



## KWAZULU-NATAL PROVINCE

EDUCATION  
REPUBLIC OF SOUTH AFRICA

### DIRECTORATE: CURRICULUM DEVELOPMENT PROGRAMME

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**TO :** DEPUTY DIRECTORS GENERAL  
CHIEF DIRECTORS  
HEAD OFFICE AND DISTRICT DIRECTORS  
CHIEF EDUCATION SPECIALISTS  
CIRCUIT MANAGERS  
PRINCIPALS OF PUBLIC SCHOOLS  
GOVERNING BODY MEMBERS OF PUBLIC SCHOOLS

#### KZN CIRCULAR NO 29 OF 2025

**RE: DIRECTIVE ON VISITS TO PUBLIC SCHOOLS BY PUBLIC AND POLITICAL OFFICE BEARERS**

#### 1. PURPOSE

- 1.1 This circular serves to outline the procedure for visits to public schools by members of the public, political office bearers, public representatives, and the media. **These procedures are provided for in the Regulations for Safety Measures at Public Schools, as amended by Notice R1128 Government Gazette 29376 dated 10 November 2006.**

#### 2. REGULATION OF SCHOOL VISITS

- 2.2 Regulation 7 provides that "Members of the public and political office bearers, public representative and the media have a right to visit public schools in the interests of public accountability, but this right must be regulated to prevent unnecessary disruptions to teaching and learning and to avoid politicisation of such visits"

#### 3. PROCEDURE FOR VISITS

To facilitate orderly and productive visits, the following procedure must be adhered to:

- 3.1 Any person intending to visit a public school, including members of the public, political office bearers, public representatives, or the media, must request and obtain **written permission** from the Head of Department (HOD) or the principal **prior to** the visit.
- 3.2 The request must be submitted **at least 30 days** before the intended visit unless there are sound reasons for a shorter notification period.
- 3.3 The written request must include the following details:
- The **date and time** of the visit.
  - The **purpose** of the visit.
  - The **names** of all participants.

DIRECTIVE ON VISITS TO PUBLIC SCHOOLS BY PUBLIC AND POLITICAL OFFICE BEARERS

d) The **aspects** to be observed or discussed during the visit.

3.4 The principal of a public school shall **not refuse reasonable access** to a person who has obtained written permission, provided that the visit does not interfere with the school's operations or contravene any policy or legal provisions.

#### 4. EXEMPTION OF CERTAIN PERSONS

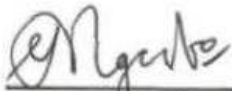
4.1 Access to public schools shall not be denied to officials and office bearers who are required in the performance of their functions to enter public school premises. These include: the Minister of Basic Education, the Member of the Executive Council responsible for Basic Education in the province, an official of the National or Provincial Basic Education Department, any member of the police service established by or under any law, a member of the South African Defence Force.

4.2 Parents have a right to visit the public school where their children have been admitted but such visits may not disrupt any of the school's activities.

#### 5. COMPLIANCE AND ENFORCEMENT

5.1 Failure to comply with this directive may result in the visit being denied or the visitor being removed from the school premises. Principals and District Directors are required to ensure adherence to this directive and report any violations to the relevant authorities.

The contents of this circular should be brought to the attention of all parties concerned.



**MR. G.N. NGCOBO**  
**HEAD OF DEPARTMENT:**  
**KZN EDUCATION**  
**DATE: 11/03/2025**