

A step-by-step guide to writing a BELA Bill submission

The keys to a good submission are:

- Keep it short.
- Keep it relevant.
- Write it in your own words. Form letters are of little value. Rather than writing a form letter, please complete the survey in Survey Monkey, which you will find [here](#). It is completed anonymously. We will then write a report on the survey and submit that to the DBE.
- Read other submissions. Imago Education has written an excellent submission. Read it at <https://goo.gl/FYFwzG> for ideas and inspiration.

Your Resources

To help you write your submission, we are giving you the following resources (attached):

- 1) A Fact Sheet that sets out some basic details on the Bill. But this is merely a summary and we strongly recommend you watch and perhaps even re-watch the [YouTube video](#) by Bouwe van der Eems.
- 2) A step-by-step guide (this guide that you are reading now).
- 3) A template that you can use as a guide to your submission. This is attached as a Word document that you can edit. When you have edited it, and personalised it, please save it as a pdf to attach to your e-mail to Adv. Rudman.
- 4) A Summary Sheet. This will help us keep track of the number of objections that are made and to which clauses. It is vital we have a record of this. It also means that the Minister gets informed of how many submissions opposed which clauses. Please fill in the summary sheet when you are finished, and then add it to the front of your document. It is attached as a PDF so you can print it, fill it in and scan it. Use it as the covering sheet for your submission.

The content of your submission

As we mentioned in the background comments, the most important aspect of the Bill we have to focus on right now is not the Bill itself, but the flawed process of consultation.

For that reason, the first section of your submission should relate to whether or not you feel you have had enough time to study and understand the Bill and any practical barriers to doing this that you encountered.

You will see from the Fact Sheet that we have only focused on a few issues in the Bill.

In your submission we are going to ask you to **focus on the following**:

1. Registration
2. Annual assessments at your cost
3. Having to comply with CAPS
4. Alternative school leaving qualifications prohibited for home learners

We have identified these as the **key areas** in which your own practical experience as parents will count the most. You know how these provisions will impact your family and we want you to explain that to the department. These areas also do not require a lot of technical legal argument.

We decided to add “registration” because even though there are no major changes to the registration process, it has not worked and cannot work. We need to highlight this to the Minister.

It is possible that it is not the DBE’s intention to ban home-educated learners from obtaining an alternative school leaving qualification. But on the face of it the Bill prohibits this or at the very least is very unclear. It is better to object and get the DBE to rewrite the section clearly, than do nothing.

These few comments are just an initial step. You will be able to send in supplemental comments and we will provide you with the help you need to do that. We are planning to develop a variety of aids to help you understand the Bill.

The **conclusion** to your submission should restate your key points and include your view of the Bill and what should be done to fix it.

We suggest you consider the following:

- Is the Bill practical?
- Will home educators comply with the Bill?
- What would you suggest be done?
- We have suggested that Home Education be removed from the Bill and a process of proper consultation started. Do you agree? Please remember these are your own opinions.

Also if you would like to make additional comments that concern other sections please consider reserving your right to comment further.

An important administrative task

One last point before you write your submission. We want to have a record of every submission sent by members and supporters, and we want to know what you objected to. We are expecting a large number of submissions to be made but we can’t read all your submissions now. To make our job easier we are asking you to do two things:

- 1) Send a copy of your submission to homeschoolfreedom1996@gmail.com so we have evidence you sent it, and can read it later,

AND

2) Use the Summary Sheet to summarise your comments and objections. We can then just look at the sheet and keep count of your objections. This will be a check on how thoroughly the DBE is doing their job.

Time to get down to writing

So now you have all the background info you need to write your submission.

Just follow these steps:

Step 1: Inform yourself by reading the Fact Sheet and watch [Bouwe's YouTube video](#).

Step 2: Think carefully about how the Bill will impact your family.

Step 3: Use the template as a guide to help you write.

Step 4: Print the Summary Sheet, complete it and make sure it is the covering page of your submission.

Step 5: Send your submission to Adv. Rudman at Rudman.D@dbe.gov.za and send a copy to the Trust at homeschoolfreedom1996@gmail.com

OR: If you are submitting ANONYMOUSLY, DON'T send it to Adv Rudman, but instead to: admin@pestalozzi.org and to homeschoolfreedom1996@gmail.com. Please include ANONYMOUS in your email subject heading; then we know that we have to anonymize your submission before submitting it to Adv Rudman.

Thank you very much for taking the time and making the effort to defend your children's right to an education that is in their best interests.