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Ministry of Education,  
Sport and Culture  
Harare Provincial Education Office  
P. O. Box CY 1343  
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Zimbabwe

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Reproduced

### CIRCULAR NO. P.6.

#### Distribution :

Provincial Education Directors  
Heads of all Schools  
Executive Secretary, Zimta

### INVITATIONS TO SCHOOL FUNCTIONS

This circular cancels and replaces Circular P.6 dated 29 May 1979. It deals with invitations, which have to come to Head Office and to Provincial Education Offices.

#### 1.0. Introduction

The previous procedures to be followed in inviting dignitaries to school functions were imprecise, produced unnecessary delays and had potential errors. The purpose of this circular is to tighten up invitation procedures.

#### 2.0. Guidelines for the choice of dignitaries

It is suggested that the following guidelines should be used by schools in choosing dignitaries. The presence of dignitaries from outside the Ministry will have to be justified in terms of their importance and relevance to the occasion.

Generally, the school should have either a special relationship with the dignitary, country or organisation (e.g. ex-student or benefactor); or the event may be related to a particular Ministry or the school may wish to be addressed on a topic which is the concern of a particular Ministry or organisation (e.g. an agricultural topic or event, or one related to health matters).

It must be appreciated that it is very difficult to foresee every type of event so that there will be events where boundaries are blurred or crossed. The question of significance of the occasion is one that almost defies definition, but it is hoped that the Provincial Education Director's local

knowledge should provide valuable guidelines. There will also be occasions when the most suitable person or an invited dignitary is unavailable necessitating the substitution of a dignitary with a dignitary from another category.

## **2.1. Categories and Forwarding of Invitations**

### **2.1.1. The Executive President and his Deputy (to Head Office via Province)**

There are functions where the President will present the President's awards or where the school has made an outstanding contribution to national policy, development or international understanding or recognition.

### **2.1.2. The Minister of Education, Sport and Culture (to Head Office via Province)**

Functions involving policy and development related to the field of education, such as significant contributions in keeping with the goals of education in the country or of special interest to the Ministry of Education, Sport and Culture.

### **2.1.3. The Secretary for Education, Sport and Culture (to Head Office via Province)**

Functions as in 2.1.2 above but particularly where the main focus of the address will be on the interpretation of regulations and the implementation of policy or where the Secretary can delegate functions to his deputies and other Head Office staff.

### **2.1.4. Deputy Secretaries and Other Head Office Staff (Provincial Office)**

These are functions where the invited guest has a special interest in or association with the school or occasion.

### **2.1.5. Provincial Education Directors (Provincial Office)**

These are functions concerning Provincial Education Directors or those significant to Provincial Policy.

### **2.1.6. Education Officers and District Education Officers (Provincial Offices)**

These are routine district functions that are oriented to district goals but are not important enough to warrant a place in any of the previous categories.

2.1.7. Ministers, Deputy Ministers and Secretaries of other Ministries are to be invited through the Provincial and Head Office but other officers through the Provincial Office.

## **3.0. Foreign Governments, Organisations and Individuals (Head Office via Province)**

All invitations to individuals in this category should be sent to the Secretary for Education, Sport and Culture through the Provincial Office.

## **4.0. Other National dignitaries (Head Office via Province)**

This category includes Judges, Governors, Mayors, Vice Chancellors of the Universities in Zimbabwe, Members of Parliament and Party Officials.

5.0. Local Leaders (Provincial Office)

This category includes chiefs, local businesspersons, and other prominent local people.

6.0. Procedures

6.1. Invitations to Head Office via Provincial Office

Head invites the guest and requests the Provincial Education Director to consider and forward the invitation to the proposed guest. The Provincial Education Director will then forward the invitation with recommendations (covering letter) to Head Office and Head Office will inform the Provincial Office of the acceptance or not of the invitation. **Heads should not make informal invitations to dignitaries first before the formal application is made as this often causes unnecessary embarrassment when the application is turned down by either the Provincial Director or the Secretary for Education, Sport and Culture.**

6.2. Invitation to Provincial Office

The school seeks permission/approval from the Provincial Office to invite the guest. Then, the guest is invited by the school and is asked to reply the school with a copy sent to the Provincial Education Director. To further ascertain that the guest informs the Provincial Education Director, the school should confirm the acceptance with the Provincial Education Director.

6.3. Head Office will not accept any invitations received in Head Office **less than eight weeks before the date of the function**, as shown by the Head Office date stamp, unless there are exceptional circumstances which should be fully explained by Provincial Office. Schools must take into account the processing time required at school, Provincial Office and Head Office levels.

6.4. The invitation letter shall be written and signed by the Head of the school and addressed to the dignitary concerned.

6.5. Invitations should indicate the time of the function (i.e. morning, afternoon or evening) and proposed names of invited dignitaries for the occasion.

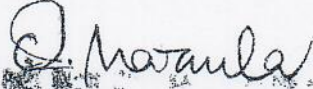
6.6. Background information on the school and occasion, draft speech and proposed programmes should be attached to the invitation. When a function is at a venue, which is not likely to be known outside the Province, directions to the venue or arrangements for escorting the dignitary should accompany the programme.

6.7. Head Office will acknowledge receipt of all invitations.

**ALL ADDRESSEES ARE ADVISED TO OBSERVE THE SPECIFICATIONS OF THIS CIRCULAR.**

I. Sibanda  
**SECRETARY FOR EDUCATION, SPORT AND CULTURE**

July 1976

  
I. Sibanda