



NATIONAL SCHOOL NUTRITION PROGRAMME

**PARTICIPATION OF SCHOOLS IN NSNP FOR THE FINANCIAL YEAR:
01 APRIL 2016 – 31 MARCH 2017**

NB: This form must be submitted together with Annexure B and C for the school to participate in feeding

(TO BE COMPLETED BY QUINTILE 3, 4 AND 5 SCHOOLS ONLY)

Name of the School: _____ EMIS Number: _____

Phase (Primary or Secondary) _____ Quintile Ranking: _____

Local Municipality: _____ Municipal Ward Number _____

Education District: _____

CERTIFIED SNAP SURVEY ENROLMENT FIGURE FOR 2016 (as per 10th -Day Snap)

(NB: NSNP Directorate reserves the right to change the enrolment figure if it is discovered that the wrong figure was given)

IMPORTANT NOTE: SCHOOL SHOULD ONLY START FEEDING UPON RECEIPT OF AN OFFICIAL APPROVAL LETTER.

The following persons hereby confirm that the information provided herein is true and correct:

No	Initials & Surname	Designation	Identity Number	Signature	Contact Number
1		Principal			
2		Chairperson (SGB)			
3		Vice Chairperson (SGB)			
4		Treasurer (SGB)			
5		Secretary (SGB)			
6		Educator Rep. (SGB)			
7		Deputy Principal / HOD			
8		NSNP Educator			
9		Additional Member (SGB)			

SCHOOL STAMP

DISTRICT STAMP

The undersigned officials certify that the documents herein submitted by the school have been checked and verified:

Circuit Manager

Signature

Date



Assistant Manager-NSNP

Signature

Date



NEEDY LEARNERS FOR WHOM FEEDING IS REQUIRED IN 2016/17 (QUINTILE 3, 4 AND 5 SCHOOLS ONLY)

IMPORTANT NOTES:

- This annexure must be completed by all participating schools in quintile 3, 4 and 5 ranking to indicate the number of needy learners for whom feeding is required in 2016/17.
- Please note that the figure indicated in terms of the above should not exceed the Snap Survey enrolment for 2016 as NSNP will not be able to cater for the enrolment that is above the Snap Survey enrolment.
- Subject to the availability of funds for non-targeted quintiles (i.e. 4 and 5), the NSNP Directorate reserves the right to approve a lower enrolment than the one indicated in Annexure A or total to be fed in Table 1 and/or use the previous year's enrolment where it is deemed to be lower than the current Snap Survey enrolment.

Name of the School: _____ EMIS No. : _____ Quintile No. : _____

TABLE 1: NUMBER OF ONLY NEEDY LEARNERS TO BE FED PER GRADE

Grade R	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	TOTAL TO BE FED
Grade 8	Grade 9	Grade 10	Grade 11	Grade 12	Special School			

TABLE 2: SOCIO-ECONOMIC STATUS OF LEARNERS (To be completed in full)

Number of learners who are OVC's	Number of learners supported by pensioners / unemployed parents	Number of learners who afford to carry lunch boxes and/or buy their own lunch	Number of learners who are recipients of social grant

TABLE 3: NATURE OF SCHOOL (Complete under the column applicable to the school)

Farm School (State the name of the area in the block below)	Rural School (State the name of the area in the block below)	School Serving Informal Settlement (State the name of the area in the block below)	Urban School (State the name of the area in the block below)

The undersigned persons certify that the information supplied above is true and correct:

Principal's Initials and Surname

Signature

Date

SGB Chairperson's Initials and Surname

Signature

Date

SCHOOL STAMP



VOLUNTEER FOOD HANDLER'S TERMS OF ENGAGEMENT
PERIOD OF AGREEMENT: 01 APRIL 2016 TO 31 MARCH 2017

TERMS OF ENGAGEMENT ENTERED INTO BETWEEN:

The Volunteer Food Handler _____
 (Full names and Surname)

Identity Number: _____ (With attached certified copy of ID)

AND

The school _____ (Name of the school), hereunder
 represented by the chairperson of the School Governing Body,

 (Full names and Surname of the School Governing Body Chairperson)

ADDITIONAL INFORMATION OF VOLUNTEER FOOD HANDLER

Local municipality: _____

Municipal ward: _____

Physical address: _____

Contact Numbers: _____

THE TERMS AND CONDITIONS OF ENGAGEMENT ARE AS FOLLOWS:

1. The volunteer food handler shall be engaged by the school for the purpose of preparing and serving food to the learners participating in the National School Nutrition Programme (NSNP) as per food handlers' duty list.
2. The volunteer food handler shall not work for more than six hours per day, and the duties performed shall be strictly in adherence to the duty list.
3. **A stipend/honorarium of R 1000-00 shall be paid at a ratio of 1 (food handler):200 (learners) in quintile 1, 2 and 3 schools per feeding month.**
4. **In quintile 4 and 5 schools, a stipend/honorarium of R 1000-00 per feeding month shall be paid from the minimum of one to maximum of two volunteer food handlers per school.**
5. **In participating special schools, there shall be no stipend/honorarium allocated to the volunteer food handler/s.**
6. The food handler's stipend /honorarium shall be paid by the service provider through the school principal at the end of every feeding month irrespective of whether or not the service provider has claimed and/or received payment from the Department of Education for that month.

7. In respect of the above, the school shall be required to submit a proof of payment for stipend/honorarium fully completed and signed which shall be attached to the school's EF 73 and service provider's invoice to confirm that the volunteer food handler/s has been paid for the month of claiming; and no claim shall be paid unless accompanied by a proof of payment of stipend/honorarium.
8. At the end of the period of these terms of engagement as stipulated above, the SGB can only renew its agreement with the volunteer food handler at its discretion and providing that the children of the volunteer food handler are still enrolled at the school.
9. Notwithstanding the above, the principle of rotating parents (as volunteer food handlers) at the end of the period of this agreement shall apply as the SGB may deem it fit and its decision shall be final thereof.
10. In the case of any form of malpractice on the part of the volunteer food handler and/or persistent negligence or failure to perform any of the duties as stipulated in the food handlers' duty list; the school shall have the right to cancel these terms of engagement following two verbal warnings and one written warning having been issued to the concerned volunteer food handler.
11. Where the volunteer food handler shall willingly wish to withdraw her/his services to the school for whatever reasons, she/he shall at least give the school twenty four hours' notice of the intention to withdraw her/his services.
12. In respect of the above, if the volunteer food handler withdraws before the end of the feeding month she/he shall forfeit the stipend/honorarium of that month.
13. These terms of engagement only comes into effect subject to the approval of the school for feeding and the final verification of the enrolment to be fed by the NSNP Directorate.
14. Where the school has entered into an agreement with the volunteer food handlers more than the number of the approved allocation prior to the receipt of official approval letter; the SGB may apply a principle of LIFO (i.e. last person to be appointed to be the first one to be excluded) or use its own discretion in order to reduce the number of volunteer food handlers to be on par with the approved enrolment.

Signed at _____ on this _____ day of _____ 2016

For the School

For the Volunteer Food Handler

Chairperson of the SGB

Volunteer Food Handler

Witness for the SGB

Witness for the Volunteer Food Handler



education

Department:
Education

PROVINCE OF KWAZULU-NATAL

**ISIVUMELWANO SOMPHEKI OVOLONTIYAYO
ISIKHATHI SESIVUMELWANO: 01 APRIL 2016 KUYA KU 31 MARCH 2017**

ISIVUMELWANO SIPHAKATHI KWALABA:

Umpheki Ovolontiyayo _____

(Amagama aphelele nesibongo)

Inombolo kamazisi: _____ (Kumele ihambisane
nekhophi kamazisi egziviziwe)**KANYE**Nesikole _____ (Igama lesikole) simelwe usihlalo wesigungu sesikole
obhalwe ngenzansi,_____
(Amagama aphelele nesibongo sikasihlalo wesigungu sesikole)**EMINYE IMININGWANE EQONDENE NOMPHEKI**

UMasipala wendawo: _____

Iwodi kaMasipala: _____

Ikheli lendawo ahlala kuyo umpheki _____

Izinombolo Zocingo: _____

IMIGOMO NEMIBANDELA YOKUSEBENZA KOMPHEKI IMI KANJE:

1. Umpheki uyosetshenziswa yisikole ngenhloso yokuphekela ukudla abafundi abangaphansi koHlelo lukaZwelonke Lokondliwa Ezikoleni (NSNP) ngokwemisebenzi umpheki ayibekelwe eku *duty list* yabapheki.
2. Umpheki akayikusebenza amahora evile kwayisithupha ngosuku, nemisebenzi ayoyenza iyogxila kuphela kuleyo eku *duty list* yompheki.
3. Umpheki ngamunye uyokhokhelwa imali yokumbonga engu R 1000-00 ngenyanga ngabafundi abangama 200 kuzikole eziku *quintile* 1, 2 kanye no 3.
4. Ezikoleni eziku *quintile* 4 no 5, imali engu R 1000-00 ngenyanga iyokhokhelwa kuphela umpheki osukela koyedwa kugcine kwababili kuphela ngesikole.
5. Izikole ezingama *special schools* zona azinayo imali eyisabelo sabapheki.

6. Imali yokukhokhela abapheki iyo lethwa umhlinzeki wokudla esikoleni (*service provider*) kuthisha nhloko njalo ekupheleni kwenyanga yokudla, nomangabe umhlinzeki (*service provider*) usesifakile isicelo sakhe senkokhelo nomangabe usekhokhelwe imali yakhe nguMnyango wezeMfundo noma akakakhokhelwa.
7. Isikole siyolindeleka ukuthi siphelkezele iklemu yenkokhelo yanyangazonke, ngefomu eliyisiqinisekiso senkokhelo yompheki (*proof of payment of stipend/honorarium*) eligcwalisiwe ngokuphelele futhi lasayindwa, ngumpheki eqinisekisa inkokhelo yakhe yaleyonyanga yeklemu; kanjalo ayikho iklemu eyokhokhelwa uma ingaphelekezela ifomu lesiqinisekiso senkokhelo yompheki.
8. Ekupheleni kwalesisivumelwano, kuyokuba yisinqumo sesigungu sesikole ukuthi siyasivuselela yini isivumelwano esisha nompheki noma cha futhi okuyobe kuncike nasekutheni umpheki usenazo yini izingane zakhe ezifunda kulesisikole.
9. Nakuba kungenzeka okubalulwe ngenhla nokho umgomo wokushintshana kwabazali ukuba ngabapheki ungalandelwa yisikole ekupheleni kwalesisivumelwano lokho kuyomele kube yisinqumo sesigungu sesikole uma sikubona kufanelekile, kanjalo isinqumo sesigungu sesikole siyohlonishwa.
10. Uma kuba nokungaziphathi kahle kumpheki maqondana nalesisivumelwano kanye nobudedengu ephindelela ekwenzeni umsebenzi wakhe; isikole siyokuba nelungelo lokuqeda lesivumelwano ngemuva kwezixwayiso ezimbili zomlomo kanye nesisodwa esibhaliwe.
11. Lapho umpheki kuba nguyena ozinqumela ukuqeda lesisivumelwano nanoma ngaziphi izizathu zakhe, uyolindeleka ukuba okungenani azise isikole ngaphambi kwahora angamashumi amabili nane okuyeka kwakhe.
12. Maqondana nokuyeka, umpheki uyobanelungelo lenkokhelo egcwele kuphela uma esebenze inyanga egcwele yokudla esikoleni.
13. Lesisivumelwano siyoqala ukusebenza kuphela uma isikole sesigunyaziwe Umnyango ukuthi sesingadla kulandela ukuqinisekiswa kwenani labafundi yiNhloko Hhovisi engamele loluhlelo kanye nokukhishwa kwencwadi egunyaza isikole.
14. Uma kwenzekile isikole saqasha abapheki abevile kwinani labafundi eligunyazwe Umnyango, isikole singalandela umgomo wokuthi lowo oqashwe kamuva kube nguyena ophumayo noma sisebenzise isinqumo saso ukunciphisa inani labapheki ukuze lilinganiswe nenani labafundi eligunyaziwe ngokwesabelo sesikole.

Sisayindwe (Indawo) _____ ngosuku lwezingu _____ enyangeni ka _____ 2016

Abamele Isikole

Abamele Umpheki

Usihlalo weSigungu seSikole

Umpheki

Ufakazi weSigungu seSikole

Ufakazi wompheki