

**REALEMA & [SCHOOL NAME]
PARTNER SCHOOL AGREEMENT FOR [YEAR]**

Thank you for partnering with the Realema Teacher Intern Programme (Realema). This letter sets out the main points of the partnership agreement between Realema and [SCHOOL NAME], regarding the offering of teacher internships in [YEAR].

1. The following interns will continue their internships at [SCHOOL NAME] as per previous agreements, and their stipend increases each year will be commensurate with standard annual increases given to other staff members.
 - XXX (ID: xxx): Foundation Phase.
 - XXX (ID: xxx): Foundation Phase
 - XXX (ID: xxx): Foundation Phase
 - XXX (ID: xxx): Foundation Phase
2. [SCHOOL NAME] will offer internships to the following candidates, starting in [MONTH AND YEAR]:
 - XXX (ID: xxx): Foundation Phase
 - XXX (ID: xxx): Foundation Phase
3. The main points of the agreement between Realema and [SCHOOL NAME] are:
 - a. Realema bursary recipients are required to qualify and enrol for a distance Bachelor of Education Degree or PGCE (teaching degree). Bursaries are offered after a rigorous selection process, which includes assessments of the candidates' academic performance and their prospects of being accepted for a distance teaching degree. Matric and undergraduate candidates often only receive their final results in January. [SCHOOL NAME] understands and accepts that Realema will cancel the bursaries and related internships offered to candidates if they do not achieve the academic results to study for their agreed distance teaching degrees, or if they are not accepted for such degrees by the agreed universities. Realema will endeavour to find a suitable replacement for consideration by [SCHOOL NAME] within 30 days of cancelling a bursary, with no guarantees made in that regard.
 - b. Each internship will last for the duration of the intern's teaching degree, during which time the intern will work full-time at [SCHOOL NAME] while studying for the distance teaching degree. [SCHOOL NAME] will provide a suitable internship environment, mentorship and guidance to develop the intern's professional teaching techniques and skills.
 - c. Accommodation: [SCHOOL NAME] will provide [LIST INTERN NAMES] with safe accommodation that is within reasonable commuting distance from the school. [SCHOOL NAME] will not provide accommodation to [LIST INTERN NAMES AS NEEDED].
 - d. [SCHOOL NAME] will pay the interns a monthly stipend. Realema recommends an internship stipend for first-year interns in 2026 of R5 000 per month with accommodation, or R7 000 per month without accommodation, with annual increases commensurate with other staff members at [SCHOOL NAME]. Realema understands that stipends paid by partner schools are guided by internal budgets and policies, and that they might differ from this recommended amount, in which case the school will inform Realema of the stipend amounts paid.
 - e. [SCHOOL NAME] will add all its Realema interns to the medical insurance, *Kaelo Xelus My Health*, with monthly contributions deducted from the interns' salaries through [SCHOOL NAME]'s payroll.
 - f. Leave benefits will be aligned to that offered by [SCHOOL NAME] to its members of staff.
 - g. [SCHOOL NAME] will allow the interns to attend compulsory Realema and university events, tutor sessions and practicals as far as is reasonably possible, with adequate notice given to [SCHOOL NAME] by the interns or Realema.
 - h. The interns will receive study leave the day prior to an exam and the day of an exam.

- i. **[SCHOOL NAME]** agrees to update Realema on the interns' conduct at short regular meetings (online or in person) and submit to Realema bi-annual formal performance assessments of the interns' professional development via a short performance evaluation tool, provided by Realema.
4. Realema strives to provide **[SCHOOL NAME]** with suitable candidates and agrees to:
 - a. Pay the cost of the interns' university fees and books, and assist interns with registration and other university administrative challenges where possible.
 - b. Provide the interns with one laptop each.
 - c. Where interns are not offered accommodation by the partner school, Realema will make a monthly contribution directly to the interns for accommodation, travel and/or data support, as stipulated by Realema.
 - d. Pay 50% of the Kaelo Xelus medical insurance subscription directly to the interns.
 - e. Assist the interns with travel and accommodation expenses to off-site biology or science practicals where necessary.
 - f. Offer life skills workshops, academic tutoring, emotional and psychological support, as deemed necessary by Realema and in accordance with Realema's bursary offering.
 - g. Assist and guide the interns with CV writing, job applications and interview skills prior to graduation.
 - h. Provide **[SCHOOL NAME]** with access to newsletters and annual reports as needed.
5. **[SCHOOL NAME]** and Realema will partner to establish and maintain group and individual mentoring and other support programmes to encourage the interns' academic and emotional success.
6. The partnership between **[SCHOOL NAME]** and Realema will continue for the duration of the interns' teaching degrees, to be reviewed and confirmed annually.

Signed at _____ on _____

Sello Kgosimore

CEO: Realema

Signature

Authorised Signatory

Name

Position

Signature