

APPENDIX A

**REQUEST TO CONDUCT RESEARCH IN INSTITUTIONS
AND/OR OFFICES OF THE GAUTENG DEPARTMENT OF
EDUCATION**

For Official Use

Ref. No.

GAUTENG DEPARTMENT OF EDUCATION



RESEARCH REQUEST FORM

REQUEST TO CONDUCT RESEARCH IN INSTITUTIONS AND/OR
OFFICES OF THE GAUTENG DEPARTMENT OF EDUCATION

1. PARTICULARS OF THE RESEARCHER

1.1	Details of the Researcher	
Surname and Initials		SOULS, J. A.
First Name/s		JACOBUS ABRAHAM.
Title (Prof / Dr / Mr / Mrs / Ms)		MR.
Student Number (if relevant)		548-512-6.
ID Number		5908055096084.

1.2	Private Contact Details	
Home Address		Postal Address (if different)
121 NEPTUNE FR.		
ENNERDALE EXT. 01.		
Postal Code 1830.		Postal Code
Tel: (011) 855-2814 (H) 1325 (W).		
Cell: 082-053-3654.		
Fax: (011) 855-1202.		
E-mail: JNABAN @ GPG. GOV. ZA.		

2. PURPOSE & DETAILS OF THE PROPOSED RESEARCH

2.1	Purpose of the Research (Place cross where appropriate)
	Undergraduate Study - Self
	Postgraduate Study - Self
	Private Company - Commissioned by Provincial Government or Department
	Private Research by Independent Researcher
	Non-Governmental Organisation
	National Department of Education
	Commissions and Committees
	Independent Research Agencies
	Statutory Research Agencies
	Higher Education Institutions

2.2	Full title of Thesis / Dissertation / Research Project
	THE ROLE OF THE SECONDARY SCHOOL PRINCIPAL IN BUILDING SUSTAINABLE COMMUNITIES.

2.3	Value of the Research to Education (Attach Research Proposal)
	PLEASE SEE ATTACHED RESEARCH PROPOSAL).

2.5	Student and Postgraduate Enrolment Particulars (if applicable)
Name of institution where enrolled	UNISA
Degree / Qualification	MED. EDUCATION MANAGEMENT
Faculty and Discipline / Area of Study	EDUCATION MANAGEMENT.
Name of Supervisor / Promoter	PROF. R. J. BOTHA.

2.6	Employer (where applicable)
Name of Organisation	ENNERDALE SECONDARY SCHOOL.
Position in Organisation	SCHOOL PRINCIPAL.
Head of Organisation	MR. J. A. SOULS
Street Address	3622 AGART STREET ENNERDALE EXT. 05.
Postal Code	1826.
Telephone Number (Code + Ext)	(011) 855 - 1325
Fax Number	(011) 855 - 1202.
E-mail	11002 @ gde. za.net.

2.7	PERSAL Number (where applicable)
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5	0	3	6	7	3	5	8.
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3. PROPOSED RESEARCH METHOD/S

(Please indicate by placing a cross in the appropriate block whether the following modes would be adopted)

3.1 Questionnaire/s (If Yes, supply copies of each to be used)

YES		NO	<input checked="" type="checkbox"/>
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3.2 Interview/s (if Yes, provide copies of each schedule)

YES	<input checked="" type="checkbox"/>	NO	
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3.3 Use of official documents

YES	<input checked="" type="checkbox"/>	NO	
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If Yes, please specify the document/s:

OFFICE FOR STANDARDS AND
JOB DESCRIPTION FOR SCHOOL PRINCIPALS.

3.4 *Workshop/s / Group Discussions (If Yes, Supply details)*

YES		NO	<input checked="" type="checkbox"/>

3.5 *Standardised Tests (e.g. Psychometric Tests)*

YES		NO	<input checked="" type="checkbox"/>
<i>If Yes, please specify the test/s to be used and provide a copy/ies</i>			

4. INSTITUTIONS TO BE INVOLVED IN THE RESEARCH

4.1 *Type of Institutions (Please indicate by placing a cross alongside all types of institutions to be researched)*

<i>Primary Schools</i>	<input type="checkbox"/>
<i>Secondary Schools</i>	<input checked="" type="checkbox"/>
<i>ABET Centres</i>	<input type="checkbox"/>
<i>ECD Sites</i>	<input type="checkbox"/>
<i>LSEN Schools</i>	<input type="checkbox"/>
<i>Further Education & Training Institutions</i>	<input type="checkbox"/>
<i>Other</i>	<input type="checkbox"/>

4.2 Number of institution/s involved in the study (Kindly place a sum and the total in the spaces provided)

Type of Institution	Total
Primary Schools	
Secondary Schools	03
ABET Centres	
ECD Sites	
LSEN Schools	
Further Education & Training Institutions	
Other	
GRAND TOTAL	03

4.3 Name/s of institutions to be researched (Please complete on a separate sheet if space is found to be insufficient)

Name/s of Institution/s
ENNERDALE SECONDARY SCHOOL
OAKDALE SECONDARY SCHOOL
FRED NORMAN SECONDARY SCHOOL

4.4 District/s and other GDE Offices where the study is to be conducted. (Please indicate by placing a cross alongside on all districts to be canvassed)

District	
Johannesburg East	
Johannesburg South	X
Johannesburg West	
Johannesburg North	
Gauteng North	
Gauteng West	
Tshwane North	
Tshwane South	
Ekhuruleni East	
Ekhuruleni West	
Sedibeng East	
Sedibeng West	

Office/s (Please indicate)

NOTE:

If you have not as yet identified your sample/s, a list of the names and addresses of all the institutions and districts under the jurisdiction of the GDE is available from the department at a small fee.

4.5 Number of pupils to be involved per school

Grade	1		2		3		4		5		6	
Gender	B	G	B	G	B	G	B	G	B	G	B	G
Number												

Grade	7		8		9		10		11		12	
Gender	B	G	B	G	B	G	B	G	B	G	B	G
Number							05	05	05	05	05	05

4.6 Number of educators/officials involved in the study

Type of staff	Teachers	HODs	Deputy Principals	Principal	Lecturers	Office Based Officials
Number	03	02	01	03		

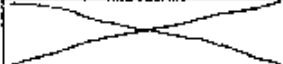
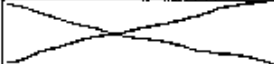
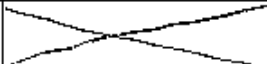
4.7 Are the participants to be involved in groups or individually?

Participation	
Groups	X
Individually	X

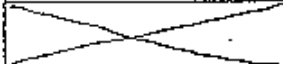
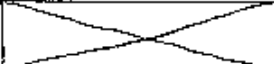
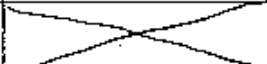
4.8 Average period of time each participant will be involved in the test or other research activities (Please indicate time in minutes)

Participant/s	Activity	Time
Principal/Deputy	INTERVIEW	30 MINUTES
Teacher/HOD	INTERVIEW	1 HOUR
LEARNER(S)	INTERVIEW(S)	2 HOURS

4.9 *Time of day that you propose to conduct your test/research.*

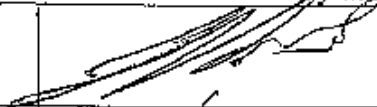
School Hours	During Break	After School Hours
		

4.10 *School term during which the research would be undertaken*

First Term	Second Term	Third Term
		

DECLARATION BY THE RESEARCHER

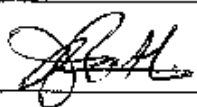
1. I declare that all statements made by myself in this application are true and accurate.
2. I have taken note of all the conditions associated with the granting of approval to conduct research and undertake to abide by them.

Signature	
Date	08 November 2004

DECLARATION BY SUPERVISOR / PROMOTER / LECTURER

I declare that: - MR. J. A. SOULS

1. The applicant is enrolled at the institution / ~~employed~~ by the organisation to which the undersigned is attached.
2. The questionnaires / structured interviews / tests meet the criteria of:
 - Educational Accountability
 - Proper Research Design
 - Sensitivity towards Participants
 - Correct Content and Terminology
 - Acceptable Grammar
 - Absence of Non-essential / Superfluous items

Name	PROF. R. J. BOTHA
Institution / Organisation	UNISA
Faculty / Department	EDUCATION
Signature	
Date	8/11/04

N.B. This form (and all other relevant documentation where available) may be completed and forwarded electronically to Ntombi Maswanganyi at violetm@gppg.gov.za. The last page of this document must however contain an original signature and may be faxed or hand delivered. Mark fax - For Attention: Ntombi Maswanganyi at 011 355 0512 (fax) or hand deliver (in closed envelope) to Room 910, 111 Commissioner Street, Johannesburg.

APPENDIX B

**APPROVAL IN RESPECT OF REQUEST TO CONDUCT
RESEARCH**

APPENDIX B



UMnyango WezeMfundo
Department of Education

Lefapha la Thuto
Departement van Onderwys

noted

Date:	01 March 2005
Name of Researcher:	Souls Jacobus
Address of Researcher:	121 Neptune Street
	Emerdale Ext. 01
	1830
Telephone Number:	(011) 8552814
Fax Number:	(011) 8551202
Research Topic:	The role of the secondary school principal in building sustainable communities
Number and type of schools:	3 Secondary Schools
District/s/HO	Johannesburg South

Re: Approval in Respect of Request to Conduct Research

This letter serves to indicate that approval is hereby granted to the above-mentioned researcher to proceed with research in respect of the study indicated above. The onus rests with the researcher to negotiate appropriate and relevant time schedules with the school/s and/or offices involved to conduct the research. A separate copy of this letter must be presented to both the School (both Principal and SGB) and the District/Head Office Senior Manager confirming that permission has been granted for the research to be conducted.

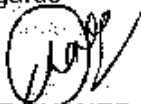
Permission has been granted to proceed with the above study subject to the conditions listed below being met, and may be withdrawn should any of these conditions be flouted:

1. *The District/Head Office Senior Manager/s concerned must be presented with a copy of this letter that would indicate that the said researcher/s has/have been granted permission from the Gauteng Department of Education to conduct the research study.*
2. *The District/Head Office Senior Manager/s must be approached separately, and in writing, for permission to involve District/Head Office Officials in the project.*
3. *A copy of this letter must be forwarded to the school principal and the chairperson of the School Governing Body (SGB) that would indicate that the researcher/s have been granted permission from the Gauteng Department of Education to conduct the research study.*

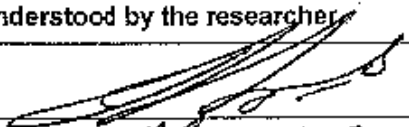
4. A letter / document that outlines the purpose of the research and the anticipated outcomes of such research must be made available to the principals, SGBs and District/Head Office Senior Managers of the schools and districts/offices concerned, respectively.
5. The Researcher will make every effort obtain the goodwill and co-operation of all the GDE officials, principals, chairpersons of the SGBs, teachers and learners involved. Persons who offer their co-operation will not receive additional remuneration from the Department while those that opt not to participate will not be penalised in any way.
6. Research may only be conducted after school hours so that the normal school programme is not interrupted. The Principal (if at a school) and/or Senior Manager (if at a district/head office) must be consulted about an appropriate time when the researcher/s may carry out their research at the sites that they manage.
7. Research may only commence from the second week of February and must be concluded before the beginning of the last quarter of the academic year.
8. Items 6 and 7 will not apply to any research effort being undertaken on behalf of the GDE. Such research will have been commissioned and be paid for by the Gauteng Department of Education.
9. It is the researcher's responsibility to obtain written parental consent of all learners that are expected to participate in the study.
10. The researcher is responsible for supplying and utilising his/her own research resources, such as stationery, photocopies, transport, faxes and telephones and should not depend on the goodwill of the institutions and/or the offices visited for supplying such resources.
11. The names of the GDE officials, schools, principals, parents, teachers and learners that participate in the study may not appear in the research report without the written consent of each of these individuals and/or organisations.
12. On completion of the study the researcher must supply the Senior Manager: Strategic Policy Development, Management & Research Coordination with one Hard Cover bound and one Ring bound copy of the final, approved research report. The researcher would also provide the said manager with an electronic copy of the research abstract/summary and/or annotation.
13. The researcher may be expected to provide short presentations on the purpose, findings and recommendations of his/her research to both GDE officials and the schools concerned.
14. Should the researcher have been involved with research at a school and/or a district/head office level, the Senior Manager concerned must also be supplied with a brief summary of the purpose, findings and recommendations of the research study.

The Gauteng Department of Education wishes you well in this important undertaking and looks forward to examining the findings of your research study.

Kind regards,



ALBERT CHANEE
ACTING DIVISIONAL MANAGER: OFSTED

The contents of this letter has been read and understood by the researcher	
Signature of Researcher:	
Date:	31 MARCH 2005.

APPENDIX C

INTERVIEW SCHEDULE

APPENDIX C: INTERVIEW SCHEDULE

- Please give your honest opinion in answering the following questions.
- There is no wrong answer.
- This is not a test of your intelligence.
- The purpose of the interview questions is to hear your perception(s) about the managing role of the secondary school principal in building sustainable communities.

QUESTION 1: The role of the secondary school principal

(a) Briefly explain what the changing management role of the secondary school principal should be.

(b) How would you describe the instructional leadership role of the secondary school principal?

(c) How can (a) and (b) effectively contribute to the building of sustainable communities, especially in townships?

(d) What programme(s) can secondary school principals put in place to inspire, encourage and empower educators, learners and parents to ensure an educative, teaching and learning environment at our secondary schools?

(e) How can the implementation of the above programme(s) contribute to the upliftment of the school community and the community at large?

QUESTION 2: The nature of sustainable communities

(a) What is your perception of a sustainable community?

(b) Name one or more advantages of sustainable communities.

(c) Secondary schools, which are situated in sustainable communities are generally performing well. Do you agree? Please motivate.

(d) Briefly describe the involvement of the main stakeholders (educators, learners and parents) of secondary schools which are situated in sustainable communities.

(e) How can sustainable community secondary schools contribute and influence other secondary schools and communities (especially in our townships) where there is a great need for sustainability?

QUESTION 3: The relation between the changing role of the Secondary School Principal and the building of sustainable communities.

(a) To build sustainable communities demands proper planning. How can this be done in relation to the changing role of the Secondary School Principal?

(b) How can a well organised (and balanced) school community contribute to a healthy and Sustainable community?

(c) Giving guidance with regard to school community relation is important. How the school community be motivated and effectively be communicated with to welcome and accept this guidance?

(d) Exercising quality control.
