



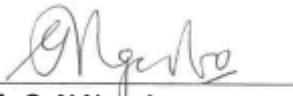
INTERNAL MEMO

**DEPUTY DIRECTORS GENERAL
CHIEF DIRECTORS
HEAD OFFICE DIRECTORS
DISTRICT DIRECTORS
SCHOOL PRINCIPALS
SCHOOL GOVERNING BODIES**

GUIDELINES ON MANAGEMENT OF SCHOOLS AND OFFICES IN THE EVENT OF STORMS/FLOODING WITHIN THE DEPARTMENT OF EDUCATION IN KWAZULU-NATAL

1. The Department of Education in KwaZulu-Natal is responsible for administration and management of all Public Ordinary Schools including those that have learners with Special Needs.
2. In the recent years, the Province of KwaZulu-Natal has been experiencing persistent rainfalls which in the main often affect schools in low-lying areas.
3. While there are currently no formal reports indicating damage to specific schools, the Department of Education must remain cautious.
4. Based on the experience of April 2022, it is imperative that schools and offices must adhere to specific guidelines in the event of extreme rainfall, wind or any other natural disaster which may threaten the lives of learners, teachers, and officials.
5. It is significant to note that any damage to road infrastructure may render learners and educators unable to make their way to schools. This includes delivery of food items necessary for the feeding of learners.
6. It is for this reason that the following guidelines are hereby issued for school principals, circuit managers and all other responsibility managers:
 - i. School Principals must always communicate with parents of learners to ensure that they take extra-caution before sending their children to schools in the morning.
 - ii. Should the situation be completely unfavourable, the principal takes the responsibility to advise parents to keep their children at home.
 - iii. In the event that learners are already at school, principals must observe the severity of the rainfall and decide either to keep learners in school for their safety or immediately release them before the situation worsens.
 - iv. Any damage to the school infrastructure or roads leading to school which affect learners and educators must be reported immediately to the Department of Education.
 - v. Other responsibility managers must also advise staff members on the possible safety precautions based on updated weather reports

7. In managing the situation, school principals have a responsibility to develop curriculum catch-up plans and also ensure that learners are always occupied whether at home or in school.
8. The Department cannot afford to lose any lives due to flooding of bridges and destruction of offices or classrooms.
9. Office-based employees are also advised to be cautious before leaving their homes and those who may already be in departmental buildings should only leave when it is safe to do so.
10. Kindly bring the contents of this memorandum to all officials of the Department and School Principals



Mr G. N Ngcobo
Head of Department: Education

Date: 16 October 2023