



## KWAZULU-NATAL PROVINCE

EDUCATION  
REPUBLIC OF SOUTH AFRICA

### OFFICE OF THE HEAD OF DEPARTMENT

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TO : DEPUTY DIRECTORS GENERAL  
CHIEF DIRECTORS: DISTRICT OPERATIONAL MANAGEMENT  
DISTRICT DIRECTORS  
CHIEF EDUCATION SPECIALISTS (CIRCUIT MANAGEMENT)  
CIRCUIT MANAGERS  
PRINCIPALS OF SCHOOLS  
SCHOOL GOVERNING BODIES

#### KZN CIRCULAR 61 OF 2025

#### VERIFICATION OF THE NUMBER OF INDIGENT GIRL LEARNERS IN NEED OF SANITARY DIGNITY PACKS IN SCHOOLS

1. The Department of Education in KwaZulu-Natal is providing free sanitary dignity towels to indigent girl learners in public schools. This is to address learner drop out but also to contribute to the achievement of menstrual health and hygiene for girl learners.
2. To avoid over/under-supply, a needs analysis to determine the number of girl learners who need sanitary dignity towels is critically important. To this end, schools are requested to identify learners demonstrating the highest level of need as beneficiaries of this programme.
3. After identifying the needy learners, schools must complete the attached form, **Annexure A**, and submit it to the District Director by the 5<sup>th</sup> of June 2025 who will complete **Annexure B** and submit to the province by the 6<sup>th</sup> of June 2025.
4. District Directors are requested to forward completed **Annexure B** forms to the following email addresses: [thato.moshoeshoe@kzndoe.gov.za](mailto:thato.moshoeshoe@kzndoe.gov.za) and [ntobe.mlambo@kzndoe.gov.za](mailto:ntobe.mlambo@kzndoe.gov.za)
5. A service provider contracted by the Department will deliver sanitary dignity packs to schools and each girl learner will receive 6 packs of 12 units each (a total of 72 units).
6. Upon delivery of sanitary pads, the following procedure is to be followed:
  - a) On the date of delivery, principals are requested to check stock, sign, and stamp delivery notes after verifying quantities. The original of the signed, stamped, and dated delivery note will be given to the service provider and the copy will be safely kept by the school for record purposes.
  - b) In the event the school stamp is not available at the time of delivery, the attached letter, **Annexure C**, should be completed, signed, and given to the service provider.
  - c) Principals are requested to complete the attached distribution register (**Annexure D**), keep the original at the school for audit purposes and submit the copy to the district director.
  - d) It is the principal's responsibility to ensure that the sanitary dignity packs are given to girl learners who need them.
  - e) The districts will monitor the distribution of sanitary dignity packs to schools.

MR. G.N. NGCOBO  
HEAD OF DEPARTMENT: EDUCATION

DATE: 02/06/2025