



AAN / TO: SAOU WERKPLEKVERTEENWOORDIGERS / SAOU SHOP STEWARDS

AANDAG: ATTENTION: ALLE SAOU LEDE / ALL SAOU MEMBERS

Nuusbrief 24 van 2018 / Newsletter 24 of 2018

GENIET U WELVERDIENDE VAKANSIE:

Graag wil SAOU alle lede 'n wonderlike rustyd toewens saam u geliefdes en vriende gedurende die Wintervakansie.

Indien u saam u gesinne gaan reis, moet u asb. veilig reis. **U almal het rus nodig!** U **MOET** die vakansie wat voorlê gebruik om u batterye te herlaai, dinge te doen waarvan u hou en meer tyd te spandeer met u geliefdes. **Volg die onderstaande wenke wat alle Onderwysers in hul vakansie behoort te doen!**

ENJOY YOUR WELL- DESERVED HOLIDAY:

SAOU wishes all members a wonderful time together with your friends and loved ones during this Winter Holiday.

If you are traveling with your family, please travel safely. **You all need rest!** You **MUST** use the vacation to recharge your batteries, do things you love and spend more time with your loved ones. **Follow the tips below in connection to what do all teachers need to do on the holidays!**



5 Perfect Teacher Holiday Break Ideas:

1. Read a mindless book:

Pick your genre. Pop culture. Romance. Your favourite thoroughly annotated non-fiction text about the evolution of the common housefly. Anything! As long as it is not the kind of book that makes you create a mental list of things you could or should be doing in your regular teacher life to be "better". *Holidays certainly aren't the time for that!*

You are a teacher. You are already AMAZING! Give your tired brain a bubble bath with a mindless read.

2. Recharge your soul:

Your mind has been working hard this year, but your soul has been working harder. The rollercoaster of emotions involved in caring for small humans is an intense one! Right here we are going to encourage you to do something that might be totally new to you. It's the most beautiful, completely effortless act of self-care. **Aromatherapy.**

3. Remember life outside four walls:

Teachers thrive on routine. Which is great during the school year because we're sure to be in the right room, at the right time, most of the time... But there's a word in that previous sentence that you need to break free of. "Room" **Get outside of four walls!** Don't replace your classroom, the school library and staffroom with your own lounge room these holidays. Give yourself the gift of experiencing something more!

4. Take a [FREE] hike!

If you'd rather save up those Rands to spend on classroom display bits and pieces for your classroom next year, then this one is for you. It will get you out of your house and out of your head. It will remind you how beautiful the world around us is. It will have you discovering parts of your local area that you maybe never even knew were there... **Take a hike!**

5. Discover something new:

For the fifth, and final suggestion of this list of things that all teachers need to do on the school holidays, we are going to provide you with a simple step-by-step process to follow. Kind of like a lesson plan, but better, because it's not a lesson plan.

Step 1: Go to Google Maps on a desktop or laptop computer.

Step 2: Zoom out from your current location.

Step 3: Zoom out again.

Step 4: Zoom out again.

Step 5: Zoom out a few more times until the map shows you places you've never been before.

Step 6: Decide on which vibe you've experienced less in your lifetime – city or country?

Step 7: Click on the "explore" menu/tab thingy in the bottom right-hand corner of the screen. This will reveal a plethora of images that people have shared from various locations on the map.

Step 8: Choose a place (city or country – whichever is less your 'norm').

Step 9: Pop the place into your favourite kind of accommodation portal (are you ready for another AirBnB experience? Or maybe you're more a booking.com kind of explorer!)

Step 10: Book yourself accommodation for a night or two, in this place that you've never been before, **and GO!**



Do it. You deserve it.

Seriously, just do it. Choose one (or more) of the inspirations on this list and go. Of course, there will always be other things you "should" spend your time and money on. But honestly, you have worked SO hard this year. You give so much, physically, mentally, emotionally to help your little humans learn how they can be the best version of themselves in this crazy, complex and busy world.

Now it's time you give a little back to YOU.

SAOU VRYSTAAT KANTOOR:

Neem kennis dat die SAOU Vrystaat asook Nasionale kantore gedurende die volle Wintervakansie oop al wees vir u gerief.

Die *Vrystaat se skole heropen weer op 17 Julie 2018.*

SAOU FREE STATE OFFICE CLOSED:

Take note that the SAOU Free State as well as the National Offices are open for your convenience, during the extended Winter Holidays.

The *Free State's schools reopen on 17 July 2018.*

SAOU PROGRAM

DERDE KWARTAAL 2018:

Ons herrinner al ons lede aan die wonderlike opleidings- asook ontwikkelings geleenthede wat deur SAOU tydens die derde kwartaal van 2018, aangebied gaan word.

Neem kennis dat ons alles in ons vermoë doen om die SAOU opleidingsgeleenthede so koste-effektief as moontlik te reël, terwyl ons steeds hoë professionele standaarde handhaaf.

Registreer vroegtydig om teleurstelling te voorkom.

SAOU PROGRAM

THIRD TERM 2018:

We remind all our members of the wonderful training and developmental opportunities offered by the SAOU during the third term of 2018.

Take note that we are doing our best to provide cost-effective SAOU training opportunities, whilst still maintaining high professional standards.

Register early to avoid disappointment.

SAOU TRAINING PROGRAM - *THIRD TERM 2018:*



				Tema / Theme:	
POD: <i>Opleiding B</i>	18 July 2018	Bloemfontein Brandwag Primêre Skool	14:00 - 17:00	1. <i>Jou oorlewingsgids vir 2025! - 60 min / Your survival guide for 2025! - 60 min.</i>	Maresa Viljoen
	19 July 2018	Welkom Riebeeckstad Hoërskool	14:00 - 17:00	2. <i>Helende Dissipline: 'n Alternatiewe benadering tot die hantering van dissipline in jou skool - 60 min / Restorative discipline: An alternative approach to dealing with discipline in your school - 60 min</i>	Marietjie le Roux
	20 July 2018	Bethlehem Witteberg Hoërskool	14:00 - 17:00		
PDS: <i>Training B</i>					





t: 051 430 1531

f: 051 430 1564

e: saouvrys@saou.co.za

w: www.saou.co.za

PO BOX/POSBUS 35551, FAUNASIG, BFN, 9325 | 2 SEWENDE STRAAT/SEVENTH STREET, ARBORETUM, BFN
REG NO: LR2/6/2/531

				Tema / Theme:	
				<p><i>"Die oorgang van leerders met gestremdhede."</i> <i>"The transition of learners with disabilities."</i></p>	
POD: <i>OLSOB Opleiding</i> PDS: <i>ELSEN Training</i>	13 Aug. 2018	Bloemfontein <i>Martie du Plessis Skool</i>	14:00 – 17:00	<p>Word ook oopgestel vir Hoofstroomskole!</p> <p>1. Fokus op die implementering van SIAS.</p> <p>2. Die adressering van die leerprobleme en die verskillende wyses van differensiasie in die klaskamer met praktiese voorbeelde.</p>	Marietjie le Roux Adel Jacobs
	14 Aug. 2018	Welkom <i>Riebeeckstad HS</i>	14:00 – 17:00		
	15 Aug. 2018	Bethlehem <i>Maluti Hoogland</i>	14:00 – 17:00		
	16 Aug. 2018	Sasolburg <i>Vaalpark PS</i>	14:00 – 17:00		
				Tema / Theme:	
				<p><i>"My vriend Internet en sy monster broer, Sosiale Media!"</i> <i>"My friend Internet and his monster brother, Social Media!"</i></p>	
POD: <i>Opleiding C</i> PDS: <i>Training C</i> 	03 Sept. 2018	Bloemfontein	14:00 - 17:00	<p>1. Veilige gebruik van die Internet / <i>Safe use of the Internet</i></p> <p>2. Internet beleid van skole / <i>Internet policies of schools</i></p> <p>3. Gebruik van Sosiale Media (FB, WhatsApp, Twitter) Moets-en- moenies!</p> <p>/ <i>Use of Social Media (FB, Whatsapp, Twitter) Do's and don'ts</i></p>	Rose-Anne Lyon Adel Jacobs
	04 Sept. 2018	Welkom	14:00 - 17:00		
	05 Sept. 2018	Bethlehem	14:00 - 17:00		
	06 Sept. 2018	Sasolburg	14:00 - 17:00		



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What is my right?

DRUKSPYKERS OP DIE VLOER!



DIE EERSTE AKADEMIESE SEMESTER VAN 2018 IS TOT DUSVER GEKENMERK DEUR 'n RITS GEVALLE WAARTYDENS LEDE OOR ALLE POSVLAKKE HEEN DEUR DIE DEPARTEMENT AANGEKLA IS. DIE SAOU WIL DIE AANGELEENTHEDE UITLIG OM AAN ONS LEDE AGTERGROND TE GEE EN TERSELDERTYD TE MAAN OM VERSIGTIG TE WERK TE GAAN. DIE SAOU WIL NIE PARANOÏES WEES OF PANIEK PROBEER SAAI NIE, MAAR ELKEEN VAN DIE GEVALLE WAT ONS GAAN AANROER HET OOR DIE AFGELOPE VYF MAANDE HEELWAT PROBLEME VEROORSAAK EN IS HIERDIE 'n OPREGTE POGING OM DIT VIR DIE TOEKOMS TE PROBEER VERHOED.

THE CURRENT ACADEMIC SEMESTER IS CHARACTERISED BY A NUMBER OF MEMBERS, ACROSS ALL POST LEVELS, WHO WERE CHARGED FOR MISCONDUCT BY THE DEPARTMENT OF EDUCATION. THE SAOU WOULD LIKE TO DRAW YOUR ATTENTION TO A NUMBER OF INCIDENTS WHICH CAUSED BIG TROUBLE TO MEMBERS WITH THE EXCLUSIVE AIM OF WARNING MEMBERS TO TRY AND AVOID SIMILAR TRANSGRESSIONS IN FUTURE.

ARTIKEL 38A

Die opskrif verwys in kort na 'n Artikel 38A van die SA Skolewet met die opskrif **“Verbod op betaling van ongemagtigde besoldiging, of gee van finansiële voordeel, of goederevoordeel aan werknemers.”**

- Hierin word verwys (o.a.) na voordele wat lede sou kry in terme van ekstra vergoeding om die salaris aan te vul, of gratis huisvesting.
- Die Wet is uitdruklik dat geen werknemer van die Staat, behalwe die maandelikse salaris, enige ander vorm van vergoeding mag ontvang **sonder die skriftelike goedkeuring van die betrokke HOD nie**.
- Die SBL moet elke jaar VOOR Oktober vir die goedkeuring hiervan aansoek doen.
- Baie belangrik om te onthou is dat die Skoolhoof deel is van die SBL en dit derhalwe deur die HOD van hom verwag word om die SBL korrek hieroor in te lig.
- Dit sal ook net goeie praktyk wees as die voordele hierin bedoel ook deursigtiglik deel van die jaarlikse begroting vorm en uitdruklik as sodanig aan die AJV van ouers voorgelê sal word.
- ALLE lede in diens van die Staat wat een of ander vorm van voordeel van die SBL ontvang, moet asseblief seker maak dat die SBL wel daardie skriftelike toestemming van die HOD gekry het **EN DIT ELKE JAAR VERKRY**, alvorens u daardie voordeel ontvang.
- In elke dissiplinêre verhoor het die verskoning **“Ek het nie geweet nie”** absoluut geen gewig gedra nie en was dit inderwaarheid in sommige gevalle verswarend.
- Die SAOU neem die vrymoedigheid om lede en skole te verwys na die **FEDSAS** webwerf waar u aansoekvorms kan aflaai.

ARTICLE 38A

The heading refers to Article 38A of the SA School's Act with its heading **“Prohibition of payment of unauthorized remuneration or giving of financial benefit or benefit in kind to certain employees.”**

- This article refers to (amongst others) benefits to members in terms of extra remuneration, or even free boarding.
- It is very clear from the Act that no employee of the State may earn any additional salary or payment on top of the salary earned from the State **without the written permission of the Head of the Department**.
- It is expected from the SGB to apply to the HOD BEFORE October each year.
- Please note that the principal is part of the SGB and the HOD expects from him/her to inform the SGB about the application and the procedures to be followed.
- It is strongly advised that benefits should form part of the school's annual budget and that it is accepted as such during the AGM of parents each year.
- It is imperative that all members who are employees of the State and receive any benefit from the SGB should make sure that the necessary written permission of the HOD has been obtained. **THIS MUST BE DONE ANNUALLY**.
- Furthermore, it is important to note that the excuse of **“I did not know”** was not accepted in any disciplinary hearing, on the contrary, it was rather seen as aggravating circumstances.
- The SAOU would like to refer you to the **FEDSAS** website where you can obtain the application forms and procedures to be followed.

BESLUITTE TUSSEN DIE VOORSITTER VAN DIE SBL EN DIE SKOOLHOOF:

Uit konsultasies ter voorbereiding van dissiplinêre aangeleenthede, kom dit gereeld na vore dat (bv.) 'n besluit met finansiële implikasies waar die Skoolhoof die Voorsitter se toestemming gevra het.

In alle gevalle het die Skoolhoof aangeneem sy rug is gedek, want immers het die Voorsitter toestemming gegee. **Geen voorsitter van 'n SBL kan vir enige iets toestemming gee nie.**

Die SBL kan wel toestemmig gee en u moet asseblief seker maak dat die SBL-besluit na behore genotuleer word. In dringende gevalle moet u liefs 'n SBL Dagbestuur byeenroep om die besluit te neem. Mits die dagbestuur behoorlik daartoe gemagtig is om besluite te neem.

DECISIONS TAKEN BY THE CHAIRPERSON OF THE SGB AND THE PRINCIPAL:

From quite a number of consultations, it became quite clear that principals frequently act on a decision taken by the chairperson of the SGB alone – believing his back is covered “... because the chairperson agreed or gave the go-ahead”.

Please note that no SGB chairperson has the authority to make any decision on his / her own.

Please make sure that decisions are taken by the SGB and duly recorded. You may refer urgent decisions to the Executive Committee of the SGB **ONLY** if the EC is authorized by the SGB to take decisions.

<p>KWORUM VIR 'N SBL – VERGADERING:</p> <p>Elke SBL moet 'n grondwet hê. In hierdie grondwet moet die kworum vir vergaderings aangedui word.</p> <p>Dis elke SBL se prerogatief om sy eie kworum te bepaal en dit in die SBL grondwet in te skryf vir die termyn waarvoor die SBL verkies is.</p>	<p>ESTABLISHING A QUORUM AT SGB MEETINGS:</p> <p>Every SGB must have a constitution.</p> <p>It is the prerogative of each SGB to determine the quorum of meetings for the duration of its term of office, but it must be contained in the constitution.</p>
<p>KOSHUISRANTSOENE:</p> <p>Lede moet asseblief seker maak dat die verkryging van koshuis rantsoene vir privaat gebruik wel tydens 'n SBL vergadering goedgekeur is en behoorlik genotuleer is.</p> <p>U moet dit asseblief nie as vanselfsprekend aanvaar dat omdat u die Skoolhoof is, of omdat u in die koshuis inwoon, of omdat u by die koshuis diens doen, of selfs die matrone of kok is, dat u daarop geregtig is om rantsoene te ontvang of trek nie.</p>	<p>HOSTEL RATIONS:</p> <p>We would like to advise our members to be very careful in accepting or taking hostel rations for private use.</p> <p>Even if you are the principal, a resident, a supervisor or even the matron of the hostel – please make sure that the usage of rations is a decision of the SGB which is recorded. Do not assume it is a benefit due to you as a result of your position at the hostel.</p>
<p>LYFSTRAF:</p> <p>Uit navrae blyk dit dat lyfstraf plek-plek steeds toegedien word.</p> <p>U MOET USELF ASSEBLIEF DAARVAN WEERHOU!</p> <p>Dis Wet en opgeneem in die SA Skolewet, Artikel 10. Kort en kragtig: “Geen persoon mag by 'n skool lyfstraf aan 'n leerder toedien nie.”</p> <p>Hoe belaglik dit ook al mag klink, die feit is, u mag nie eens 'n leerder met 'n lat, of ander item wat soos 'n slaanding lyk, dreig nie.</p>	<p>CORPORAL PUNISHMENT:</p> <p>The SAOU is of the opinion that corporal punishment still exists.</p> <p>PLEASE REFRAIN YOURSELF FROM THIS EXERCISE!</p> <p>The SA School's Act is very clear on this issue in Article 10: “No person may administer corporal punishment at a school to a learner.”</p> <p>As laughable as it might sound, the fact is, you are not allowed to threaten a pupil with something that looks like an object that you might use to hit him or her with.</p>
<p>ONBEHOORLIKE OPTREDE:</p> <p>Moet asseblief nie, veral nie as u alleen met 'n kind of kinders is, die volgende doen nie:</p> <ul style="list-style-type: none"> a) 'n Kind 'n drukkie gee nie. b) 'n Kind stamp nie. c) Nie eens 'n kind se das vir hom/haar regtrek, of 'n hemsknop vasmaak nie. d) 'n Kind oor sy/haar voorkoms komplimenteer nie. e) Bly totaal en al weg van persoonlike boodskappe per WhatsApp of FB. 	<p>IMPROPER CONDUCT:</p> <p>Please refrain from the following conduct – especially when you are alone with a child:</p> <ul style="list-style-type: none"> a) No hugging. b) Do not push a child. c) Do not even fix his/her tie, or button on his/her shirt. d) No compliments or comments regarding his/her appearances. e) Please refrain from sending one on one WhatsApp or FB messages.
<p>OORPLASINGS:</p> <p>Die goedkeuring om van een skool na 'n ander skool oorgeplaas te word, is GEEN REG nie en uitsluitlik die prerogatief van die betrokke provinsiale onderwysdepartement.</p> <ul style="list-style-type: none"> a. Lede moet onder GEEN omstandighede die standplaas verlaat ALVORENS u nie die skriftelike toestemming van die Departement in u hand het en met u eie oë gesien het nie. Moet asseblief nie reageer op hoorsê nie. Al sê 'n departementele amptenaar vir u dis reg, dring aan op skriftelike goedkeuring. 	<p>TRANSFERS:</p> <p>Please note that no teacher can demand a transfer to another school. It is not within your rights and is the sole prerogative of the Department of Education.</p> <ul style="list-style-type: none"> a. We urge members NOT to leave their place of work without the written permission from the Head of the Department of Education – seen by yourself, with a copy of the permission in your possession. Please do not transfer on hearsay – even if it comes to you via a departmental official.

<p>b. Skoolhoofde moet asseblief nie toelaat dat 'n personeellid die standplaas verlaat alvorens u nie die skriftelike toestemming van die Departement in u hand het nie.</p> <p>c. Ons hoor dikwels dat die skool wat ontvang "...se kinders sit nou sonder 'n onderwyser en hulle is in Graad 12..." Dis eenvoudig nie die trane en trauma van potensiële afdanking werd nie. Kry eers die skriftelike toestemming van die Departement.</p>	<p>b. Principals, please do not allow any member of your staff to leave the school on a transfer to another school if you do not have the written permission of the Department on record.</p> <p>c. Quite often we would have the following complaint of the receiving school "... the grade 12 pupils are without a teacher for weeks now...". Please, it is simply not worth it to risk possible dismissal. Get the written permission first.</p>
<p>NALATIGHEID BY EKSAMENS:</p> <p>Ons doen 'n ernstige beroep op elke lid om groot asseblief uiters omsigtig te werk te gaan met eksamens en gepaardgaande punte en puntelyste.</p> <p>a. Moenie leerders se punte aanpas buite enige voorgeskrewe provinsiale regulasie nie.</p> <p>b. Indien daar provinsiale vraestelle in die skool se kluis gebêre word, is daar voorgeskrewe departementele protokol van waar en by wie die sleutel van die kluis gebêre word en wie in die kluis mag ingaan.</p> <p>c. Moet onder geen omstandighede hiervan afwyk nie.</p> <p>d. Geen departementele amptenaar – wat nie skriftelik bewys kan lewer dat hy/sy in die kluis mag ingaan, of vraestelle uit die kluis mag kry – kan aan die skoolhoof opdrag tot die teendeel gee nie.</p> <p>e. Goedertrou, of "Ek het bloot 'n opdrag uitgevoer" word glad nie aanvaar tydens 'n verhoor, of arbitrasie nie.</p>	<p>NEGLIGENCE DURING EXAMS:</p> <p>The SAOU pleads with members to be extra careful and vigilant during exams – especially with marks and mark sheets.</p> <p>a. Please do not alter or manipulate any mark outside the prescribed departmental regulations.</p> <p>b. There is strict prescribed protocol for the safekeeping of exam papers in the school's safe with clear rules and regulations on who may enter the safe and how and where the keys must be kept.</p> <p>c. Please do not deviate from this prescribed protocol.</p> <p>d. No Departmental official may enter the safe or collect any papers from the safe without the written authority from the Department. The Departmental Official cannot give an instruction to the Principal if it is an unlawful instruction in this regard.</p> <p>e. We have found that mutual trust, or "I have acted on an instruction" has no stance in a disciplinary hearing or arbitration.</p>

Lei, Leer & Inspireer / Lead, Learn & Inspire

Credit: Mnr. Henk Brand – SAOU Noord-Kaap

