

# **A step-by-step guide: Write a submission on the *Policy on Home Education***

The keys to a good submission are:

- 1) Keep it short.
- 2) Keep it relevant.
- 3) Write it in your own words.
- 4) Something is better than nothing. A short request for extension of even one paragraph and/or a submission of two or three paragraphs is better than nothing. ***Please make your voice heard now rather than regret not speaking later.***

## **Your Resources**

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

- 1) A [Fact Sheet](#) that sets out some basic details of the Policy
- 2) A step-by-step guide
- 3) A ~~short extension template~~ and a ~~more complete submission template~~ that you can use as a guide to your submission. This is saved as a Word document that you can edit.

## **The content of your submission**

Given the very short comment period and the time of year, the most important aspect of the draft Policy we have to focus on right now is not the Policy itself, but the lack of meaningful consultation.

For that reason, the first section of your submission should relate to whether or not you feel you have enough time to study and understand the Policy 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 Policy, largely the same as those we focused on in the BELABill submission. This should save time, as you will not have to make completely new arguments.

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

1. Lack of meaningful consultation.
2. The Policy pre-empts the passing of the BELABill.
3. The Policy does not give effect to the constitutional and home education principles that the DBE itself says apply to home education.
4. Annual assessments at your cost.
5. Having to use CAPS.

6. The matter of the alternative school leaving qualifications is still not clear.
7. Internal flaws in the policy make it difficult to comment on. That means that when provincial officials apply this policy, they may do so inconsistently. That will lead to regular conflict between officials and parents. Some of these conflicts may result in unnecessary court cases.

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

We suggest you consider the following:

- Is the Policy practical?
- Will home educators comply with the Policy?
- What would you suggest be done?

We suggest **the Policy be withdrawn and a process of proper consultation started** using the very sound constitutional and home education principles the DBE already agrees to as a basis on which to progress. 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.

**SO PLEASE:** Send a copy of your submission to [homeschoolfreedom1996@gmail.com](mailto:homeschoolfreedom1996@gmail.com) so we have evidence you sent it.

### **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](#).**

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

**Step 3: Use a template as a guide to help you write. Use the [home education template](#) if you are a home educator or supporter (~~or the [short and simple extension template](#) if you are extremely pressed for time~~) and the cottage school templates if you are a parent of a cottage school learner, a cottage school owner or a supporter of cottage schooling. You can of course combine templates or send two separate submissions in the same e-mail.**

**Step 5: Send your submission with COMMENT ON DRAFT POLICY in the subject heading to Ms. P.Ngcobo [ngcobo.p@dbe.gov.za] and send a copy to the Trust at [homeschoolfreedom1996@gmail.com](mailto:homeschoolfreedom1996@gmail.com).**

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