EVERY CHILD IS A NATIONAL ASSET

SA SAMS
South African School and Administration Management System

MODULE 5

ABC OF ...
GOVERNANCE INFORMATION

basic education
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C. Summary

3.1 Quick reference of the sub-menus and their uses:

3.2 "How to..." flow diagrams:

General Instructions on using SA-SAMS Manual:

- Click on the **menu option** to open the required screen.
- Click on **Save** to update all capturing and click on **Done** to exit the screen**.**

The following symbols are used in the manual to indicate the required action with every screen:

Background **Information**	Data used in other modules or pre-captured data needed	Options in **drop-down tables**	Screens that require **capturing**	**Printouts and Reports**	Summary and Stats screens

A. Introduction

1. Purpose of the module

The **Governance Information** module (Fig. 1) keeps records of all issues related to the School Governing Body (SGB) as specified by the South African Schools Act (No. 84 of 1996).

This module contains information on the membership, their training records, adopted policies and SGB functionalities such as the disciplinary and learner fee exemptions.

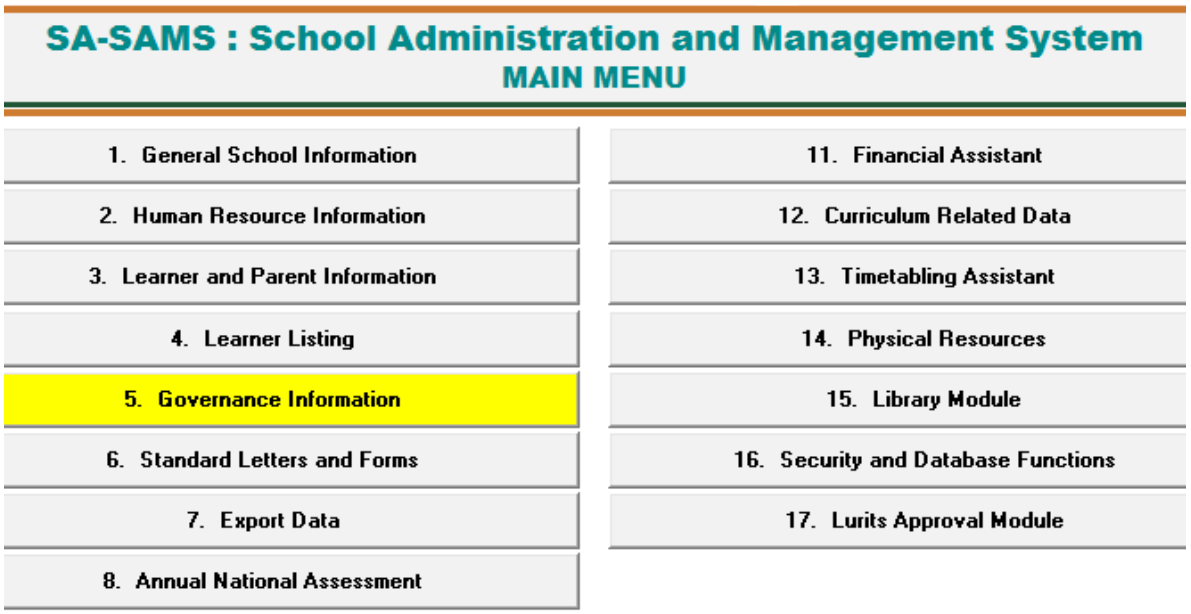


Figure 1: Main Menu

Usage of this Module is dependent on data already being captured in other modules e.g.

Module	Data to be pre-captured (with the associated screen no)
1	Demerit/ Merit codes (1.11) Grades (1.2), Classes (1.3), School Terms (1.6) and subjects (1.5) offered by the school
3 or 4	Learner Data (3.1.1)
2	Educator Data

B. The Components of the Module

2 Module 5: Governance Information

Governance Information module is divided into 3 sections according to its allocated functions:

- SGB composition, training and documentation records and its functions are captured in Screens 5.1 - 5.4. Screens 5.11- 5.14 are the related reports to be printed.
- Disciplinary functions are captured in screens 5.6 - 5.4 and 5.16 - 5.17.
- Learners with school fee exemptions are listed in screen 5.8.

These sections are tabled below with the allocated functions and associated functionalities and screens that are used in this manual:

Sub-Heading in Manual	Screen	Functionality
2.1 SGB Composition	5.1 Governance Body 5.1.1 Maintain Members	• Add, Edit or Delete details of SGB Members • Summary of composition
	5.1.2 Report on SGB Functions	• Annual survey report on the actions of the SGB
	5.1.11 Print composition	• Print membership list
2.2. Maintenance of SGB Documentation	5.1 Governance Body 5.1.3 Maintain Governance Records	• Add, Edit or Delete details of school policies • Track record of school policies amend-ments, if presented at parent meetings and date of adoptions
	5.1.13 Print Register of Records	• Print administration record of school policies
2.3 School Safety Composition	5.3 Safe School Committee	• Add, Edit or Delete details of School Safety Members
	5.3.11 Print composition	• Print membership list
2.4 Maintenance of School Safety Documentation	5.3 Safe School Committee	• Add, Edit or Delete details of school policies • Track record of school policies amend-
	5.1.13 Print Register of Records	• Print administration record of school policies
2.5 School Safety Training	5.11 Maintain Training Categories / Courses 5.1.5 Maintain Training 5.3.5 Maintain Training	• Add, Edit or Delete training categories • Add, Edit or Delete training courses • Maintain individual training records (train-ing required & received)
	5.1.15 Print Training Records 5.3.15 Print Training Records	• Print list of SGB members required or received training. • Print list of School Safety members required or received training
2.6 Disciplinary Reporting	5.5 Misconduct / Displine 5.5.1 Learner Misconduct Register	• Print list of learners with reported misconduct (report per month)
	5.5.2 Summary of Learner Misconduct	• Print summary list of misconducts (report per year)
	5.5.4 Serious Incidents to be Reported	• Add, Edit or Delete details of harassment incident • Print list of incidents
2.7 Finance	5.7.1 Fee Exemption Statistics	• Print list of learners that applied for school fee exemptions

Figure 2 shows all the sub-menus for the governance module. The functionality and purpose of every component will be discussed separately.

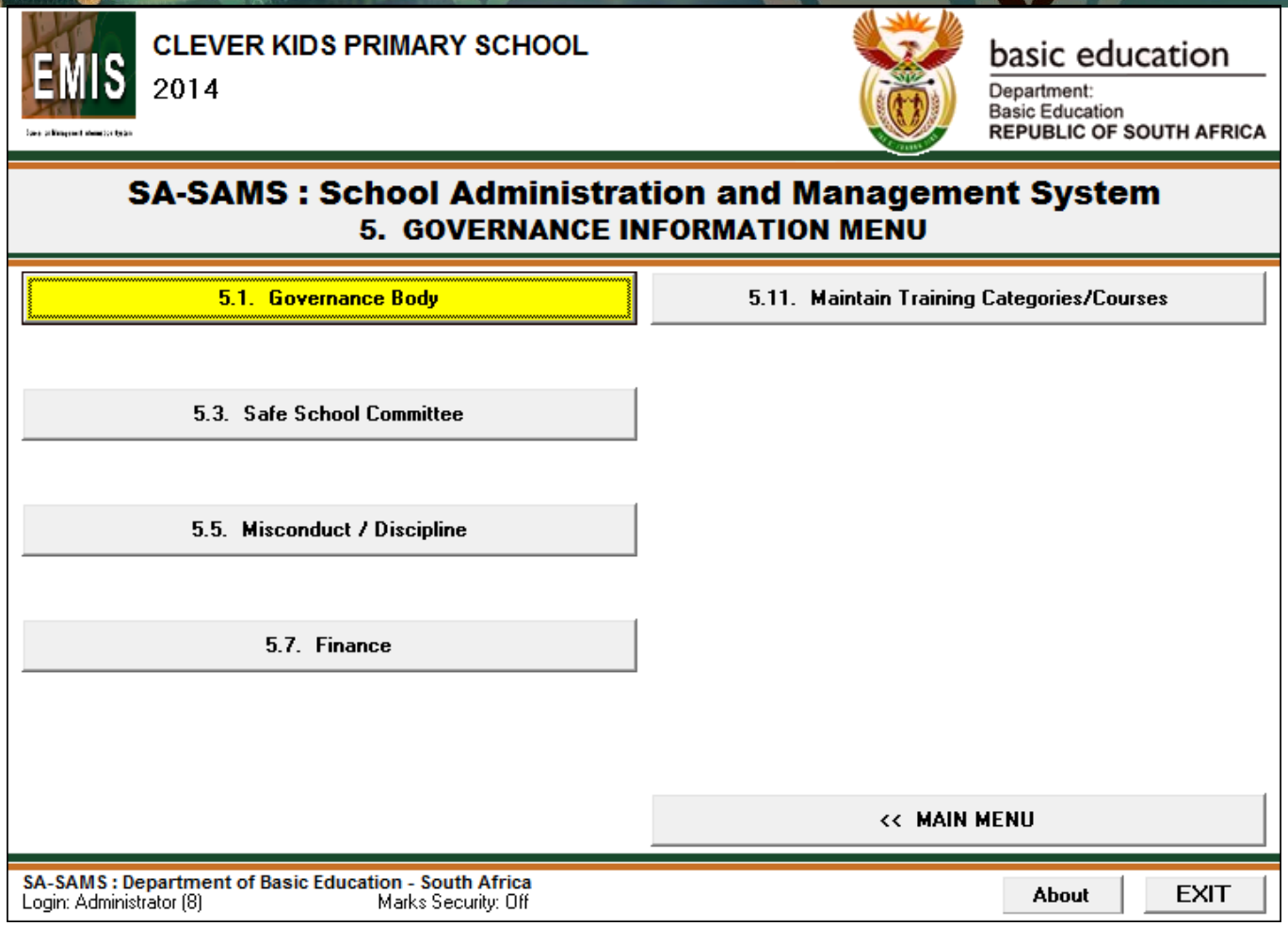


Figure 2: Governance Information Menu

2.1 Maintain SGB Membership (5.1.1)

SGB members are captured and their data updated in this menu as follows:

SGB members can be selected from captured staff and learners.

Resigned members are not deleted but the status is updated on Edit member.

Click on **Maintain SGB Members** to open the SGB Members' current register (Fig. 3).

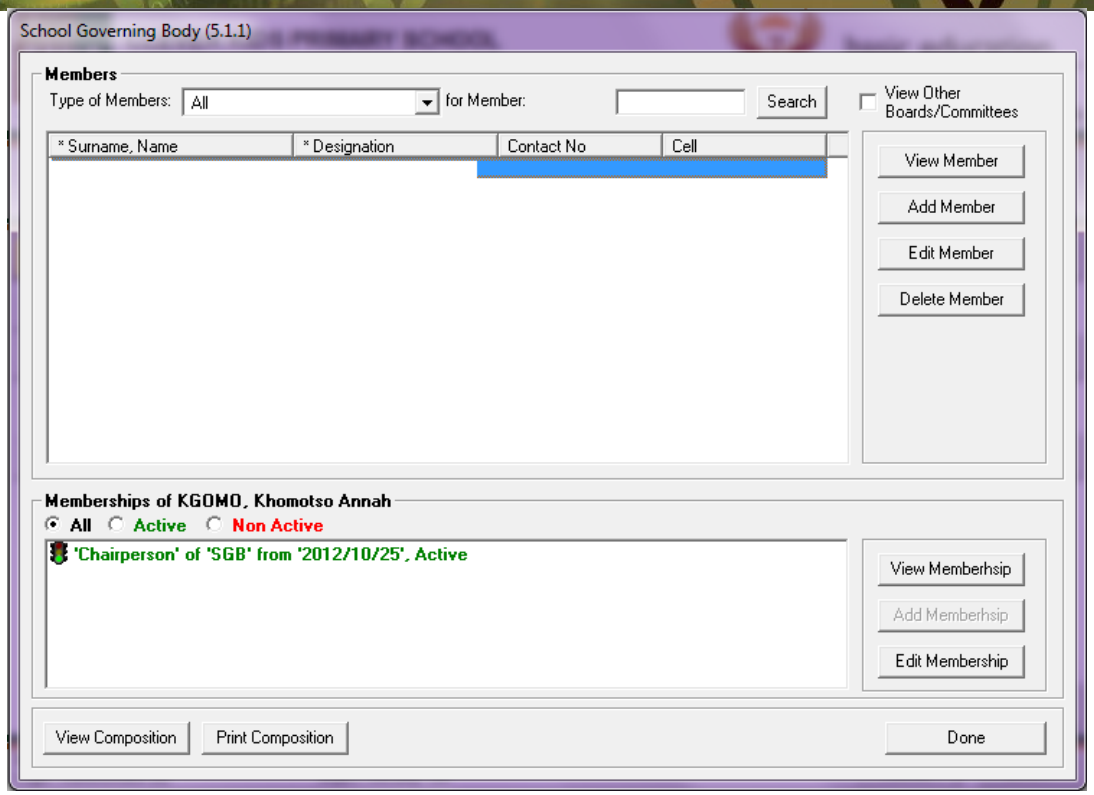


Figure 3: SGB Members Register

2.1.1 Add New SGB Members

Members can be individually captured or selected from the current educator list, staff list and learner list.

Click on **Add New Member** (Fig. 3) to open the member type screen (Fig. 4).

- Click on the arrow and select the **type of member** from the drop-down list. (see table)

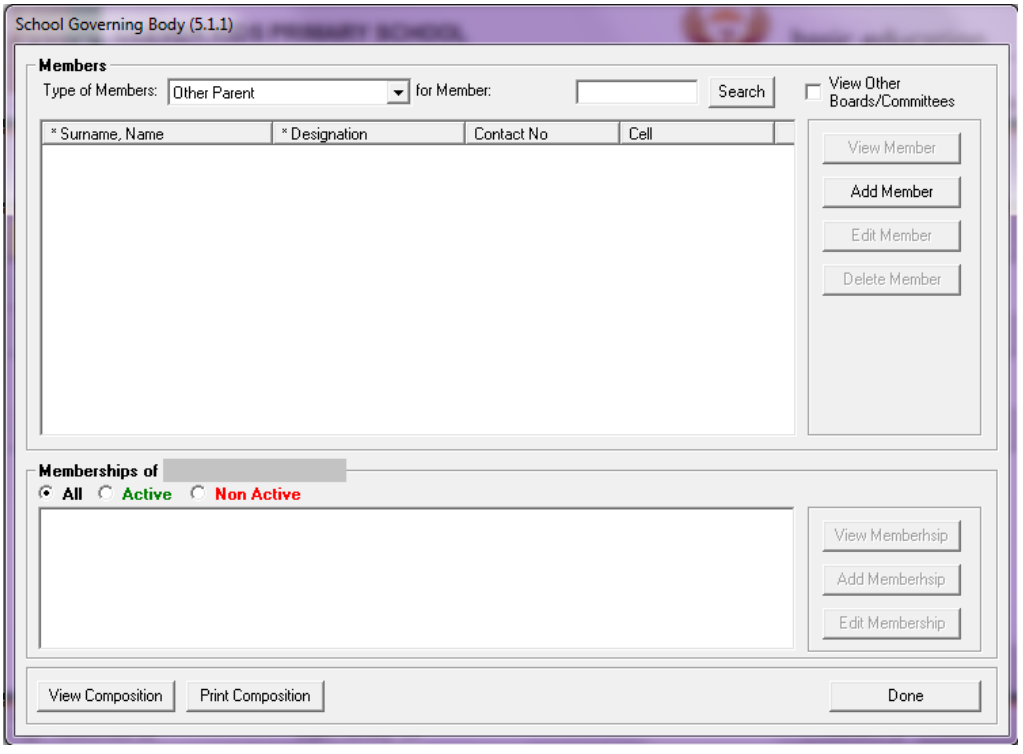


Figure 4: Add members to SGB: Select Member Type

- This will open a list of available candidates from the relevant category in the **Select Member** block.

Field	Options from drop-down list	Prepopulated list to select member from
Select the type of member to be added	Principal	Educator list
	CS Educator	Educator list
	Other Staff	Staff list
	Parent or Guardian	Parent list
	Other Parent	Second (other) parent list
	Learner Representative	List of all current learners captured
	Co-opted Member	No list - a screen will appear to capture details of member

- Click on a **selected member** from the list to open the **Member Details** screen. (Fig. 5)
- Complete all the **contact details** of the member using the drop-down lists where available (see table for drop-down options).
- Select the **date of election** from the calendar which will activate the active button.

Click on **Save to SGB** and then on **Done** to exit the screen.

The new member will be listed on the SGB member opening screen. (Fig. 3)

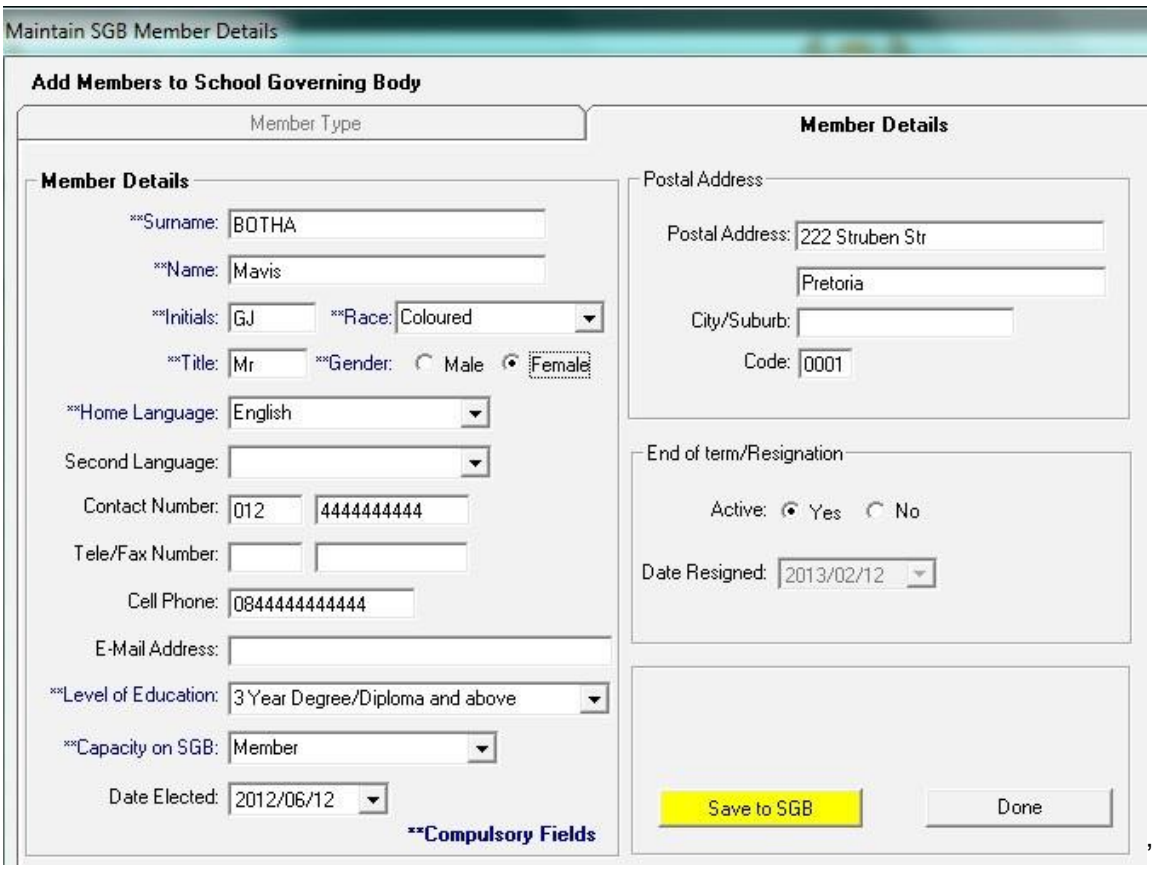


Figure 5: Add Members to SGB: Member Details

Select an option from each of the following drop-down lists to complete the screen.

Field	Options available from drop-down lists		
Home Language	All 11 official languages in South Africa		
Race	Official list of race groupings		
Second Language	Any of the 11 official languages in South Africa		
Level of Education	Matric	Below Matric	3 Year Degree / Diploma
Capacity of SGB	Chairperson	Treasurer	Member

2.1.2 Edit SGB Members

Click on a selected member from the SGB Register (Fig. 3), then click on **Edit Member**.

- Fig. 5 will open with the member's current details.
- **Update** any changes to the details.
    - **Resignation** is updated by selecting **Active: No** The date of resignation will be automatically added or can be changed accordingly.

Save any new data or change made and click on Done to exit the screen.

2.1.3 Delete SGB Members

Click on a selected member from the SGB Register (Figure 3), then click on **Delete Member**.

- You will view the removal on the SGB Membership Register (Fig. 3)

2.1.4 Reporting on SGB Functioning (5.1.2)

The degree of effective functioning of the SGB is reported in an annual survey, given in this section.

- This survey reports on the following:

  Tab 1: If the SGB is duly elected, frequency of meetings, policy document management.

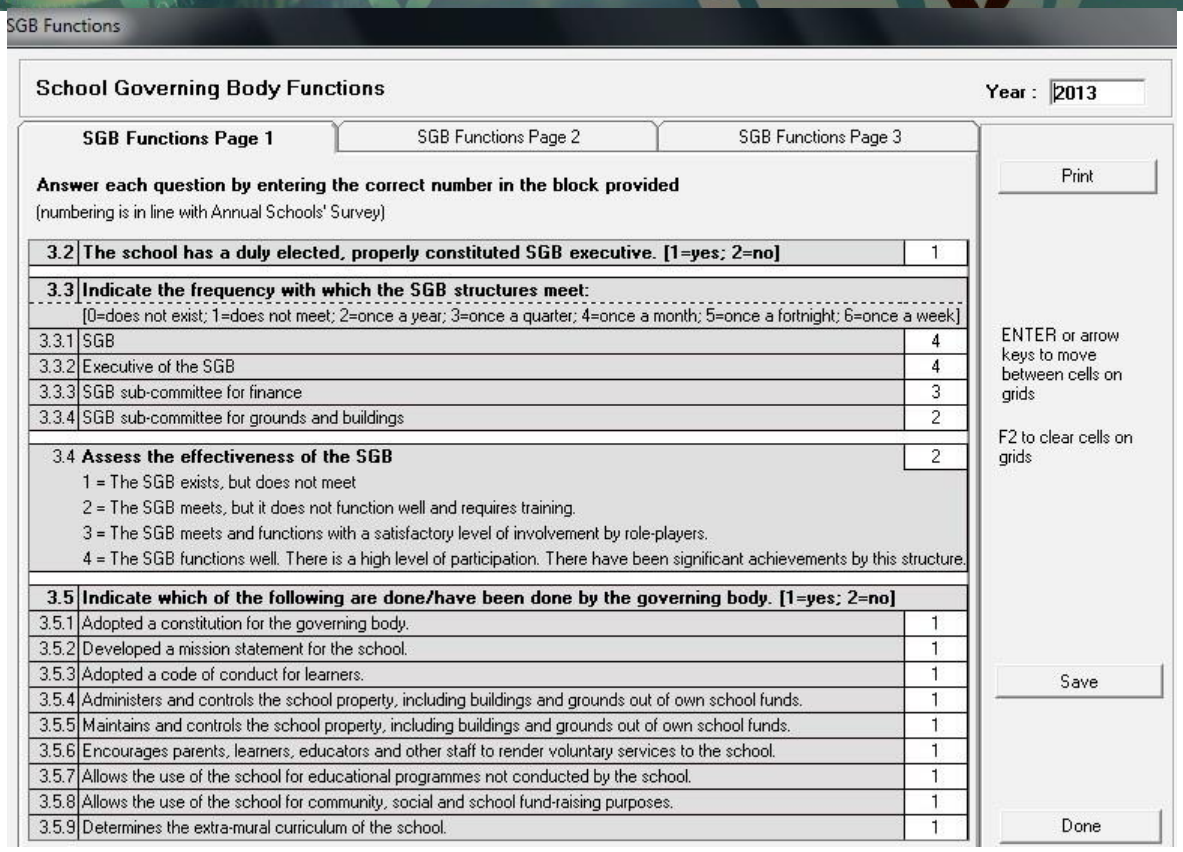
  Tab 2: Asset management, Financial management, SMT.

  Tab 3: Frequency of SMT meetings, effectiveness of SMT, relationship between SGB and SMT, represnetation on SGB.

Click on **reporting on SGB Functions** on the 3 tabs (Fig. 6).

- Click on F2 to clear the fields to enter the survey for the year.
- Complete the survey by entering the correct number code in the relevant field.

Click on **Print** to print a hard copy of the completed form**.**



SGB Functions

School Governing Body Functions

Year : 2013

SGB Functions Page 1 | SGB Functions Page 2 | SGB Functions Page 3

Print

Answer each question by entering the correct number in the block provided
(numbering is in line with Annual Schools' Survey)

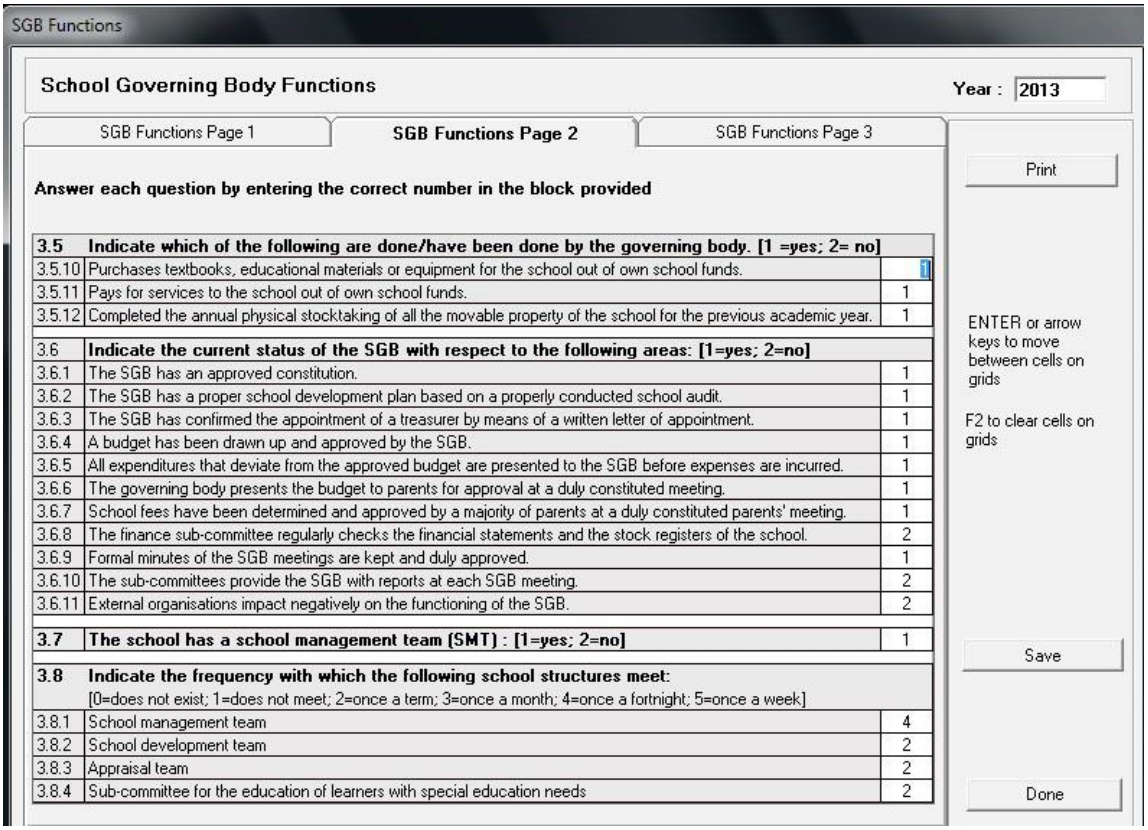
3.2	**The school has a duly elected, properly constituted SGB executive. [1=yes; 2=no]**	1
3.3	**Indicate the frequency with which the SGB structures meet:**	
	[0=does not exist; 1=does not meet; 2=once a year; 3=once a quarter; 4=once a month; 5=once a fortnight; 6=once a week]	
3.3.1	SGB	4
3.3.2	Executive of the SGB	4
3.3.3	SGB sub-committee for finance	3
3.3.4	SGB sub-committee for grounds and buildings	2
3.4	**Assess the effectiveness of the SGB** 1 = The SGB exists, but does not meet 2 = The SGB meets, but it does not function well and requires training. 3 = The SGB meets and functions with a satisfactory level of involvement by role-players. 4 = The SGB functions well. There is a high level of participation. There have been significant achievements by this structure.	2
3.5	**Indicate which of the following are done/have been done by the governing body. [1=yes; 2=no]**	
3.5.1	Adopted a constitution for the governing body.	1
3.5.2	Developed a mission statement for the school.	1
3.5.3	Adopted a code of conduct for learners.	1
3.5.4	Administers and controls the school property, including buildings and grounds out of own school funds.	1
3.5.5	Maintains and controls the school property, including buildings and grounds out of own school funds.	1
3.5.6	Encourages parents, learners, educators and other staff to render voluntary services to the school.	1
3.5.7	Allows the use of the school for educational programmes not conducted by the school.	1
3.5.8	Allows the use of the school for community, social and school fund-raising purposes.	1
3.5.9	Determines the extra-mural curriculum of the school.	1

ENTER or arrow keys to move between cells on grids

F2 to clear cells on grids

Save

Done



SGB Functions

School Governing Body Functions

Year : 2013

SGB Functions Page 1 | SGB Functions Page 2 | SGB Functions Page 3

Print

Answer each question by entering the correct number in the block provided

3.5	**Indicate which of the following are done/have been done by the governing body. [1 =yes; 2= no]**	
3.5.10	Purchases textbooks, educational materials or equipment for the school out of own school funds.	1
3.5.11	Pays for services to the school out of own school funds.	1
3.5.12	Completed the annual physical stocktaking of all the movable property of the school for the previous academic year.	1
3.6	**Indicate the current status of the SGB with respect to the following areas: [1=yes; 2=no]**	
3.6.1	The SGB has an approved constitution.	1
3.6.2	The SGB has a proper school development plan based on a properly conducted school audit.	1
3.6.3	The SGB has confirmed the appointment of a treasurer by means of a written letter of appointment.	1
3.6.4	A budget has been drawn up and approved by the SGB.	1
3.6.5	All expenditures that deviate from the approved budget are presented to the SGB before expenses are incurred.	1
3.6.6	The governing body presents the budget to parents for approval at a duly constituted meeting.	1
3.6.7	School fees have been determined and approved by a majority of parents at a duly constituted parents' meeting.	1
3.6.8	The finance sub-committee regularly checks the financial statements and the stock registers of the school.	2
3.6.9	Formal minutes of the SGB meetings are kept and duly approved.	1
3.6.10	The sub-committees provide the SGB with reports at each SGB meeting.	2
3.6.11	External organisations impact negatively on the functioning of the SGB.	2
3.7	**The school has a school management team (SMT) : [1=yes; 2=no]**	1
3.8	**Indicate the frequency with which the following school structures meet:** [0=does not exist; 1=does not meet; 2=once a term; 3=once a month; 4=once a fortnight; 5=once a week]	
3.8.1	School management team	4
3.8.2	School development team	2
3.8.3	Appraisal team	2
3.8.4	Sub-committee for the education of learners with special education needs	2

ENTER or arrow keys to move between cells on grids

F2 to clear cells on grids

Save

Done

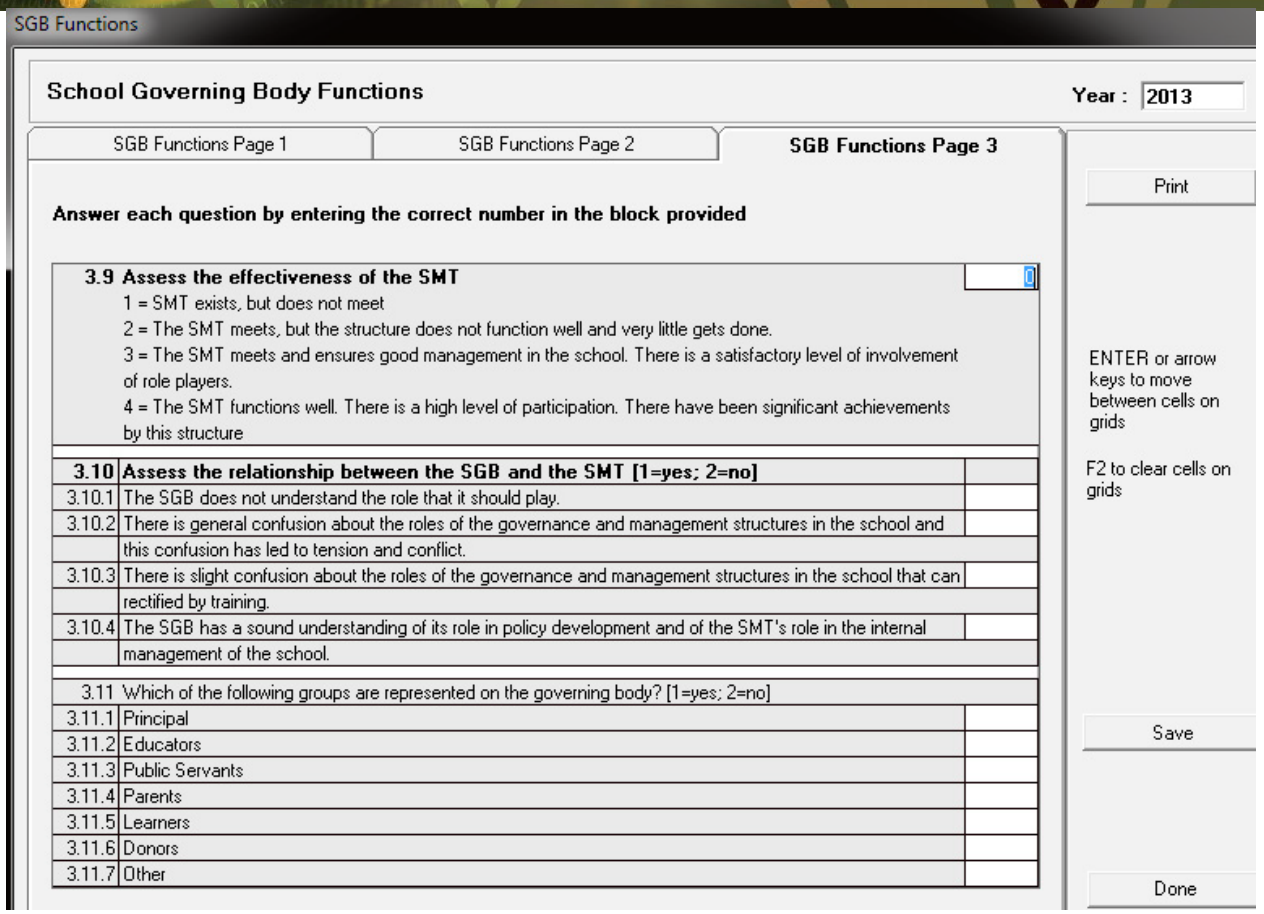


Figure 6: School Governing Body Functions Survey

2.1.5 Print membership list (5.1 or 5.11)

The membership list can be printed as follows:

Click on **Printout** (Fig. 3) or click on **SGB Register (5.11)**.

- The **Print Setup** window will open and select options or click on **Ok** to continue the Print Preview window.
- The **Preview Window** gives an indication of what the printed report will look like.
- Click on **printer image** to print a list of the SGB Members with their contact details.

When finished click on **Done** to exit the screen.

2.2 Training Records of SGB Members (5.4)

Maintain SGB Training Record menu assists the school with the management and reporting of SGB members' training.

Click on **Maintain SGB Records (5.4)** to open a screen with the following sub–menus:

- Maintain SGB Training categories (5.4.1)
- Training Courses (5.4.2)
- Training Records (5.4.3)

2.2.1 Training Categories (5.4.1)

This section sets up **Training Categories** in order to group training courses.

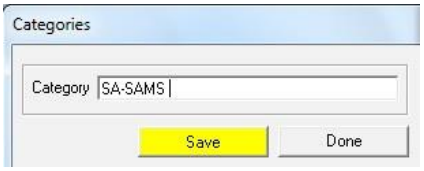
Click on **Maintain SGB Training Categories** (5.4.1) to open a screen with listed categories (Fig. 7).

Figure 7: Maintain Training Categories

Add new categories to the existing categories by clicking on **Add New** button.

- Enter a category in the field on the Insert screen.

Click on **Save** and **Done** to exit the screen.



- **Edit an existing category** by clicking on the category and then clicking on **Edit**.
  - Update the category on the Insert screen.

  Click on **Save** and **Done** to exit the screen

- **Delete an existing category** by clicking on the category and then clicking on **Delete**.
  - Click on **Yes** on the pop-up screen to confirm decision.

  Click on **Done** to exit the screen

2.2.2 Maintain SGB Training courses (5.4.2)

This section adds **Training Courses** to predefined **training categories.**

- Click on **Maintain SGB Training Courses** (5.4.2) to open a screen with listed courses (Fig. 8). Note the selection at the bottom.

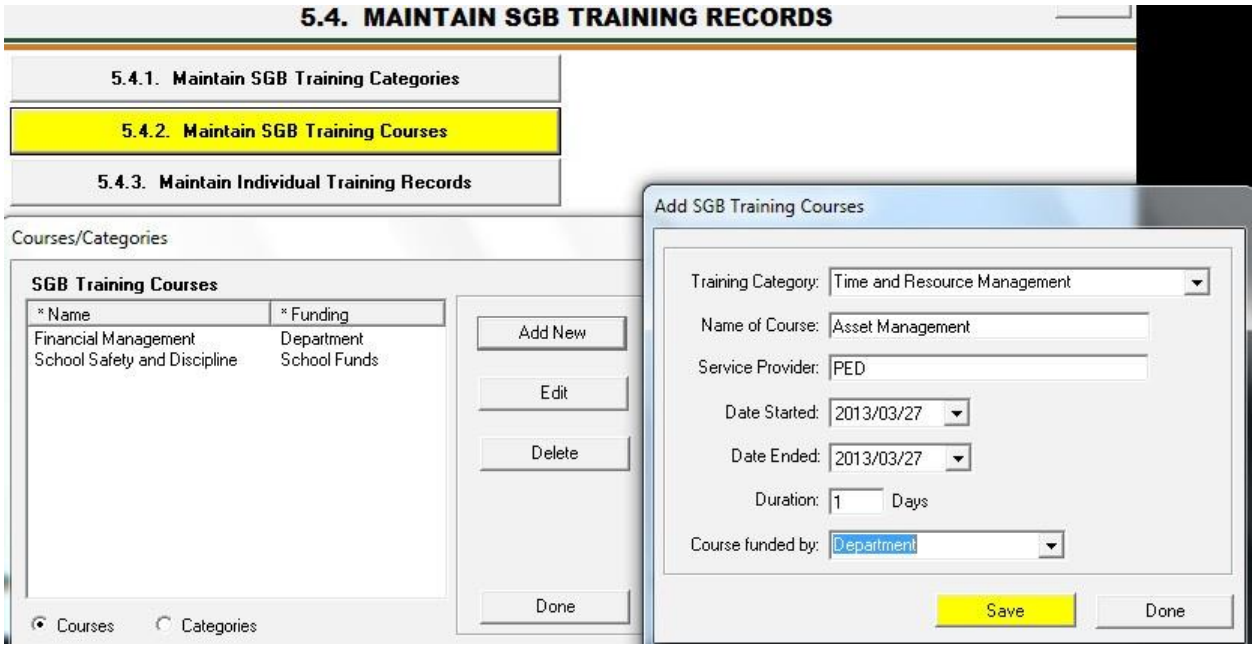


Figure 8: Maintain Training Courses

- **Add new courses** to the existing categories by clicking on the **Add New** button.
  - Select a training category from drop-down list.
  - Enter all the course details in the provided fields.

  Click on **Save** and **Done** to exit the screen.

- **Edit** the details of an existing course by clicking on the course, then click on **Edit**.
  - Update the Course on the insert screen.

  Click on **Save** and **Done** to exit the screen.

- **Delete an existing category** by clicking on the category and then clicking on **Delete**.
  - Click on **Yes** on the pop-up screen to confirm decision.

  Click on **Done** to exit the screen.

2.2.3 Maintain Individual Training Records (5.4.3)

This section adds **training courses attended or required** to individual SGB Members**.**

- Click on **Maintain Individual Training Records** (5.4.3) to open a screen with listed SGB Members (Fig. 9).
  - Filter for members that received or required a particular training as follows:
    - Select the course/ category at the bottom to list the members that attended/ require training

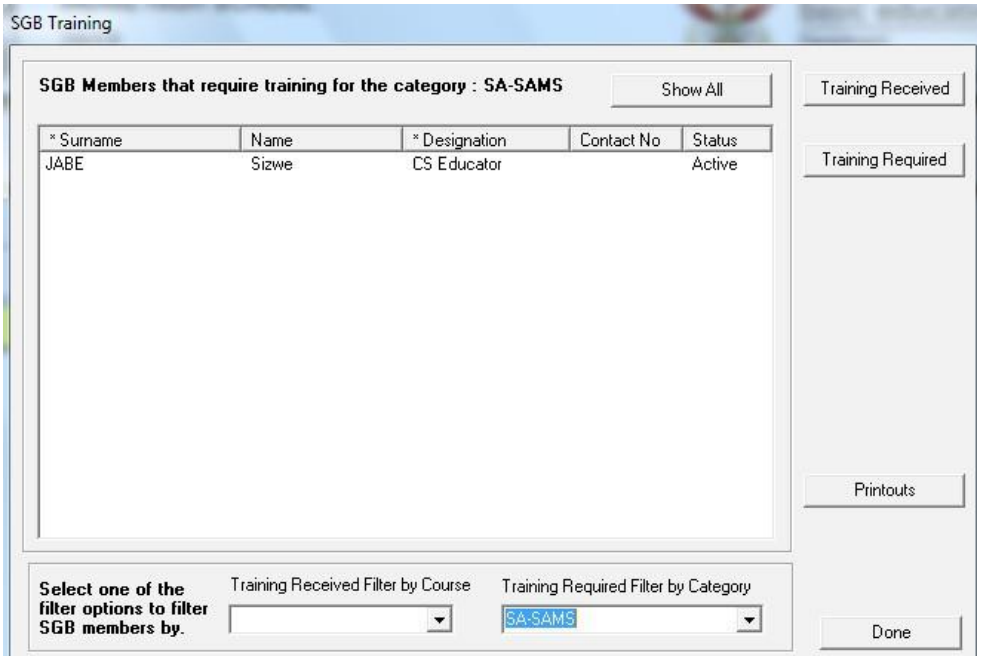


Figure 9: Maintain Training Received

OR

- Click on a selected SGB member and then select Training Received or Training Required to update training as follows:

- Click on **Training Recieved.**
  - Tick the **courses** attended. (Fig. 10)

  Click on **Save** and **Done** to exit the screen

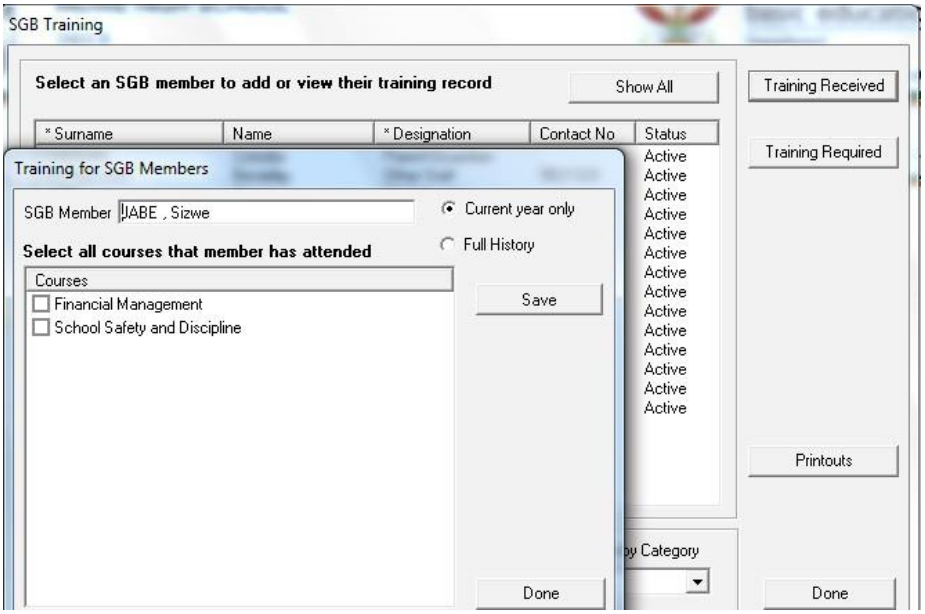


Figure 10: Maintain Training Received

- Click on **Training Required**.
  - Tick the **categories** where training is required. (Fig. 11)

  Click on **Save** and **Done** to exit the screen.

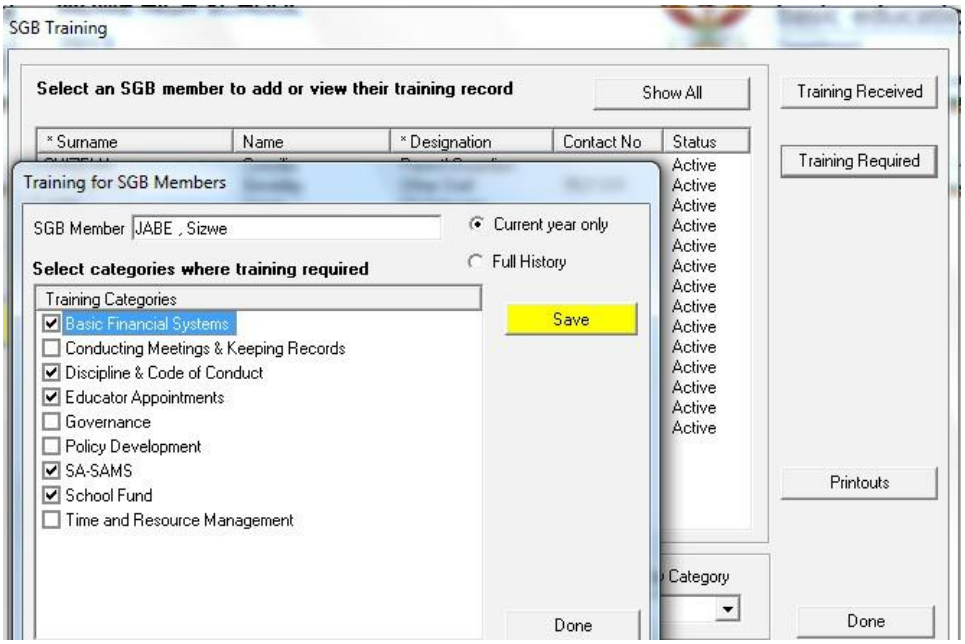


Figure 11: Maintain Training Required

2.2.4 Print List Training for SGB (5.4.3 or 5.11)

A list of members requiring or receiving training can be printed as follows:

Click on **Printouts** (Fig. 9) or click on **SGB Training Printouts (5.14)**.

- Select a year and select the list required as shown below.

- The **Print Setup** window will open and select options or click on **Ok** to continue the Print Preview window.
- The **Preview Window** gives an indication of what the printed report will look like.
- Click on **printer image** to print a list of the SGB Members with their contact details.

When finished click on **Done** to exit the screen.

2.3 Maintenance of SGB Documentation

The SASA (84 of 1996) delegated the functions of compiling, adoption and maintenance of School Policies to the SGB. These documents also need to be signed off and transferred to the newly elected SGB after expiry of the SGB's.

- This sub-module assists with the administration and reporting of the required policy documents by adding dates to the various steps of adoption of every policy.
- This list can be used as a report on one the SGB functions.

2.3.1 Maintain Governance Records (5.3)

This section lists all the dates relevant to the amendment, adoption and acceptance by the Department.

Click on **Maintain Governance Records** to open a screen with captured administration trails of the policies (Fig. 12).

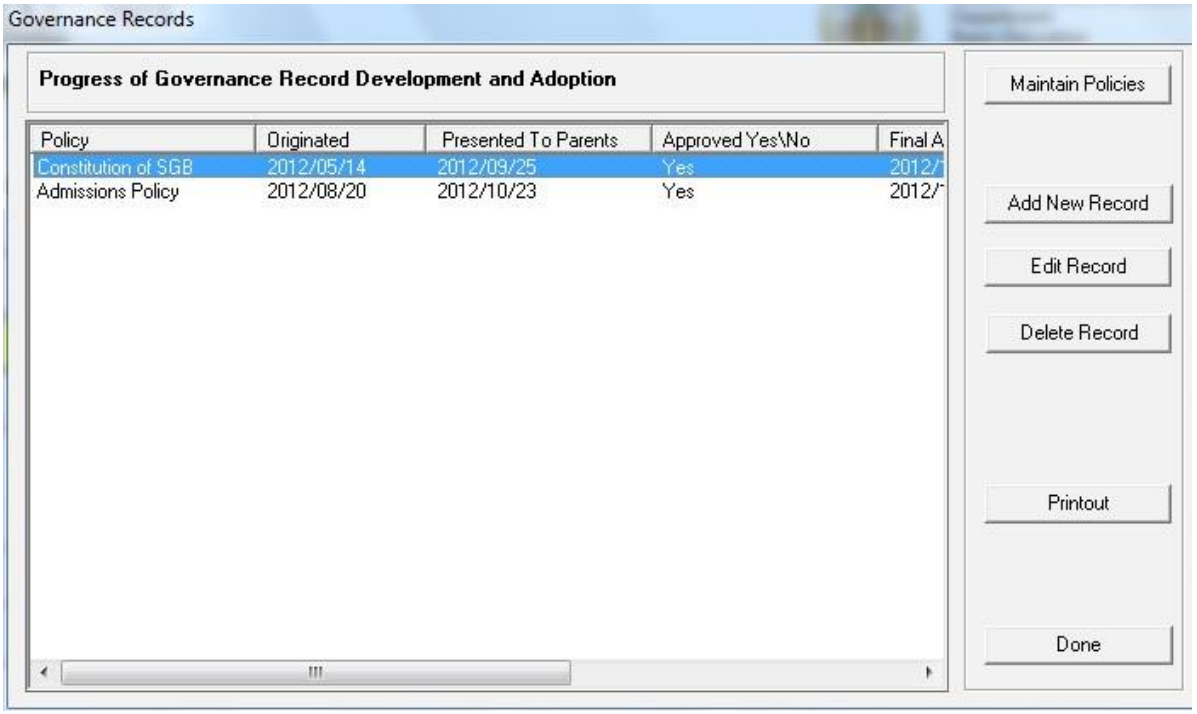


Figure 12: Maintain Governance Records

Maintain Policies sets up all the policies required by the school for school administration and management. (Fig. 13)

- Policies prescribed by legislation are prepopulated.
- School can enter new policies when required.
- Policy descriptions can be edited or updated.

Click on **Save** and **Done** to exit the screen.

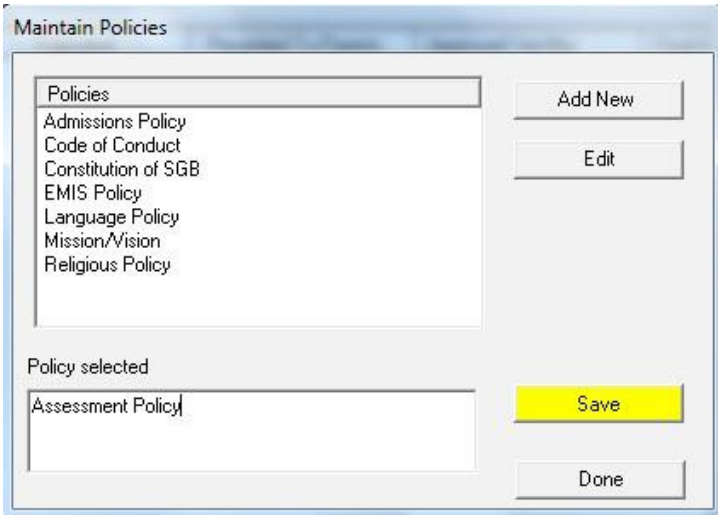


Figure 13: Maintain School Policies

- Click on **Add New Records** to record dates in the process of policy administration (Fig. 14).
  - Enter the relevant dates on the insert screen. This will populate a date in the field on the right.
  - Leave date selection in case of no confirmed date. Space on the right will stay blank.
  - Select if the document was approved at the AGM by the parents.

  Click on **Save** and **Done** to exit the screen.
- **Edit an existing change on the record** by clicking on the record and then clicking on **Edit**. (Fig. 14).
  - Update the Insert screen.

Click on **Save** and **Done** to exit the screen.

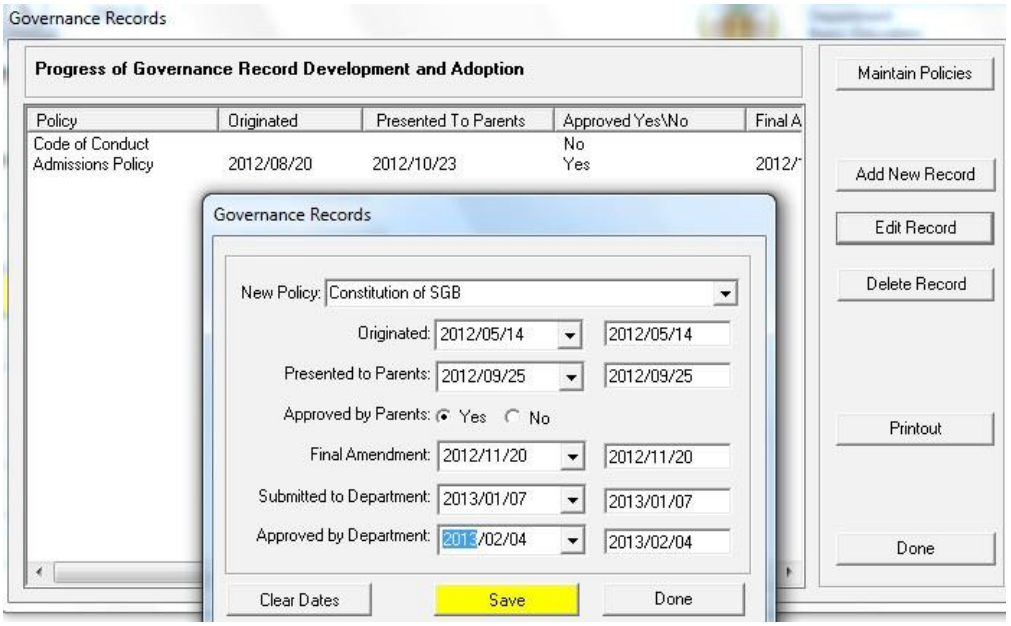


Figure14: Maintain Records of SGB Documentation

- **Delete an existing category** by clicking on the category and then clicking on **Delete**.
  - Click on **Yes** on the popup screen to confirm decision.

  Click on **Done** to exit the screen.

2.3.2 Print Register of Governance Records (5.3 or 5.12)

A list of all records regarding policy adoption and approval can be printed with the following headings:

- Policy Name, Date originated, Date presented to Parents, Approved at AMG, Date of final amendment, Date submitted to Department and Date approved by the Department.

- Click on **Printouts** (Fig. 12) or click on **Print Register of Governance Records (5.12)**.
  - The **Print Setup** window will open and select options or click on **Ok** to continue the Print Preview window.
  - The **Preview Window** gives an indication of what the printed report will look like.
  - Click on **printer image** to print a list of the SGB Members with their contact details.

2.5 Disciplinary Reporting

Disciplinary Management is one of the functions delegated by SASA (84 of 1996) to the SGB.

- This section assists with the reporting of the disciplinary incidents on the different levels:

  2.5.1 Reports on the **misconduct of learners**

  2.5.2 Reporting of **sexual harassment cases**

2.5.1 Reports on Misconduct of Learners (5.6 & 5.7)

These reports collate the misconducts that were captured per learner in 3.1.1 Learner Information.

- Two report formats are available:
  - A list containing names of learners that transgressed in a particular month.
  - A summary list of transgressors.

Click on **Learner Misconduct Register (5.6)** to print list (Fig. 16).

- Click on the **relevant month and year** from the drop-down options.
- The **Print Setup** window will open and select options or click on **Ok** to continue to the Print Preview window.
- The **Preview Window** gives an indication of what the printed report will look like.
- Click on **printer image** to print a list with the following:
  - **Date, level of misconduct, learner names, gender, age group and actions**.

Click on **Done** to exit the screen.

MONTHLY REGISTER OF LEARNER MISCONDUCT:

2013: January

Misconduct		Learner							Name of Outside Agency	Term of Suspension	Date Recommended to HOD for Expulsion	Date Expelled
Date	Code level	Surname & Initials	Admission Number	M	F	Age 7/10	Age 10/15	Age 16+				
2013/01/30	Level 2	[redacted]			1		1					2013/02/07
2013/01/28	Level 1			1			1					
2013/01/24	Level 1			1			1					
Total				164	79		142	101				

Figure 16: Monthly Register of Learner Misconduct

Click on **Summary of Learner Misconduct (5.7)** to print list (Fig. 17).

- Click on the **relevant year** from the drop-down list.
- The **Print Setup** window will open and select options or click on **Ok** to continue the Print Preview window.
- The **Preview Window** gives an indication of what the printed report will look like.
- Click on the **printer image** to print a summary list with the following :
  - **level of misconduct, gender, age group and actions.**

Click on **Done** to exit the screen

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SUMMARY RECORD OF LEARNER MISCONDUCT: 2012

January

Level of Misconduct	Frequency			Age Groups			Actions			
	M	F	Total	7 - 10 Years	10 - 15 Years	16 + Years	No of Referrals to Outside Agencies	No of Suspensions	No Recommended to HOD for Expulsion	No of actual Expulsions
Level 1	14	1	15		2	13				
Level 2	5		5			5				
Level 3	1	1	2			2				

Figure 17: Summary Record of Learner Misconduct

2.5.2 Harassment Incidents (5.16)

Harassment is a serious offence and compulsory to report. The misconduct was captured per learner in 3.1.1 Learner Information. This section captures the person who was assaulted and the actions taken to the misconduct.

Click on **Maintain Harassment Incidents (5.16)** to open a screen with Harassment Incidents (Fig. 18).

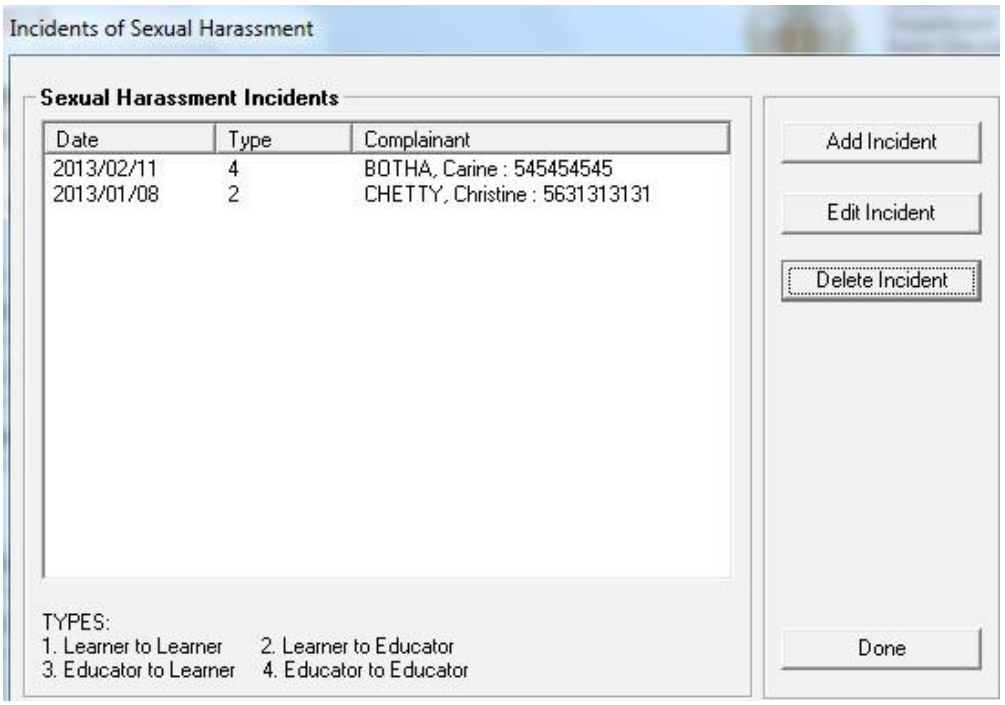


Figure 18: Sexual Harassment Incidents

Add new incidents to the existing list by clicking **Add Incident**. (Fig. 18)

- Complete the fields using drop-down fields where applicable. (Fig. 19)
- Select the persons concerned with this harassment from the drop-down options.

Information	Option available	
Type of incident	○ Learner to Learner ○ Learner to Educator	○ Educator to Learner ○ Educator to Educator

Select the **date**

- Select the **Grade of the complianant** that will **prepopulate a list of learners** in grade.
- Select the **Grade of the perpetrator** that will **prepopulate a list of learners** in grade.

- Add **comments** that will be printed on the printout.
- Select if **actions** were taken.

Click on **Save** and then click on **Done** to exit screen.

Edit the details of an existing incident by clicking on the incident, then click on **Edit Incident**. (Fig. 18)

- Update the course of action taken on the insert screen. (Fig. 19)

Click on **Save** and **Done** to exit the screen.

Delete an existing category by clicking on the category and then clicking on **Delete**. (Fig. 18)

- Click on **Yes** on the popup screen to confirm decision.

Click on **Done** to exit the screen.

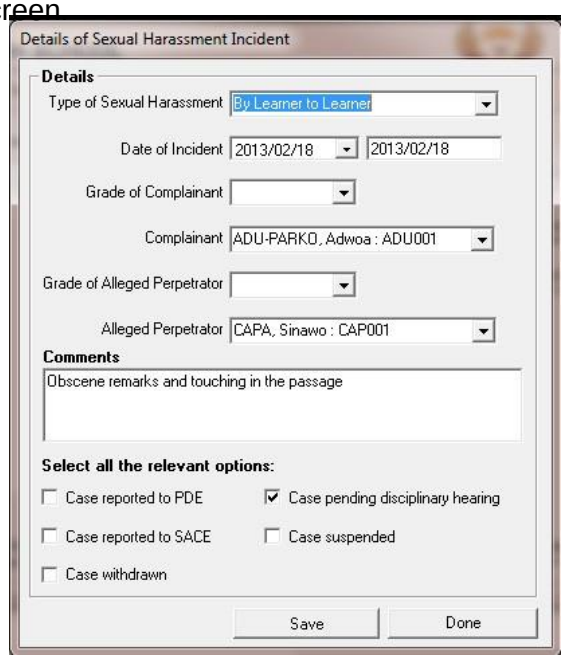
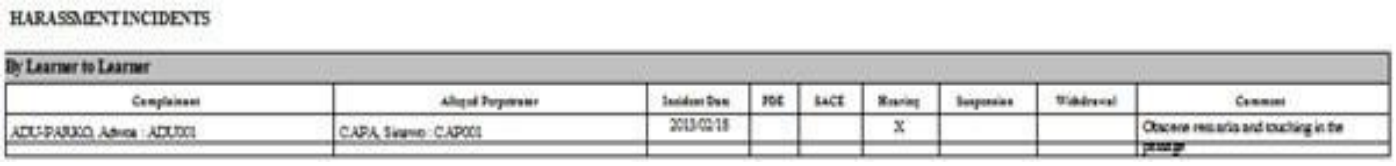


Figure 19: Maintain Sexual Harassment Incidents

Click on **Print Harassment incidents (5.17)** (Fig. 20)

- The **Print Setup** window will open and select options or click on **Ok** to continue to the Print Preview window.
- The **Preview Window** gives an indication of what the printed report will look like.
- Click on the **printer image** to print a list with the following:
  - **Name of compliant, Name of perpetrator, Date, Actions and Comments**.

Click on **Done** to exit the screen.



HARASSMENT INCIDENTS

By Learner to Learner

Complainant	Alleged Perpetrator	Incident Date	PDE	SACE	Hearing	Suspension	Withdrawal	Comment
ADU-PARKO, Adwoa : ADU001	CAPA, Sinawo : CAP001	2013/02/18			X			Obscene remarks and touching in the passage

Figure 20: Print Sexual Harassment Incidents

2.6 Fee Exemption Statistics (5.8)

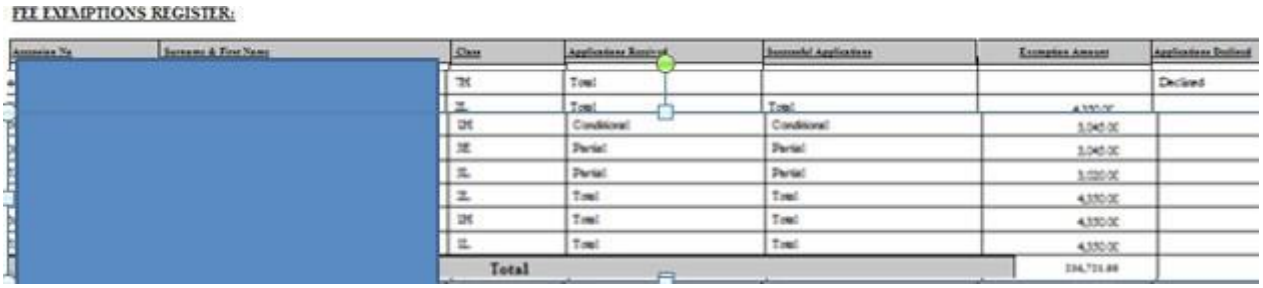
Financial Management is another function delegated to the SGB by SASA (84 of 1996).

- This section assists with the reporting of learners that are exempted from school fees.
- This section is not applicable to no-fee schools.
- These reports collate the fee exemption that was captured per learner in 11.5.4 School Fee Exemptions.
- The total amount of fees exempted is printed at the bottom of the list.

Click on **Fee Exemption Statistics (5.8)** to print list (Fig. 21).

- Click on the **year** available from the drop-down options.
- The **Print Setup** window will open and select options or click on **Ok** to continue to the Print Preview window.
- The **Preview Window** gives an indication of what the printed report will look like.
- Click on the **printer image** to print a list with the following:
  - **Learner names, Class, Application received, Successful application, Exemption amount, Application denied.**

Click on **Done** to exit the screen.


FEE EXEMPTIONS REGISTER:

Admission No	Surname & First Name	Class	Applications Received	Successful Applications	Exemption Amount	Applications Declined
		7R	Total			Declined
		7L	Total	Total	4,350.00	
		8R	Conditional	Conditional	3,045.00	
		8E	Partial	Partial	3,045.00	
		8L	Partial	Partial	3,020.00	
		8L	Total	Total	4,350.00	
		9R	Total	Total	4,350.00	
		9L	Total	Total	4,350.00	
		Total			334,731.88	

Figure 21: Fee Exemption Report

C. Summary

The **Governance Information** module keeps records of all issues related to the School Governing Body (SGB) as specified by the South African Schools Act (No. 84 of 1996).

This module contains mainly reports that could assist the SGB and SMT on reporting. See the summary table below.

This module is divided into 3 sections according to the SGB's allocated functions:

- SGB composition, training and documentation records and its functions are captured in Screens 5.1 - 5.4. Screens 5.11- 5.14 are the related reports to be printed.
- Disciplinary functions are captured in screens 5.6 - 5.4 and 5.16 - 5.17.
- Learners with school fee exemptions are listed in screen 5.8.

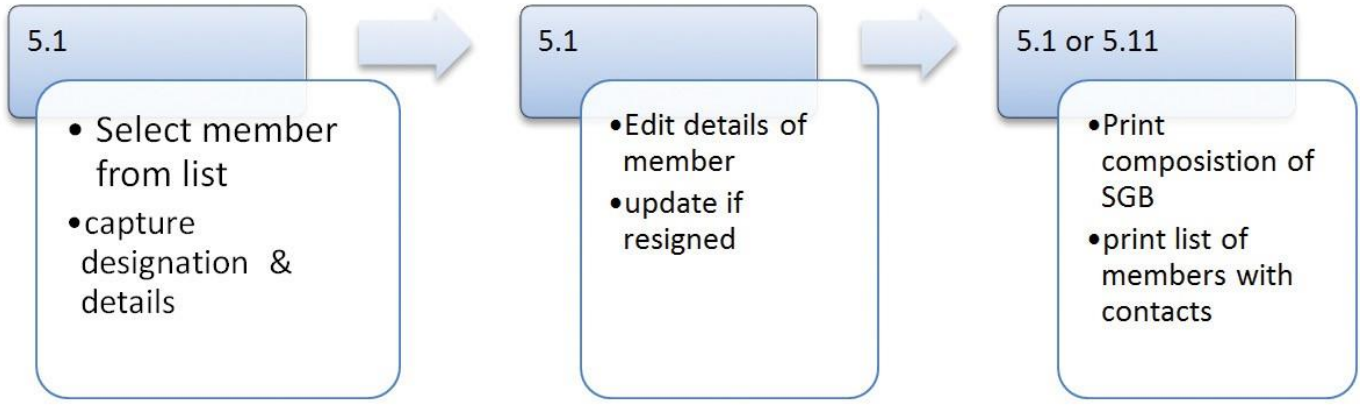
3.1 Quick reference of the sub-menus and their uses:

These allocated functions and associated functionalities and screens are summarised below:

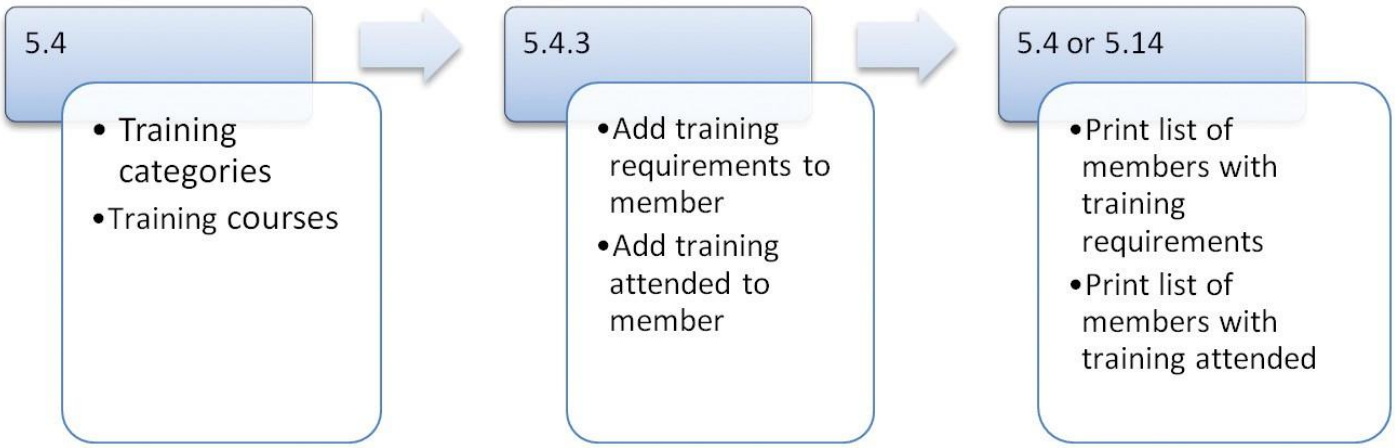
Sub-Heading in Manual	Screen	Functionality
2.1 SGB Composition	5.1 Maintain SGB Members	• Add, Edit or Delete details of SGB Members • Summary of composition
	5.11 Print Composition	• Print membership list
2.2 SGB Training	5.4 Maintain SGB Training	• Add, Edit or Delete training categories • Add, Edit or Delete training courses • Maintain individual training records (training required & received)
	5.14 Print Training Records	• Print list of members required or received training
2.3. Maintenance of SGB Documentation	5.3 Maintain Governance Records	• Add, Edit or Delete details of school policies • Track record of school policies amendments, if presented at parent meetings and date of adoptions
	5.12 Print Register of Records	• Print administration record of school policies
2.4 SGB Performance	5.2 Maintain SGB Functions	• Annual survey report on the actions of the SGB
2.5 Learner Misconduct Reporting	5.6 Learner Misconduct Register	• Print list of learners with reported misconduct (report per month)
	5.7 Summary of Learner Misconduct	• Print summary list of misconducts (report per year)
	5.16 Maintain Harassment Incidents	• Add, Edit or Delete details of harassment incident
	5.17 Print Harassment Incidents	• Print list of incidents
2.6 Fee Exemption Report	5.8 Fee Exemption Statistics	• Print list of learners that applied for school fee exemptions

3.2 "How to..." flow diagrams:

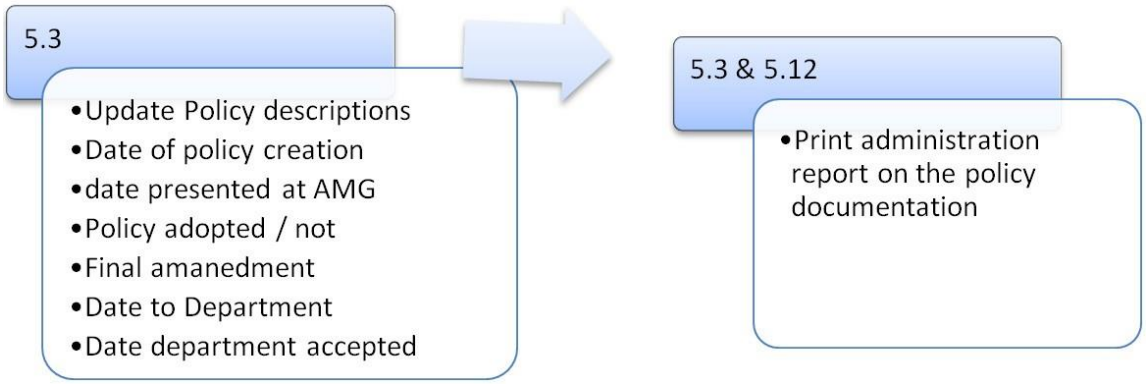
- ***Capture SGB Members:***



- ***Capture SGB Training Requirements:***



- ***Maintain admin on SGB documentation:***



- ***Misconduct reports:***

3.1	5.7 & 5.8	5.16 & 5.17
• Capture misconduct against learner	• Print report of all learners • Print summary report	• Maintain harassment incidents • Print report on all incidents

Notes

Feedback/Contact Form

Your feedback is important to us. Please leave any comment that you want. If you are struggling with anything in this module, please send us an email and remember to also give us a number or email to contact you back with.

Contact Name:

Email Address:

Cellphone Number:

Version of SA-SAMS:

Operating System:

District / Province:

Comments / Problem Details:

Send Email

Contact Person	Telephone	Email
Carinne van der Westhuizen	0123573832	vanderwesthuizen@dbe.gov.za
Pauline Ramphele	0123573287	ramphele.m@dbe.gov.za
Lebogang Mveke	0123573396	mveke.l@dbe.gov.za

EVERY CHILD IS A NATIONAL ASSET

SA SAMS
South African School and Administration Management System

basic education
Department:
Basic Education
REPUBLIC OF SOUTH AFRICA