

CENTRAL DISTRICT COUNCIL EDUCATION DEPARTMENT

1. THE HANDYMAN SYSTEM FOR MAINTANENCE OF FACILITIES

DESCRIPTION

Local Authorities provide for minor maintenance of government facilities at village level, i.e.

Emergency maintenance: leakages, blocked drains etc.

Minor maintenance: replacement of bulbs, window panes, door fittings etc.

HOW DO YOU I OBTAIN THE SERVICE

Procedure to engage handyman

- Register with maintenance committee under each category.
- Quotations are invited from registered handymen when maintenance arises.
- Payment is done by the maintenance committee.
- A citizen of Botswana
- Must have a relevant craft certificate of at least Trade Test C.
- Local handyman may be engaged upon production of references.

WHERE CAN I GET THE INFORMATION

- All primary schools of Central District
- Visit all sub districts of Central District-Customer Care division and Education Department.

OR Call Education Department in all sub districts:

Boteti (297 8278)

Mahalapye (4713323)

Tutume (2987217/232/219)

Bobirwa (2619274)

Tonota (2484248)

Serowe (4631138)

Palapye Administration Authorities (4921092).

OR Call Serowe CDC Headquarters @ 4630411 and Customer Care Toll Free Number

0800 600 796

2. PRIMARY SCHOOL SUPPLEMENTARY FEEDING PROGRAM

SERVICE DESCRIPTION

The program is aimed at providing nutritional supplements to primary school age children. Food items supplied by local authorities to schools are:

- ❖ Bread (loaves. Buns)
- ❖ Peanut butter
- ❖ Jam
- ❖ Agricultural products

1) SELECTION CRITERIA FOR SUPPLIERS OF AGRIC PRODUCTS

- ❖ Farmers register with agric products procuring committee of the local school(s).
- ❖ Indicate product to be supplied
- ❖ When products are ready the supplier informs the procuring committee.
- ❖ Supplier is awarded to supply by the APP.
- ❖ Guide unit price is determined by the APP.

REQUIREMENT FOR REGISTRATION

- Copy of omang.
- Proof of ownership of land/ reference form land owner.
- A witness.

2) SELECTION CRITERIA FOR SUPPLIERS OF BREAD, BUTTER, JAM

- Suppliers are selected following the formal tendering process.
- Award method is decided upon by the Local Authorities Procurement and Asset Disposal committees.
- Must a be a Motswana

SOURCES OF INFORMATION

- Village Development Committee(All villages)
- Parents Teachers Association (All Schools)
- Primary Schools

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3. REGISTRATION OF PRIMARY AND SECONDARY SCHOOLS

SERVICE DESCRIPTION

All applications for registration of Primary and Secondary Schools at district/sub district level are processed by the Local Authority. Registration is compulsory and is provided for under Botswana Laws (Education Act 58:01 sections 14:1). No person shall own or manage or give regular instruction at a school, unless that school is registered by the Ministry Of Education And Skills Development. Below are guidelines:

GUIDELINES FOR REGISTRATION

REGISTRATION PROCEDURES:

- Preliminary discussions with the Education Secretary at the Sub district.
- Completion and submission of application form to the Education Office for the sub district/district in which the school is located.
- Submission does not guarantee or permit the applicant to start operating because conditions must be met first.

REQUIREMENTS

- ❖ Plot owned by the applicant; provide proof of ownership e.g. Title Deed
- ❖ Certified copy of certificate of incorporation if the applicant is a company.
- ❖ Sketch/ Site plan for the proposed school.
- ❖ Building plan, adequate water supply.
- ❖ Project proposal.
- ❖ Proof that the applicant has a minimum working capital of P120 000 if the applicant proposes to use existing buildings or proof of availability of capital equivalent to building two blocks of classrooms if new buildings are to be constructed.

CHANGE OF ESTABLISHMENT

Change of establishment is done when any of the following changes has been done by the school or the Local Authorities:

- ❖ Provision of additional classes, forms or standards.
- ❖ Change in the ownership of the school.
- ❖ Change in the management of the school.
- ❖ Transfer of the school to a new site

FORMS USED FOR APPLICATION

- ❖ Applications for new schools are made on Form 1 for Government schools and Form 2 for Private schools.
- ❖ The forms are obtainable from the Education Secretary of the Sub District/ District in which the proposed school is to be established.
- ❖ For any change of establishment of the school, Form 3 is used for Government schools and Form 4 for Private schools.

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