESS AND DEPARTMENTAL MAGAZINES

In order to ensure that the function is announced as widely as possible, the representatives of local newspapers must be invited to the function.

7. VISITS TO SCHOOLS BY THE MPC AND HEAD OF EDUCATION

7.1 An invitation to the MPC and/or the Head of Education to visit schools for purposes not contained in these guidelines must be extended in the proper manner, in other words via circuit and area managers.

7.2 In respect of such visits the protocol list under Annexure A will apply.

ANNEXURE A

PROTOCOL LIST OF GUEST SPEAKERS

Guest speakers in order of priority

(a) Category A - Functions

- Member of the Provincial Cabinet responsible for Education (MPC)
- Members of the Provincial Cabinet
- Head of Department
- Chief Director concerned
- Area Manager
- Circuit Manager

In exceptional cases application may be made for permission to invite another dignitary as guest speaker.

(b) Category B - Functions

- MPC responsible for Education
- Members of the Provincial Cabinet
- Head of Department
- Chief Director concerned
- Area Manager
- Circuit Manager

In exceptional cases application may be made for permission to invite another dignitary as guest speaker.

2. Speeches during prize-givings, olympiads, etc.

The speech must consist of approximately 3 typed pages. The learners constitute the target audience.

The following guidelines may be useful:

2.1 Introduction: thanks for invitation, a few introductory remarks

2.2 Message:

The message should be built around a central theme that is relevant to the learners and conclude with a challenge for the future.

(i) Prize-giving: Applicable themes that can be used are talents, ideals, leadership, diligence, motivation, etc.

(ii) Olympiads (mathematics, music, athletics, etc.): Besides the themes mentioned under prize-givings, the following subjects can be discussed:

- background (historical), defining an olympiad, the establishment of this specific olympiad, past achievers
- essence and use of a subject
- position of the subject in the modern world
- the responsibility to develop specific talents

2.3 Closing sentence: A last thought to round off the speech.

3. Farewell of person who retires

The speech must consist of approximately 3 typed pages. The following guidelines can be useful:

- Thank the organising committee for the invitation to be the guest speaker.
- Give a biographical outline: life, employment, career, achievements and important contributions of the person, mentioning examples (also amusing incidents where possible).
- Sketch the person's character: special characteristics or virtues, mentioning examples where possible.
- Express appreciation and thanks for his work on behalf of the authorities, the people he worked with and those who benefited from it.
- Well wishes for the future.

ANNEXURE B

GUIDELINES FOR THE PREPARATION OF SPEECHES

A. GENERAL

1. Speeches must be typed in double spacing.

2. Speeches must be short, to the point and stimulating (3 to 5 pages depending on the occasion).

3. To give a local slant to the content, the speech can link up with the history and circumstances of the environment.

4. The speech must be based on a particular theme. Themes must be relevant and the needs of the audience must be taken into account.

5. Themes that are futuristic usually meet with approval. The theme should conclude with a stimulating thought, an inspiring appeal or a positive vision for the future.

6. Long, complicated sentences must be avoided. Short and longer sentences must be alternated.

7. Afrikaans and English must be used with discretion. If needed an interpreter can be appointed. The school will carry any expenditure in this regard.

B. DIFFERENT TYPES OF SPEECHES

1. Speeches at the official opening of new buildings, extensions or an anniversary

The speech can be divided into the following sections:

1.1 Introduction (¼ typed page)

- Thank organising committee for invitation
- Thank organisers, instructors and participants (e.g. choirs, drum majorettes, etc.) for their contributions.

1.2 Background information (½ - ¾ typed page)

The following background information can be given:

(i) At the opening of new facilities

- Present the background and history that led to the creation of the facility.
- Mention and thank the builders.
- Mention what the facility cost.
- Request everybody to consider the facility as the property of the community and to keep it clean and tidy.
- In the case of a new school hall, mention the purpose of a school hall and the efficient use thereof. It can also appear in more detail in the main theme.

(ii) At an anniversary (21 years, quarter-century celebration, etc.)

- The history of the school.
- Special events and achievements, naming previous personnel and learners.

1.3 Education message (2 - 3 typed pages)

The message must preferably be built around one central theme, e.g. talents, education renewal, parent involvement, progress in education, vocational education, character-building, education for life, etc. The theme can be elaborated into various subdivisions. The message should be built up to a stimulating or inspiring conclusion.

1.4 Message to learners (½ - 3/4 typed page)

If there are learners in the audience and the education message is not on their level, an applicable message must be included for them. A short applicable story can be used.

1.5 Closing sentence

A last sentence or two must apply for the purpose of the function, e.g. "Fifty successful years for the ..... school has been completed. May the next fifty years for the school and the community be very prosperous in all respects." "It affords me much pleasure to declare this ..... officially open."

ANNEXURE C

PROTOCOL LIST OF OFFICIAL GUEST

PERSONS WHO SHOULD BE INVITED TO OFFICIAL FUNCTIONS

(a) Category A - Functions

- MPC responsible for Education
- Members of the Provincial Cabinet
- Mayor
- Head of Education
- Area manager
- Circuit manager
- Regional representatives of other departments
- Local magistrate
- Commanding officer of the local S.A. Police Service
- Building contractor who erected the building.

Any prominent person who may have a particular interest in the institution, such as a minister of religion, a former principal, principals of neighbouring schools, parents of learners and senior officials of the Department (apart from those who must be invited).

(b) Category B - Functions

- MPC responsible for Education
- Members of the Provincial Cabinet
- Mayor
- Local magistrate
- Area manager
- Circuit manager
- Local regional representative of other departments
- Commanding officer of the local S.A. Police Service.

Any prominent person who may have a particular interest in the school, such as a minister of religion, a former principal, principals of neighbouring schools, parents of learners and senior officials of the Department (apart from those who must be invited).

Wes-Kaap Onderwysdepartement
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Datum/Date Umhla: 14 Julie 1998

AAN:

ALLE HOOFDIREKTEURE EN
DIREKTEURE, AREA- EN
KRINGBESTUURDERS

OMSENDBRIEF 0083/1998

HANDLEIDING VIR DIE AMPTELIKE OPENING VAN ONDERWYSGEBOUE, VERTEENWOORDIGING BY AMPTELIKE FUNKSIES EN UITNODIGINGS AAN DIE LID VAN DIE PROVINSIALE KABINET VERANTWOORDELIK VIR ONDERWYS

1. Die bogemelde handleiding is hierby aangeheg en is onmiddellik van krag.

2. Areabestuurders word versoek om, sodra 'n beheerliggaam vir 'n nuwe skool daargestel is, die kwessie van die amptelike opening van die skool by die prinsipaal en die beheerliggaam aanhangig te maak en aan die hand van die bogemelde handleiding aan hulle leiding te gee.

3. Indien die Lid van die Provinsiale Kabinet verantwoordelik vir Onderwys, of 'n Hoofkantoorbeampte, as gasspreker uitgenooi word, moet die konseptoespraak en -program minstens ses weke voor die beoogde funksie aan Hoofkantoor voorgelê word.

4. U samewerking sal hoog op prys gestel word.

HOOF: ONDERWYS

WES-KAAP ONDERWYSDEPARTEMENT

HANDLEIDING: OPENING VAN SKOLE EN VERTEENWOORDIGING BY AMPTELIKE FUNKSIES

WES-KAAP ONDERWYSDEPARTEMENT

HANDLEIDING: OPENING VAN ONDERWYSGEBOUE EN VERTEENWOORDIGING BY AMPTELIKE FUNKSIES

1. INLEIDING

1.1 Die Wes-Kaap Onderwysdepartement (WKOD) beskou die amptelike opening van 'n nuwe skool en/of koshuis as 'n besonder geskikte geleentheid om die werksaamhede van die betrokke inrigting asook dié van die Departement onder die openbare aandag te bring.

1.2 Die openingsfunksie is die geleentheid waartydens die gebou(e) van 'n inrigting in die openbaar namens die WKOD by die boukontrakteur ontvang en aan die skool oorhandig word. Die persoon wat die amptelike opening namens die WKOD waarneem, tree met dieselfde gesag op as die WKOD. Die gemeenskap, en veral die leerders in wie se belang die inrigting opgerig is, behoort 'n prominente bydrae tot die verrigtinge te lewer.

2. VERANTWOORDELIKHEID VIR REëLINGS

Die reëlings vir die opening van openbare skole en/of koshuise word deur die prinsipaal en die beheerliggaam getref in oorleg met die plaaslike area- en kringbestuurder.

3. SOORTE AMPTELIKE GELEENTHEDE

3.1 KATEGORIE A

3.1.1 Die amptelike opening van nuwe geboue, uitbreidings aan bestaande geboue of sportgeriewe vir sekondêre onderwys.

3.1.2 Die amptelike opening van primêre skole vir 800 of meer leerders.

3.1.3 Die amptelike opening van skole vir leerders met spesiale onderwysbehoeftes en ander belangrike opvoedkundige inrigtings nie hier genoem nie.

3.2 KATEGORIE B

3.2.1 Die amptelike opening van nuwe geboue, uitbreidings aan bestaande geboue of sportgeriewe by primêre skole vir minder as 800 leerders.

3.2.2 Jubileum- of herdenkingsfeeste soos die een-en-twintigjarige of vyftigjarige bestaan van 'n skool.

3.2.3 Sport- of kulturele byeenkomste en ander skoolfunksies wat jaarliks plaasvind.

3.2.4 Uitnodiging aan die Lid van die Provinsiale Kabinet verantwoordelik vir Onderwys (LPK) of die Onderwyshoof om skole te besoek.

4. WANNEER NUWE GEBOUE GEOPEN MOET WORD

Nuwe geboue of uitbreidings behoort verkieslik nie later nie as agtien maande na ingebruikneming amptelik geopen te word. Die opening van 'n nuwe skool of koshuis behoort oor te staan totdat die beheerliggaam van die betrokke inrigting verkies is.

5. REëL VAN FUNKSIE

5.1 Reëlings

Reëlings vir 'n amptelike funksie moet minstens vier maande vòòr die tyd 'n aanvang neem. In die geval van die opening van 'n staatsinrigting is die beheerliggaam die gasheer. In die geval van 'n kategorie A-geleentheid is dit wenslik dat die LPK of 'n verteenwoordiger van die WKOD as gasspreker optree.

5.2 Die pligte van die gasheer

Nadat die program vir die funksie goedgekeur is, is dit die plig van die gasheer om:

5.2.1 die gasspreker en ander persone wat aan die program deelneem te voorsien van 'n eksemplaar van die program en te verseker dat hulle duidelik verstaan wat van hulle verwag word;

5.2.2 die gaste en ouers vroegtydig uit te nooi om die verrigtinge by te woon;

5.2.3 reëlings te tref vir verversings aan die gaste en leerlinge; en

5.2.4 reëlings te tref vir die oprigting van 'n geskikte skuiling vir die gasspreker teen weerstoestande.

LET WEL: Die prinsipaal tree normaalweg op as organiseerder van die funksie en verrig genoemde take namens die beheerliggaam.

5.3 Gasspreker

5.3.1 Die gasspreker word deur die beheerliggaam aangewys ooreenkomstig die protokollys by Bylae A. Waar die gasspreker nie streng volgens die protokollys aangewys word nie, moet die areabestuurder taktvol met die beheerliggaam en prinsipaal onderhandel om hulle te oorreed om die protokollys te eerbiedig.

5.3.2 Let asseblief daarop dat dit volgens protokol nie aanvaarbaar is dat, byvoorbeeld, die LPK uitgenooi word om by 'n amptelike funksie teenwoordig te wees terwyl die Onderwyshoof as gasspreker optree nie. Die mees hooggeplaaste persoon teenwoordig by 'n amptelike funksie, moet as gasspreker by die geleentheid optree.

5.4 Program en toespraak

5.4.1 Wanneer 'n amptelike funksie beoog word, moet 'n konsepprogram en 'n toespraak vir die gasspreker deur die prinsipaal in oorleg met die beheerliggaam opgestel word. Die kringbestuurder bespreek die voorgestelde program en toespraak met die prinsipaal en doen, waar nodig, wysigings aan die hand. Die finale konsepte moet vir bekragtiging aan die areabestuurder of, in die geval waar die LPK of 'n Hoofkantoorbeampte as gasspreker optree, aan Hoofkantoor gestuur word. (Kyk Bylae B vir riglyne vir toesprake). 'n Lid van die beheerliggaam, as verteenwoordiger van die ouergemeenskap, behoort deel te hê aan die program deur byvoorbeeld die verwelkoming, bekendstelling of bedankings waar te neem.

5.4.2 By die opstel van die program moet daar gewaak word teen te veel sprekers, aangesien dit moontlik die aandag van die openingsrede kan aftrek. Verteenwoordigers van enige onderwysersvereniging of politieke party moet asseblief nie by die program vir die amptelike funksie betrek word nie.

5.4.3 Aangesien die onderwysinrigting daargestel is vir die opvoeding/opleiding van leerders, moet hulle op een of ander wyse, byvoorbeeld deur 'n liggaamlike opvoedingsvertoning of 'n koor-uitvoering, aan die program deel hê.

5.4.4 Met die oog op tydige reëlings vir die funksie, onder meer, die skryf van die toespraak, oefening van leerders wat aan die program deelneem en die uitstuur van uitnodigings aan eregaste en kennisgewings aan ouers, is dit van die grootste belang dat die voorgestelde program en toespraak nie later nie as 3 maande vòòr die funksie aan die areabestuurder vir bevestiging voorgelê word. Waar die LPK of 'n Hoofkantoorbeampte as gasspreker optree, moet die konsepte onverwyld deur die areabestuurder geredigeer en aan die Hoofkantoor voorgelê word.

5.5 Amptelike gaste

Amptelike gaste word uitgenooi soos in die protokollys in Bylae C uiteengesit. Sorg moet gedra word dat senioriteit in ag geneem word wanneer persone na die amptelike funksie genooi word sodat, byvoorbeeld, die LPK nie bloot as gas genooi word terwyl die Onderwyshoof as gasspreker optree, nie, of terwyl die areabestuurder by 'n funksie as gasspreker optree, die Onderwyshoof nie bloot as gas genooi word nie.

5.6 Uitgawes verbonde aan die funksie

Die gasheer is vir alle uitgawes verantwoordelik. Skoolgelde mag met die beheerliggaam se goedkeuring, vir dié doel aangewend word.

5.7 Onthulling van naamplaat

Dit is gebruiklik dat die huweliksmaat van die gasspreker of die gasspreker self die naamplaat onthul.

6. PUBLISITEIT VAN VERRIGTINGE IN OPENBARE PERS EN DEPARTEMENTELE TYDSKRIFTE

Ten einde te verseker dat die verrigtinge wyd bekend gemaak word, moet verteenwoordigers van plaaslike koerante na die funksie genooi word.

7. BESOEKE AAN SKOLE DEUR DIE LPK EN ONDERWYSHOOF

7.1 'n Uitnodiging aan die LPK en/of die Onderwyshoof om skole te besoek vir doeleindes wat nie in hierdie handleiding vervat is nie, moet ingevolge neergelegde kommunikasielyne gerig word, dit wil sê via kring- en areabestuurders.

7.2 Ten opsigte van sodanige besoeke sal die protokollys by Bylae A geld.

BYLAE A

PROTOKOLLYS VAN GASSPREKERS

Gassprekers in voorkeurorde

(a) Kategorie A-funksies

- Lid van die Provinsiale Kabinet verantwoordelik vir Onderwys (LPK)
- Lede van die Provinsiale Kabinet
- Departementshoof
- Betrokke Hoofdirekteur
- Areabestuurder
- Kringbestuurder

In uitsonderlike omstandighede kan aansoek gedoen word dat 'n ander hooggeplaaste openbare persoon as gasspreker optree.

(b) Kategorie B-funksies

- LPK verantwoordelik vir Onderwys
- Lede van die Provinsiale Kabinet
- Departementshoof
- Betrokke Hoofdirekteur
- Areabestuurder
- Kringbestuurder

In uitsonderlike omstandighede kan aansoek gedoen word dat 'n ander hooggeplaaste openbare persoon as gasspreker optree.

BYLAE B

RIGLYNE VIR DIE SKRYF VAN TOESPRAKE

A. ALGEMEEN

1. Toesprake moet in dubbelspasiëring getik word.

2. Toesprake moet kort, saaklik en stimulerend wees (3 tot 5 bladsye afhangende van die geleentheid).

3. Om plaaslike kleur aan die inhoud te gee, kan aangesluit word by die geskiedenis en omstandighede van die omgewing.

4. Die toespraak moet 'n bepaalde tema hê. Temas moet relevant wees en die behoeftes van die gehoor in ag neem.

5. Temas wat toekomsgerig is, vind gewoonlik byval. Daar behoort afgesluit te word met 'n prikkelende gedagte, 'n besielende oproep of 'n positiewe toekomsvisie.

6. Lang, ingewikkelde sinne moet vermy word. Kort en langer sinne behoort afgewissel te word.

7. Afrikaans en Engels moet oordeelkundig gebruik word. Indien nodig kan 'n tolk aangewys word. Enige koste in hierdie verband is egter vir die skool se rekening.

B. VERSKILLENDE TIPES TOESPRAKE

1. **Toesprake tydens die amptelike opening van nuwe geboue of uitbreidings of 'n herdenkingsfees.**

Die toespraak kan in die volgende afdelings ingedeel word:

1.1 Inleiding (¼ getikte bladsy):

- Bedank reëlingskomitee vir uitnodigings
- Bedank organiseerders, afrigters en deelnemers (bv. kore, trompoppies, ens.) vir hul bydraes.

1.2 Agtergrondinligting (½ - ¾ getikte bladsy)

Die volgende agtergrondinligting kan gegee word:

(i) By die opening van nuwe fasiliteite:

- Gee die agtergrond, die omstandighede wat aanleiding gegee het tot die daarstelling van die fasiliteit.
- Noem en bedank die bouers.
- Noem die bedrag wat die fasiliteit gekos het.
- Versoek almal om die fasiliteit as gemeenskapsbesit te beskou en dit skoon en netjies te hou.
- In die geval van 'n nuwe skoolsaal, noem waarvoor 'n skoolsaal aangewend kan word en hoe dit doeltreffend benut kan word. Dit kan ook meer breedvoerig in die hooftema figureer.

(ii) By 'n herdenking (21 jaar; kwarteeufeesviering, ens.)

- Die geskiedenis van die skool.
- Besondere gebeurtenisse en prestasies, ook dié van vorige personeel en leerders, word in herinnering geroep.

1.3 Onderwysboodskap (2-3 getikte bladsye):

Die boodskap moet verkieslik om een sentrale tema gebou wees, bv. talente, onderwysvernuwing, ouerbetrokkenheid, vordering in die onderwys, beroepsgerigte onderwys, karaktervorming en opvoeding vir die lewe. Die tema kan in verskeie onderafdelings uitgebou word. Die boodskap behoort op te bou tot 'n prikkelende of besielende slot.

1.4 Boodskap aan die leerders (½ - ¾ getikte bladsy):

As daar leerders in die gehoor is, en die onderwys boodskap nie op hul vlak is nie, moet 'n toepaslike boodskap vir hulle ingesluit word. 'n Kort verhaaltjie met 'n toepassing kan gebruik word.

1.5 Slotsin

'n Laaste sin of twee moet betrekking hê op die doel van die funksie, bv.: "Vyftig suksesvolle jare vir die ... skool is reeds agter die rug. Mag die volgende vyftig jaar vir die skool en sy gemeenskap in elke opsig baie voorspoedig wees."

"Dit is nou vir my 'n genoeë om die ... amptelik geopen te verklaar".

2. Toesprake tydens prysuitdelings, olimpiades, ens.

Die toespraak moet ongeveer 3 getikte bladsye beslaan. Die leerders is die teikengehoor.

Die volgende riglyne kan van nut wees:

2.1 Inleiding: bedank vir uitnodiging; 'n paar inleidende opmerkings.

2.2 Boodskap:

Die boodskap behoort om 'n sentrale tema wat vir die leerders relevant is, gebou te word en met 'n uitdaging vir die toekoms af te sluit.

(i) Prysuitdeling: Toepaslike temas wat hier gebruik kan word is bv. talente, ideale, leierskap, werkywer, motivering, ens.

(ii) Olimpiades (wiskunde, musiek, atletiek, ens): Benewens die temas onder prysuitdelings genoem, kan die volgende onderwerpe bespreek word:

- agtergrond (histories), wat 'n olimpiade is, die stigting van hierdie spesifieke olimpiade; vorige presteerders
- aard en nut van die vak
- plek van die vak in die moderne wêreld
- die verantwoordelikheid om spesifieke talente te ontwikkel

2.3 Slotsin: 'n Laaste gedagte om die toespraak af te rond.

3. Toesprake by die afskeid van 'n uitdienstredene

Die toespraak moet ongeveer 3 getikte bladsye beslaan. Die volgende riglyne kan van nut wees:

- Bedank die reëlingskomitee vir die uitnodiging om as gasspreker op te tree.
- Gee 'n biografiese oorsig: lewe, werk, loopbaan, prestasies en belangrike bydraes van die persoon, met vermelding van voorbeelde (ook amusante insidente waar moontlik)
- Skets beeld van persoon se karakter: besondere eienskappe of deugde, met voorbeelde waar moontlik.
- Uitspreek van dank en waardering vir sy of haar werk namens die owerhede, die persone wat met hom of haar saamgewerk het en diegene wat daarby gebaat het.
- Goeie wense vir die toekoms.

BYLAE C

PROTOKOLLYS VAN AMPTELIKE GASTE

PERSONE WAT NA AMPTELIKE FUNKSIES GENOOI BEHOORT TE WORD

(a) Kategorie A-funksies

- LPK verantwoordelik vir Onderwys
- Lede van die Provinsiale Kabinet
- Burgemeester
- Onderwyshoof
- Areabestuurder
- Kringbestuurder
- Streekverteenwoordigers van ander departemente
- Plaaslike landdros
- Bevelvoerende offisier van die plaaslike S.A. Polisiediens
- Boukontrakteur wat geboue opgerig het

Enige vooraanstaande persoon wat besondere belangstelling in die inrigting mag hê, soos, byvoorbeeld, predikant, vorige prinsipaal, prinsipale van naburige skole, ouers van leerders, senior beamptes van die Departement (benewens dié wat genooi moét word).

(b) Kategorie B-funksies

- LPK verantwoordelik vir Onderwys
- Lede van die Provinsiale Kabinet
- Burgemeester
- Plaaslike landdros
- Areabestuurder
- Kringbestuurder
- Plaaslike streekverteenwoordiger van ander departemente
- Bevelvoerende offisier van die plaaslike S.A Polisiediens

Enige vooraanstaande persoon wat besondere belangstelling in die inrigting mag hê, soos, byvoorbeeld predikant, vorige prinsipaal, prinsipale van naburige skole, ouers van leerders, ens., senior beamptes van die Departement (benewens dié wat genooi moét word).