



# INZIRA ZEREKEZA KU IFUNGURA RY'AMASHURI

Urutonde rw'ibikenewe mu myiteguro  
y'ifungura ry'amashuri

Imicungire y'l bikorwa n'l mari



OPPORTUNITY  
EduFinance

# UBURYO INYANDIKO IVUGA KU NZIRA ZEREKEZA KU IFUNGURA RY'AMASHURI YAKWIFASHISHWA

## IRIBURIRO:

Ifungwa ry'amashuri ryagize ingaruka zikomeye ku burezi ku isi hose. Twebwe muri Opportunity EduFinance, dufatanyije n'abakozi bacu b'impunguke mu by'Uburezi twateguye iyi nyandiko yakwifashishwa namwe abayobora amashuri mu rwego rwo kubafasha kwitegura isubukurwa ry'amasomo mu gihe ingamba zizaba zorohejwe.

Twizeye ko iyi nyandiko izabafasha kugena ibikorwa bigamije kongera gusubukura amasomo ndetse munamenye niba mwiteguye koko kongera gufungura ishuri ryanyu.

## IBIKUBIYEMO:

Mu kwitegura kongera gufungura amashuri hari ingingo z'ingenzi zigomba gushingirwaho. Bityo rero iyi nyandiko igira icyo ivuga kuri buri ngingo muri izi eshanu zikurikira [ari zo](#):

- Imicungire y'Ibikorwa n'lmari
- Gushishikaza ababyeyi
- Kwigira ahantu hasukuye kandi hatekanye
- Gushishikaza abakozi
- Imyigishirize n'lmwigire

Izi ngingo eshanu twazigabanyije mu byiciro bitatu dushingiye ku gihe umuyobozi w'ishuri yakagombye gufatiraho imyanzuro y'ibigomba gukorwa birebana na zo. [Ibyo byiciro ni ibi bikurikira](#):

- Mbere yo gufungura
- Mu gihe cyo gufungura
- Nyuma yo gufungura

[Iyi nyandiko igaragaza ibyo umuyobozi w'ishuri akwiye gukora kuri buri kiciro no kuri buri ngingo mu gihe amashuri afunze no mu gihe amashuri yongeye gufungura.](#)

Mu gice k'iyyi nyandiko kitwa 'Ibyo kwifashisha' hasobanurwamo ibigomba gukorwa mu byiciro bibiri bya mbere ari byo 'Mbere yo gufungura' no 'Mu gihe cyo gufungura' mu rwego rwo kubafasha gushyira mu bikorwa izo gahunda. Igice gisoza ari cyo kitwa 'Nyuma yo gufungura' kibagira inama z'ibyo ishuri rishobora gukora nyuma y'isubukurwa ry'amasomo.

## URUTONDE RW'IBIKENEWE MU KWITEGURA KONGERA GUFUNGURA ISHURI:

Nyuma yo gusoma ibikubiye muri iyi nyandiko turabasaba gukora urutonde rw'ibikenewe mu kwitegura kongera gufungura ishuri ryanyu. Mu gukora urwo rutonde ni ngombwa kwerekana umuntu uzaba ushinzwe buri gikorwa— urugero nyir'ishuri, umuyobozi w'ishuri, abarimu batoranyijwe, abandi bakozi b'ishuri, abashinzwe inyubako, abayobozo b'uburezi n'abaturage b'babakorerabushake. Ikibazo gikurikiraho ni ukumenya ngo 'Bizakorwa ryari?'. Aha ngaha ni ngombwa guteganya igihe igikorwa runaka kizabera – itariki yagenwe cyangwa igihe runaka gihora kigaruka urugero buri wa mbere.

# IMICUNGIRE Y'IBIKORWA N'IMARI

	Mbere yo gufungura	Mu gihe cyo gufungura	Nyuma yo gufungura
Amafaranga ari mu kigega k'ishuri	<p>Shakisha ahandi hantu amafaranga yava atari mu mafaranga y'ishuri gusa.</p> <p>Gabanya amafaranga ishuri risohora kugira ngo ibikorwa by'ishuri bidahagarara.</p> <p>Suzuma ikigereranyo cy'amafaranga ishuri ryinjiza n'ayo risohora kugira ngo umenye igihe ishuri rishobora kumara rikoresha amafaranga ari mu kigega ubungubu.</p>		
Amafaranga y'ishuri	<p>Menya ingano y'amafaranga y'ishuri yakiriwe.</p> <p>Tekereza ku gukoresha uburyo bwo kwakira amafaranga y'ishuri hubahirizwa intera, urugero kwishyura amafaranga y'ishuri hifashishijwe uburyo bwo kohereza amafaranga kuri telefoni.</p>	<p>Huza ababyeyi n'ibigo by'imari biherereye muri ako gace kugira ngo bashobore kubona inguzanyo bityo amafaranga y'ishuri yiyongere.</p> <p>Orohereza mu myishyurire ababyeyi batakaje akazi/batakibona aho bakura amafaranga kubera icyorezo.</p>	<p>Komeza uvugane n'ababyeyi ku birebana n'igihe amafaranga y'ishuri agomba gutangirwaho.</p>
Imari y'ishuri	Fata amafaranga uyagenere ingamba zo gushimangira isuku ku ishuri.		Fasha abakozi b'ishuri gutangiza uburyo bwo kuzigama no gushora imari

# MBERE YO GUFUNGURA.

## KUMENYA AHANDI ISHURI RISHOBORA GUKURA AMAFARANGA ATARI MU MAFARANGA Y'ISHURI GUSA

### Ibisobanuro

Ahantu ha mbere ishuri rikura amafaranga ni mu mafaranga y'ishuri atangwa n'abanyeshuri. Gusa mu gihe amashuri afunze ubushobozi bw'ababyeyi bwo kubona ayo mafaranga y'ishuri bwarahungabanye bigira ingaruka ku bushobozi bw'amashuri mu bijyanye n'amikoro.

Abarimu nta handi bakura amafaranga uretse ku mushahara. Kubera ko amashuri atashoboye kwakira amafaranga y'ishuri, ubushobozi bwo guhemba abarimu na bwo bwaragabanutse.

N'ubwo izo ngorane zihari, abayobozi b'amashuri bashobora gushakisha ibindi bikorwa byafasha amashuri kubona amafaranga.

### Uko byakorwa ku ishuri ryanyu

Mbere yo gutangiza ibikorwa runaka, abayobozi b'amashuri bakwiye guhitamo ibyo babona byatanga umusaruro hashingiwe ku mwihariko w'ishuri ryabo. **Ibi bikorwa bikurikira bishobora gufasha abayobozi b'ishuri kwinjiza amafaranga:**

- Ubuhinzi n'ubworozi bishobora kwinjiriza ishuri amafaranga. Ishuri rishobora kwifashisha ubutaka bwaryo rigahinga ibihingwa binyuranye ndetse n'imboga. Ubworozi bw'amatungo na bwo bushobora kunganira ubuhinzi. Ibi bishobora gufasha muri gahunda yo kugburira abanyeshuri ku ishuri.
- Gutanga umwanya wo mu ishuri ukifashishwa nka parikingi yishurwa.
- Gukodesha ibikoresho n'imodoka z'ishuri mu gihe amashuri atarimo gukora. Ibi byatuma ishuri rishobora kwinjiza andi mafaranga.
- Gutegura amakaye arimo imyitozo ku rwego rw'ishuri ababyeyi bakajya bayagura, bakayasubiza ku ishuri buri cyumweru cyangwa buri kwezi kugira ngo imyitozo abanyeshuri bakoze ikosorwe. Ayo makaye agomba kuba arimo imyitozo ijyanye n'urwego rwa buri kiciro cy'abanyeshuri.
- Kuvugana na banki ishuri risanzwe rikorana na yo kugira ngo rihabwe inguzanyo yo gufasha ishuri mu bikorwa byo kwitegura kongera gufungura.

## GUSUZUMA IKINYURANYO CY'AMAFARANGA ISHURI RYINJIZA N'AYO RISOHORA KUGIRA NGO HAMENEKANE IGIHE ISHURI RISHOBORA KUMARA RIKORESHA AMAFARANGA ARI MU KIGEGA UBUNGUBU.

### Ibisobanuro

Gukora imibare irebana no kumenya ikinyuranyo cy'amafaranga ishuri ryinjiza n'ayo risohora bizagufasha gufata ibyemezo bijyanye n'igihe ishuri rishobora kumara rigifite ubushobozi bwo kwishyura ibintu runaka mu gihe rifunze. Ibi bishobora kandi kugufasha kumenya niba uzashobora gukomeza guhemba abakozi n'igihe ushobora kumara ukibahemba.

## Uko byakorwa ku ishuri ryanyu

Izi ni inzira unyuramo ubara ikinyuranyo hagati y'amarafaranga ishuri risohora n'ayo ryinjiza:

- 1) Abayobozi b'ishuri bazabara mbere na mbere amafaranga ari mu kigega k'ishuri. Aya amafaranga agizwe n'ayo bafite, ari kuri konti ya banki y'ishuri n'ayo ishuri ryizigamiye.
- 2) Bara amafaranga ishuri riteganya kwinjiza buri kwezi mu gihe amashuri afunze: amafaranga ishuri riteganya kwinjiza ashobora kuba ari amafaranga y'ishuri atangwa n'abanyeshuri.
- 3) Bara amafaranga ishuri riteganya gusohora buri kwezi mu gihe amashuri afunze: amafaranga ishuri risohora agizwe n'imishahara y'abakozi n'ibindi ishuri rigomba kwishyura mu gihe amashuri afunze.
- 4) Bara ikinyuranyo hagati y'amarafaranga yinjira n'amarafaranga asohoka: Ibi bikorwa hafatwa amafaranga uteganya kwinjiza buri kwezi ugakuramo amafaranga ukoresha buri kwezi. Mu gihe amafaranga uteganya kwinjiza ari zeru ubwo haba hari icyuho.
- 5) Teranya imibare igaragaza ishusho y'uko ishuri rihamaze mu bijyanye n'amarafaranga: ni ugufata igiteranyo cy'amarafaranga yose ishuri rifite mu kigega cyaryo (nk'uko byakozwe mu ntera ya 1) ukagabanya n' ikinyuranyo hagati y'amarafaranga yinjira n'asohoka buri kwezi (nk'uko byakozwe mu ntera ya 4). Ibi bifasha amashuri kumenya umubare w'amezi ishuri rishobora kumara rikora ibikorwa byaryo amafaranga atarayashirana.
- 6) Urugero rukurikira rurerekana ko mu gihe ishuri rikomeje guhemba abakozi imishahara yabo 100%, ryabishobora mu gihe kingana na 725/600 ni ukuvuga ukwezi 1 n'ibice 2 ari byo bingana n'iminsi 36.

Amarafaranga ari mu kigega k'ishuri			
Amarafaranga ishuri rifite mu ntoki	75		
Amarafaranga ari kuri konti y'ishuri muri banki	150		
Amarafaranga ishuri ryizigamiye	500		
<b>Ikinyuranyo</b>	<b>725</b>		
<b>Ikinyuranyo hagati y'amarafaranga yinjira n'asohoka</b>	<b>Buri kwezi Mu amashuri afunguye</b>	<b>Buri kwezi Mu gihe amashuri afunze abakozi bahembwa 100%</b>	<b>Buri kwezi mu gihe amashuri afunze abakozi bahembwa 80%</b>
Amarafaranga yinjira			
Amarafaranga y'ishuri atangwa n'abanyeshuri ishuri riteganya kubona	1500	100	100
Amarafaranga y'umusaruro w'umurima w'ishuri	50	200	200
<b>Amarafaranga yinjira yose hamwe</b>	<b>1550</b>	<b>300</b>	<b>300</b>
Amarafaranga asohoka			
Imishahara y'abarimu	600	600	480
Imishahara y'abandi bakozi	300	300	240
Ibikenewe kwishyurwa	50	0	0
Amavuta ashyirwa mu modoka y'ishuri	35	0	0
Guahaha	45	0	0

<b>Amafaranga asohoka yose hamwe</b>	<b>1300</b>	<b>900</b>	<b>720</b>
<b>Ikinyuranyo (cyangwa icyuho)</b>	<b>520</b>	<b>(600)</b>	<b>(420)</b>

Ni gute kumenya ikinyuranyo hagati y'amafaranga yinjira n'asohoka bifasha amashuri mu gihe nta mafaranga arimo kwinjira kubera ifungwa ry'amashuri?

Ibikorwa bibyara inyungu byarafunze hirya no hino mu gihugu, ibigo byinshi by'ubucuruzi birahomba harimo n'amashuri. Ibigega by'amashuri menshi bisigayemo ubusa kuko nta mafaranga y'ishuri atangwa n'abanyeshuri yongeye kuboneka kuva muri Werurwe 2020 ubwo amashuri yafungwaga.

Ese amashuri yabigenza ate ngo abone amafaranga, ese kumenya ikinyuranyo hagati y'amafaranga yinjira n'asohoka byafasha iki mu igenamigambi ry'ishuri mu bihe nk'ibi?

- **Gushaka ubundi buryo amafaranga yabonekamo:** Mu bice bibanza twarebeye hamwe mu buryo burambuye uburyo bundi bunyuranye ishuri rishobora gushakamo amafaranga. Ishuri rikwiye gukora ibikorwa bitandukanye (urugero ubuhinzi, kwatisha) aho bishoboka kugira ngo haboneke bidatinze amafaranga akenewe mu gihe ishuri ryitegura kongera gufungura imiryango.
- **Kugurisha umutungo:** Amashuri ashobora gutekereza uko yaba agurishije bimwe mu bigize umutungo wayo mu gihe gito. Mu gihe cyo kubahiriza amabwiriza abuza abantu kwegerana bizaba ngombwa ko amashuri menshi azaba ahagaritse gutwara abanyeshuri mu modoka zayo mu gihe runaka. Icyo gihe abayobozi b'amashuri bashobora gufata umwanzuro wo kuba bagurishije izo modoka kugira ngo amafaranga ajya mu kigega k'ishuri yiyongere. Ibindi bintu byose bigize umutungo w'ishuri bikaba bitarimo gukoreshwa bishobora kugurishwa hagamijwe gushaka amafaranga yo gufasha ishuri mu bikenewe by'ibante.
- **Gusaba inguzanyo:** Amabanki yo mu gace amashuri aherereyemo ashobora kuyaha inguzanyo yo kuyunganira mu bikorwa by'ibante. Abayobozi b'amashuri bashobora kwegera ayo mabanki bagasaba iyo nguzanyo. Amashuri kandi ashobora no kwiyambaza inzego za Leta cyangwa Minisiteri y'Uburezi mu rwego rwo kureba niba bahabwa inguzanyo y'igihe kigifi cyangwa inkunga yabafasha mu bikorwa by'ibante by'ishuri.
- **Kwegera ababyeyi:** Ni ngombwa kuguma kuvugana n'ababyeyi kugira ngo umenye niba biteguye kongera kohereza abana ku ishuri ryawe mu gihe rizaba ryongeye gufungura imiryango. Abayobozi b'amashuri ntabwo bakwiye gushidikanya kwegera ababyeyi bafite ibirarane by'amafaranga y'ishuri y'abana babo; bagomba kubikora hibandwa ku babyeyi bafite ubushobozi.

Mu gihe amashuri amaze kubona amafaranga y'ibante yayafasha gushyigikira ikigega ntighungabane, ashobora gutangira kureba ikinyuranyo kiri hagati y'amafaranga yinjira n'amafaranga asohoka hakabaho kwigengesera mu mikoreshereze y'amafaranga hibandwa ku byihutirwa kurusha ibindi ku buryo amafaranga y'ibirarane ababyeyi batarishyura yazaza asanga ikigega kitarimo ubusa. Ikindi kandi amashuri agomba gukora uko ashoboye agashakisha inzira zinyuranye yabonamo amafaranga mu buryo burambye.

# KUREBA UBURYO USHOBORA KUGABANYA AMAFARANGA ISHURI RISOHORA KUGIRA NGO IBIKORWA BYARYO BIGENDE NEZA MU GIHE AMASHURI AFUNZE

## Ibisobanuro

Hari igihe biba ngombwa ko amashuri afungwa igihe kirekire. Muri icyo gihe hari ubwo amashuri akomeza kwigisha hakoreshejwe uburyo bw'iya kure ndetse agakomeza no guhemba abarimu aho bishoboka. Ibi bisaba ko amashuri agabanya bimwe mu byo yatangagaho amafaranga kugira ngo ibo bikorwa by'ingenzi byo kwigisha mu buryo bw'iya kure no guhemba abarimu bikomeze mu gihe cyo kuguma mu rugo kugeza igihe amashuri azongera gufungurira imiryango.

## Uko byakorwa ku ishuri ryanyu

Ikigamijwe ni ukuzigama amafaranga menshi ashoboka mu kigega k'ishuri. Ibi bisaba ko amashuri akora urutonde rw'ibintu byose atangaho amafaranga muri kwezi n'igiteranyo cy'ayo mafaranga yose. **Ibyo ishuri ritangaho amafaranga buri kwezi ni ibi bikurikira:**

- Imishahara y'abakozi
- Kwishyura ibintu nkenerwa nk'umuriro w'amashanyarazi, amazi n'ubukode
- Amafaranga agenda ku modoka z'ishuri
- Ibiribwa
- Ibikoresho by'ishuri
- Uburenganzira bwo gukora
- Kwishyura inguzanyo

Nyuma yo kugaragaza ibintu ishuri ritangaho amafaranga buri kwezi, hakurikiraho kwerekana ibitihutirwa cyane bikavanwa ku rutonde rw'ibizajya bitangwaho amafaranga mu gihe amashuri azamara afunze. **Urugero rw'ibishobora gukorwa:**

- Gusubira mu masezerano y'akazi hakarebwa uburyo imishahara yagabanywa. Ushobora gusaba abarimu kugabanyirizwa imishahara muri icyo gihe amashuri afunze cyangwa ugasaba bamwe mu barimu guhinduka abarimu badahoraho.
- Mu gihe hari imyanya itihutirwa cyane, ushobora kuyikuraho mu gihe amashuri afunze. Urugero abakozi batari abarimu.
- Kuganira na banki mukorana ku birebana no kwishyura inguzanyo mu gihe amashuri azamara afunze.
- Kuvugana na nyir'amazu ishuri rikoreramo ku buryo bishobotse yagabanya amafaranga y'ubukode mu gihe amashuri azamara afunze.

## GUSHYIRAHU UBURYO BWO KWAKIRA AMAFARANGA Y'ISHURI ATANGWA N'ABANYESHURI HAKURIKIZWA AMABWIRIZA YO GUHANA INTERA. URUGERO KOHEREZA AMAFARANGA HAKORESHEJWE TELEFONI.

## Ibisobanuro

Mu gihe amashuri afunze ni ngombwa gukomeza kuganira n'ababyeyi ku birebana n'igihe cyo kwishyura amafaranga y'ishuri. Kubera ko hari ingendo zibujije, abayobozi b'amashuri bakwiye gushaka uburyo bavugana n'ababyeyi bakabasaba gutanga amafaranga y'ishuri hifashishijwe ikoranabuhanga.

## Uko byakorwa ku ishuri ryanyu

Shakisha uburyo bunyuranye bwo gutanga amafaranga y'ishuri hirindwa ko abantu begerana hanyuma uhitemo uburyo bwanogera ishuri ryanyu. **Izi ni zimwe mu ngero z'ubwo buryo:**

- **Gukoresha telefoni igendanwa, ubutumwa bugufi n'imibare y'ibanga** - Hashyirwaho uburyo bwo guhuza ikoranabuhanga rya telefoni igendanwa na nimero ya konti y'ishuri muri banki hanyuma ubwo buryo bukifashishwa mu kwishyura amafaranga y'ishuri. Mu gihe ababyeyi bishyura amafaranga y'ishuri bakoresheje ubu buryo bashobora kwandika amazina y'umunyeshuri n'umwaka yigamo.
- **Gutanga ibindi bitari amafaranga** – Bitewe n'aho ishuri riherereye, ibyo rikeneye n'uko ribayeho, amafaranga y'ishuri ashobora gusimburwa n'ibiribwa, amavuta y'ibinyabiziga, n'imirimo inyuranye nk'ububaji, gusiga irangi cyangwa kubagara.
- **Kwishyurira kuri banki** – Ababyeyi bamenyeshwa nimero ya konti y'ishuri bakishyurira kuri banki hanyuma bakohereza ubuyobozi bw'ishuri inyemezabwisyu kuri WhatsApp. Icyo gihe buri cyumweru amabanki yoherereza amashuri amakuru y'uko imyishyurire y'amafaranga y'ishuri ihagaze kugira ngo na yo abigenzure buri cyumweru.
- **Kwishyura amafaranga y'ishuri bikozwe n'abanyeshuri bakuru** – Amafaranga (cyangwa sheki) ashyirwa mu ibahasha yanditseho ibisobanuro byose birebana n'uwishyuye ndetse n'amafaranga yishyuye hanyuma abanyeshuri bo mu mashuri yisumbuye bakajyana ayo mabahasha ku ishuri noneho ishuri na ryo rikabaha urupapuro rwemeza ko bishyuye bakarushyira ababyeyi.
- **Kwishyura hakoreshejwe amafaranga y'inguzanyo ababyeyi basaba muri banki** – Ababyeyi basaba inguzanyu y'amafaranga y'ishuri muri bigo by'imari cyangwa banki bibegereye hanyuma amafaranga agahita ashyirwa kuri konti y'ishuri bikozwe n'ibyo bigo by'imari cyangwa banki mu izina ry'ababyeyi.
- **Uburyo bwa serivisi za banki bwifashishje ikoranabuhanga** – Bitewe n'ubumenyi ababyeyi bafite muri iri koranabuhanga, bashobora kwishyura bakoresheje amakarita, cyangwa bakohereza amafaranga y'ishuri ako kanya batagombye kuva aho bari.

## MU GIHE CYO GUFUNGURA

**KOROHEREZA MU MITANGIRE Y'AMAFARANGA Y'ISHURI ABABYEYI BATAKAJE  
AKAZI/BATAGIFITE AHO BAKURA AMAFARANGA KUBERA ICYOREZO**

### Ibisobanuro

Ababyeyi bensi ntibagifite aho bakura amafaranga kubera icyorezo. Kubera ko ishuri ari urwego ruri mu baturage, rigomba kugira uruhare mu kubafasha kongera kwiyubaka hanyuma rikaborohereza mu myishyurire y'amafaranga y'ishuri mu ntangiriro. Ibi bizatuma ishuri rirushaho kugira isura nziza mu baturage bityo abanyeshuri bakomeze barigane noneho rizarusheho kubona umusaruro mu gihe kizaza.

### Uko byakorwa ku ishuri ryanyu

Uburyo ushobora koroherezamo ababyeyi kwishyura amafaranga y'ishuri:

- **Gahunda yo kwishyura** – Gushyiriraho ababyeyi gahunda yo kwishyura amafaranga y'ishuri ya buri munsi, buri cyumweru cyangwa buri kwezi hagendewe ku mahitamo n'ubushobozi byabo.

- **Imirimo yakorerwa ishuri** – Kuvugana n'ababyeyi bifuza gukorera ishuri imirimo runaka kugira ngo basonerwe gutanga amafaranga y'ishuri. Ibi bikorwa hagamijwe gusigasira ubunyangamugayo bw'ababyeyi kandi n'ishuri ntiribihomberemo.
- **Gusonera ababyeyi bakazaba bishyura** – Ababyeyi bananiwe kwishyura amafaranga y'ishuri burundi bashobora gushyirirwaho uburyo bwo kuzaba bishyura. Aya mahirwe yo gusonera ababyeyi ngo bazabe bishyura akwiye gutangwa hagendewe ku babyeyi basanzwe bishyura neza. Ibi bikwiye gukorwa mu buryo bw'amasezerano yanditse.
- **Kugabanya amafaranga y'ishuri** - Ibi byakorwa ku babyeyi bafite abana bensi ku ishuri cyangwa ababyeyi bishyura amafaranga y'ishuri hakiri kare. Ibi bituma ababyeyi bitabira gutanga amafaranga y'ishuri.
- **Guhuza ababyeyi n'ibigo by'imari** – Ababyeyi badashoboye kwishyura amafaranga y'ishuri kubera ko batagifite aho bakura amafaranga bashobora guhuzwa n'ibigo by'imari bagahabwa inguzanyo.

# URUTONDE RW'IBIKENEWE MU MYITEGURO Y'IFUNGURA RY'AMASHURI

IMICUNGIRE Y'IBIKORWA N'IMARI			
MBERE YO GUFUNGURA			
Kumenya ahanti hantu amafaranga yava atari mu mafaranga y'ishuri gusa.	UBISHINZWE	Gushyiraho uburyo bwo kwakira amafaranga y'ishuri hatabayeho kwegerana urugero: gukoresha ikoranabuhanga	UBISHINZWE
	IGIHE BIZAKORERWA		IGIHE BIZAKORERWA
Kumenya uburyo ibantu ishuri risanzwe ritangaho amafaranga byagabanywa kugira ngo ibikorwa by'ingenzi bidahagarara.	UBISHINZWE	Gufata amafaranga ukayagenera ingamba zo gushimangira isuku ku ishuri.	UBISHINZWE
	IGIHE BIZAKORERWA		IGIHE BIZAKORERWA
MU GIHE CYO GUFUNGURA			
Gusuzuma ikinyuranyo cy'amafaranga ishuri ryinjiza n'ayo risohora kugira ngo umenye igihe ishuri rishobora kumara rikoresha amafaranga ari mu kigega ubungubu.	UBISHINZWE	Guhuza ababyeyi n'ibigo by'imari biherereye muri ako gace kugira ngo bashobore kubona inguzanyo bityo amafaranga y'ishuri yakirwa yiyongere.	UBISHINZWE
	IGIHE BIZAKORERWA		IGIHE BIZAKORERWA
Kumenya ingano y'amafaranga y'ishuri yakiriwe.	UBISHINZWE	Korohereza mu myishyurire ababyeyi batakaje akazi/batakibona aho bakura amafaranga kubera icyorezo.	UBISHINZWE
	IGIHE BIZAKORERWA		IGIHE BIZAKORERWA



# INZIRA ZEREKEZA KU IFUNGURA RY'AMASHURI

Urutonde rw'ibikenewe mu myiteguro  
rw'ifungura ry'amashuri

Kwigira ahantu hasukuye kandi hatekanye



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# KWIGIRA AHANTU HASUKUYE

## KANDI HATEKANYE

	Mbere yo gufungura	Mu gihe cyo gufungura	Nyuma yo gufungura
Kwirinda kwegerana	Gushakisha ingamba zatuma abantu birinda kwegerana ku ishuri	<p>Guhindura ibikorwaremezo/uburyo intebé zo mu ishuri n'ibitanda byo mu nzu abanyeshuri bararamo bisanzwe bitondetse mu rwego rwo kwirinda ko abanyeshuri begerana.</p> <p>Gukora ku buryo igikorwa cyo gutwara abanyeshuri mu mamodoka cyubahiriza amabwiriza yo kwirinda kwegerana; Kureba uburyo bisi zajya zitwara abanyeshuri mu byiciro.</p> <p>Gutekereza kuri gahunda yo gufungura mu byiciro.</p>	<p>Kongera gutwara abanyeshuri mu mamodoka rusange hakurikijwe amabwiriza yo kugenda mu buryo bubafasha kwirinda.</p> <p>Kugendera ku mabwiriza ya Leta yo koroshyá intera hagati y'abantu.</p>
Imyitwarire mishya no kwitwararika isuku	Gushakisha ingamba zirebana n'imikoreshereze y'udupfukamunwa, no kubahiriza isuku nk'uko bisabwa na Leta.	<p>Guhugura abakozi mu gushyira mu bikorwa gahunda zo gushimangira isuku ku ishuri: guhana intera, gukaraba intoki, gupima umuriro no kwambara udupfukamunwa.</p> <p>Kumenya ibigomba gukorwa mu gihe hagize umukozi cyangwa umunyeshuri urwara; kugira icyumba k'ivuriro ku ishuri.</p> <p>Gushyiraho gahunda ihoraho yo gutera umuti wica udukoko.</p>	Gukurikirana ishyirwa mu bikorwa ry'imyitwarire n'imigenzereze mishya mu rwego rwo gufasha abanyeshuri kwirinda.

Kumenya amakuru	Gukurikirana amakuru arebana n'ikwirakwira ry'icyorezo cya COVID – 19 mu gace ishuri rihererereyemo, urugero ukamenya umubare w'abantu bakirwaye.	Gukora ku buryo abakozi bamenya amakuru arebana n'icyorezo cya COVID-19 mu rwego rwo kwirinda ibihuha no kwirinda guha akato abakize iyi ndwara.	Gukurikirana amakuru arebana n'ikwirakwira ry'icyorezo cya COVID-19, urugero amabwiriza arebana no kongera gufunga amashuri mu gihe habonetse abandi bantu benshi banduye.
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# MBERE YO GUFUNGURA

## GUSHAKISHA INGAMBA ISHURI RISHOBORA GUFATA MU RWEGO RWO KWIRINDA KWTEGRANA

### Ibisobanuro

Mu bihugu aho amashuri yonje ye gufungura imiryango nyuma yo gufunga kubera icyorezo cya COVID-19, ingamba zo kwirinda kwegerana zashyizwe mu bikorwa. Ni ngombwa rero kumenya ingamba zafasha ishuri ryanyu.

### Uko byakorwa ku ishuri ryanyu

Umuyobozi w'ishuri cyangwa umwe mu bakozi b'ishuri ashobora gukurikiranira hafi ibirebana n'amabwiriza ashobora kuzashyirwa mu bikorwa. Gutega amatwi amabwiriza atangwa na Leta bifasha gusobanukirwa neza ibirebana n'ingamba amashuri agomba gufata. [Izi ni zimwe mu ngamba zishobora gufatwa:](#)

- Gukuraho cyangwa gusubika gahunda zimwe na zimwe ziba ziteganyijwe nyuma yamasomo zituma abantu begerana, urugero ingendoshuri, korali, inama, imyidagaduro, cyangwa imikino.
- Kvirinda ko abanyeshuri begerana mu ngendo zabo mu modoka rusange. Imodoka rusange z'ishuri zishobora gukurwaho, mugashishikariza ababyeyi kujya baza gufata abana n'amaguru cyangwa mu modoka zabo bwite aho gukomeza kubatwara mu buryo bwa rusange.
- Kuvugurura gahunda yamasomo. Ushobora kugabanya ingano y'icyumweru cyamasomo, umunsi w'amasomo; abanyeshuri bakajya basimburana mu kwiga bamwe bakiga umunsi umwe abandi bakiga umunsi ukurikiyeho ibyo kwiga njoro bikavanwaho.
- Guhindura imikoreshereze yahantu hamwe na hamwe, urugero abanyeshuri bakajya bafatira amafunguro mu ishuri aho kuyafatira mu nzu y'uburiro.
- Gushyiraho ingamba zibuza abakozi kwegerana. Urugero kugabanya inama zikorwa mu buryo bw'imbondankubone cyangwa gukuraho inama z'abakozi, kwirinda ko abantu bajya mu biro by'abarimu uko bishakiye, kubuza abarimu kujya cyangwa kuva ku kazi bari mu matsinda.
- Gushyira intera hagati y'abanyeshuri mu gihe bari ahantu bahurira mu buryo bwa rusange mu gihe bidashobotse ko guhurira hamwe bivanwaho. Ishuri rishobora gusaba ko buri munyeshuri afata amafunguro ari kumwe n'abo bigana gusa; ishuri rishobora kugenera abanyeshuri bo mu mwaka runaka ahantu habo hihariye ku kibuga.

- Hagomba guteganywa ahantu ho gukarabira n'ibyuma byo gupima umuriro ku marembo y'ishuri buri mwana agapimwa. Gukora ku buryo mu gihe abanyeshuri barimo gupimwa umuriro bahana intera ingana na metero 4.
- Guhagarika ibikorwa byo gusura: Kutemerera ababyeyi cyangwa abandi bantu kuza ku ishuri; kutemerera abantu kuzana ibicuruzwa ku ishuri.
- Kugabanya ubucucike mu gihe abanyeshuri bageze ku ishuri no mu gihe cyo gutaha. Ibi byakorwa muri ubu buryo:
  - 1) Gushyiraho igihe kizwi ababyeyi bagomba kuza gufatiraho abana no kubazana ku ishuri, gushyiraho gahunda yo kujyana abana no kubatahana mu byiciro mu gihe bishoboka.
  - 2) Aho bishoboka gufata abanyeshuri no kubageza ku ishuri bikwiye gukorerwa hanze y'ishuri.
  - 3) Gushyiraho ibyapa cyangwa bariyeri mu rwego rwo kuyobora abantu hagamijwe kwirinda ubucucike no kwegerana.
  - 4) Gushyiraho uburyo bwo gukoresha amarenga n'ibimnyetso kugira ngo abantu barusheho guhana intera.

## GUSHAKISHA INGAMBA ZIREBANA N'UDUPFUKAMUNWA, NO KWITWARARIKA ISUKU NK'UKO BISABWA NA LETA

### Ibisabanuro

Mu gihe amashuri azaba yongeye gufungura imiryango ni ngombwa gusobanukirwa amabwiriza ngenderwaho mu rwego rwo gukomeza kwirinda COVID-19. Ayo mabwiriza agomba kumanikwa ku ishuri ku buryo buri wese ayabona agahora ayazirikana kugira ngo yirinde arinde n'abandi.

### Uko byakorwa ku ishuri ryanyu

Mu gihe amashuri afunguye, itsinda rigizwe n'abantu banyuranye rigomba kuba ryararangije kwandika mu rurimi rwumvikana neza amabwiriza yo kwirinda COVID-19 ku ishuri nk'uko yatanzwe n'inzego za Leta nka Minisiteri y'Ubuzima cyangwa Minisiteri y'Uburezi.

**Amabwiriza akurikira agomba kumenyeshwa abanyeshuri n'abakozi mbere y'uko amashuri yongera gufungura kugira ngo:**

1. Bitegure ibisabwa, urugero kumenya ibirebana n'udupfukamunwa, ibikenewe mu gikorwa cyo gukaraba/urugero amazi n'isabune.
2. Bamenye gahunda yo kwiga mu byiciro mu ngengabihe yamasomo no gushygikira uburyo bwo kwigira mu rugo aho bishoboka.
3. Bamenye imyitwarire/imigenzereze mishya ishuri ryashyizeho igomba kubaranga mu rwego rwo kwirinda.

Itsinda ry'abantu banyuranye bashyizweho ku ishuri rigomba gukora ubushakashatsi no gukora ubukangurambaga mu bakozi b'ishuri, ababyeyi n'abashyitsi, bagashishikarizwa kubahiriza amabwiriza nk'uko Leta ibisaba. **Ibigomba gukorwa:**

- Gutanga amakuru yumvikana kandi y'ukuri arebana na COVID-19 nta gutera uwobwa ahubwo agamije gufasha abantu bose bo ku ishuri kwirinda.

- Itsinda ry'abantu bashinzwe ubutabazi ku ishuri bagizwe n'abashinzwe amasomo n'abarimu – abagize iri tsinda bagenzura niba amabwiriza yatanzwe yubahirizwa ku ishuri kandi bagakora ubutabazi bwiuse mu gihe bibaye ngombwa.
- Gushyiraho itegeko ryumvikana neza ribuza uwo ari we wese kwinjira ku ishuri atambaye agapfukamunwa. – Itsinda rigizwe n'abantu banyuranye ryashyizweho ku ishuri rigenzura niba abantu bose binjira mu kigo bambaye udupfukamunwa.
- Gukora impinduka mu bikorwa birevana no gutanga serivisi zirevana n'amazi, isuku n'isukura – kongera inshuro zo gukusukura ishuri no kwica udukoko, kunoza imicungire y'imyanda no gushyiraho ahantu ho gukarabira ibiganza hagaragaza n'amabwiriza yuko bikorwa.
- Gushyiraho gahunda inoze yo gufata amafunguro cyane cyane ku bajya gufata ifunguro hanze y'ishuri cyangwa abagemurirwa ku ishuri – ishuri rishobora kugaburira abantu bose mu rwego rwo kwirinda urujya n'uruza rw'abagemura ku ishuri cyangwa hagashyirwaho amabwiriza arevana no kwirinda mu gihe hari abagemuriwe ku ishuri.

## MU GIHE CYO GUFUNGURA

**GUHINDURA IBIKORWA REMEZO/UBURYO INTEBE ZO MU ISHURI N'IBITANDA BYO MUNZU ABANYESHURI BARARAMO BITONDETSE MU RWEGO RWO KWIRINDA KO BEGERANA**

### Ibisobanuro

Imwe mu ngamba z'ibane amashuri agomba gufata mu gihe cyo kwitegura kongera gufungura imiryango ni uguhindura imiterere y'ibumba byo kwigiramo mu rwego rwo kwirinda ko hari uwakwandura mu gihe amasomo atangiye. Tangira utekereze kuri izo mpinduka ndetse n'umuntu uzahbwa izo nshingano.

### Uko byakorwa ku ishuri ryanyu

Izi ni zimwe mu mpinduka mushobora gukora ku ishuri ryanyu:

- Kugabanya umubare w'abanyeshuri mu byumba by'amashuri. Kwifashisha ibumba bidasanzwe bikoreshwa, bigahindurwamo ibumba byo kwigiramo cyangwa ibumba rusange abanyeshuri bahuriramo.
- Guhindura imiterere y'ibitanda by'aho abanyeshuri barara – Ese byashoboka gukoresha ibitanda bigerekereanye, ese abanyeshuri bagomba kuryama ku bitanda bitagerekereanye gusa?
- Gushyiraho amabwiriza mashya arevana n'imikoreshereze y'ubwihherero cyane cyane mu gihe k'ikiruhuko cya saa sita. Kuko ibi bigoye gushyira mu bikorwa, ni ngombwa ko abanyeshuri bitwararika bakirinda kwegerana mu gihe bari ahantu bahurira mu buryo bwa rusange nko mu bwiherero. Kugira ngo ibi biggerweho, hashobora gutangwa uburenganzira bwo kujya mu bwiherero mu bihe bitandukanye ku banyeshuri bo mu myaka itandukanye mu rwego rwo kwirinda ubucucike mu bwiherero.
- Kubahiriza intera isabwa hagati y'abantu bari ku ishuri (buri gihugu gishyiraho umubare runaka wa metero), gushushanya aho abanyeshuri bagomba guhagarara mu gihe batonze umurongo, urugero mu gihe bagiye gufata amafunguro.

- Kubyaza umusaruro umwanya wo hanze y'ibumba by'amashuri, hakabaho amasomo atangirwa hanze.
- Gutondeka intebi bundi bushya mu byumba by'amashuri, hagashyirwa intera hagati yazo kandi abanyeshuri bakicara bareba mu kerekezo kimwe (ntibicare barebana) mu rwego rwo kwirinda ko bakwanduzanya binyuze mu matembabuzi (urugero mu gihe bavuga, bakorora, bitsamuye).

## GUFUNGURA ISHURI MU BYICIRO

### Ibisobanuro

Bitewe n'ubukana bw'icyorezo mu karere muherereyemo, birashoboka ko abayobozi b'amashuri bashobora gufungura mu byiciro, hanyuma buhoro buhoro amasomo akazakomeza ku banyeshuri bose.

### Uko byakorwa ku ishuri ryanyu

Hari uburyo bwinshi bwakoreshwa mu rwego rwo gufungura amasomo mu byiciro:

- **Itegeko ry'iminsi y'ibiharwe n'iminsi itari ibiharwe:** Kimwe cya kabiri cy'abanyeshuri bashobora kuza ku ishuri ku matariki y'ibiharwe y'ukwezi ikindi kimwe cya kabiri bakaza ku matariki atari ibiharwe.
- **Igitondo n'ikigoroba:** Amashuri agabanywamo ibice bibiri. Igice kimwe kikiga igitondo ikindi kikiga ikigoroba. Kubera iyo mpamu umubare w'amasaha abanyeshuri biga wagabanuka.
- **Abanyeshuri bagomba gukora ibizamini bya Leta:** Mu gusubukura amasomo, amashuri ashobora gutangirira ku banyeshuri bagomba gukora ibizamini bya Leta. Abanyeshuri basigaye bashobora gukomeza kwigira mu rugo kugeza igihe umubare w'abarwayi mu karere ishuri riherereyemo ugabanutse. Icyo gihe abanyeshuri bose bashobora gusubira ku ishuri.
- **Gukomatanya uburyo bwo kwigira mu rugo no kwigira ku ishuri:** Abanyeshuri bashobora gusabwa kuza ku ishuri kwiga igice runaka kihariye cy'amasomo, ibindi bice bakabyiga bari mu rugo.

## KUMENYA IBIGOMBA GUKORWA MU GIHE HAGIZE UMUKOZI CYANGWA UMUNYESHURI URWARA; GUSHYIRAHO ICYUMBA K'IVURIRO KU ISHURI

### Ibisobanuro

Kugira ngo ishuri rigire ikizere ko rizakomeza amasomo kandi n'ababyeyi ntibagire impungenge zo koherezayo abana babo ni ngombwa ko habaho uburyo busobanutse neza bw'icyakorwa mu gihe habonetse umukozi cyangwa umunyeshuri wanduye.

### Uko byakorwa ku ishuri ryanyu

Kumenyesha abakozi n'ababyeyi ko nta muntu n'umwe ugomba kuza ku ishuri mu gihe afite ibimenyetso bya COVID-19. Ishami ry'Umuryango w'Abibumbye ryita ku Buzima rivuga ibyo bimenyetso ibyo ari byo. **Ibikunze kugaragara ni ibi bikurikira:**

- Umuriro
- Inkorora
- Umunaniro

Na none kandi hashingiwe ku mabwiriza y'lshami ry'Umuryango w'Abibumbye ryita ku Buzima n'amabwiriza ya Leta ni ngombwa kumenya igihe abanyeshuri bagaragaje ibyo bimenyetso bagomba kumara bataragaruka ku ishuri.

Hagomba gutegurwa ahantu hihariye ku ishuri hashobora kwifashishwa nk'ivuriro hagashyirwa abanyeshuri cyangwa abakozi mu gihe baramutse barwaye, bakavanwa mu bandi.

#### Ibindi bishobora gukorwa:

- Gusuzuma abakozi n'abanyeshuri bashobora guteza akaga – mu gihe hari abigeze kugira aho bahurira n'uburwayi.
- Kumenya no kugirana ubufatanye n'inzego zibishinzwe kandi hakerekana wa abashobora kwiyambazwa byihuse mu gihe COVID-19 yadutse.

## URUTONDE RW'IBIKENEWE MU MYITEGURO Y'IFUNGURA RY'AMASHURI

KWIGIRA AHANTU HASUKUYE KANDI HATEKANYE			
MBERE YO GUFUNGURA	UBISHINZWE	UBISHINZWE	UBISHINZWE
Gushakisha ingamba zatuma abantu birinda kwegerana ku ishuri	UBISHINZWE	Gutekereza kuri gahunda yo gufungura mu byiciro.	UBISHINZWE
	IGIHE BIZAKORERWA		IGIHE BIZAKORERWA
Gushakisha ingamba zirebana n'imikoreshereze y'udupfukamunwa, no kubahiriza isuku nk'uko bisabwa na Leta.	UBISHINZWE	Guhugura abakozi mu gushyira mu bikorwa gahunda zo gushimangira isuku ku ishuri: guhana intera, gukaraba intoki, gupima umuriro no kwambara udupfukamunwa.	UBISHINZWE
	IGIHE BIZAKORERWA		IGIHE BIZAKORERWA
Gukurikirana amakuru arebana n'ikwirakwira ry'icyorezo cya COVID – 19 mu gace ishuri riherereyemo, urugero ukamenya umubare w'abantu bakirwaye.	UBISHINZWE	Kumenya ibigomba gukorwa mu gihe hagize umukozi cyangwa umunyeshuri urwara; kugira icyumba k'ivuriro ku ishuri.	UBISHINZWE
	IGIHE BIZAKORERWA		IGIHE BIZAKORERWA

MU GIHE CYO GUFUNGURA	UBISHINZWE	Gushyiraho gahunda ihoraho yo gutera umuti wica udukoko.	UBISHINZWE
Guhindura ibikorwaremezo/uburyo intebé zo mu ishuri n'ibitanda byo mu nzu abanyeshuri bararamo bisanzwe bitondetse mu rwego rwo kwirinda ko abanyeshuri begerana.	UBISHINZWE	IGIHE BIZAKORERWA	IGIHE BIZAKORERWA
Gukora ku buryo igikorwa cyo gutwara abanyeshuri mu mamodoka cyubahiriza amabwiriza yo kwirinda kwegerana; Gutekereza uburyo bwo gutwara abanyeshuri mu byiciro.	UBISHINZWE	Gukora ku buryo abakozi bamenya amakuru arebana n'icyorezo cya COVID-19 mu rwego rwo kwirinda ibihuha no kwirinda guha akato abakize iyi ndwara.	UBISHINZWE
	IGIHE BIZAKORERWA		IGIHE BIZAKORERWA



# INZIRA ZEREKEZA KU IFUNGURA RY'AMASHURI

Urutonde rw'ibikenewe mu myiteguro  
y'ifungura ry'amashuri

Imyigishirize n'Imyigire



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# IMYIGISHIRIZE N'IMYIGIRE.

	Mbere yo gufungura	Mu gihe cyo gufungura	Nyuma yo gufungura
Integanyanyigisho	<p>Gukurikirana amabwiriza ya Leta arebana n'impinduka zishobora gukorwa zirebana n'integanyanyigisho n'ingengabihe z'ibizamini.</p> <p>Koherereza ababyeyi urutonde rw'ingingo z'amasomo yigishijwe mu gihe amashuri yari afunze no kubasaba kwerekana ingingo z'amasomo abana babo bigiye mu rugo.</p>	<p>Guha agaciro imibereho myiza y'abanyeshuri mbere na mbere. Ni ngombwa kubagenera umwanya wo kongera kumenyera ishuri nta kwihutira guhita bigishwa ibikubiye mu nteganyanyigisho byose uko byakabaye.</p> <p>Gufata umwanya wo guhugura abanyeshuri ku birebana n'imyitwarire n'imigenzereze mishya ishuri ryashyizeho mu rwego rwo kubarinda.</p> <p>Kugabanya amwe mu masomo yo mu nteganyanyigisho hakibandwa ku masomo y'ingenzi kurusha ayandi</p>	<p>Gutekereza ku masomo abanyeshuri batashoboye kwiga mu gihe amashuri yari afunze, bityo bakayigishwa. Kwibanda by'umwihariko ku gusoma, kwandika ndetse n'imibare.</p>
Kwigira mu rugo	<p>Guhitamo uburyo bwafasha abanyeshuri kwigira mu rugo nko gushyiraho ahantu runaka bazajya basanga inyandiko z'amasomo, WhatsApp, Facebook, ubutumwa bugufi na Zoom.</p> <p>Guhugura abakozi ku birebana n'uburyo bwo kwigisha abana bari mu rugo, kandi ubwo buryo bukaba bwubakiye ku myigishirize isanzwe yo ku ishuri.</p> <p>Koherereza abanyeshuri</p>		<p>Kwitegura kugira ubushobodzi bwo kwigisha abanyeshuri bari mu rugo biramatse bibaye ngombwa ko amashuri yongera gufungwa. Urugero hashobora kubakwa urubuga rwa murandasri rw'ishuri.</p>

amasomo yanditse ku mpapuro ku mpapuro mu gihe ababyeyi babo badashobora kubabonera telefoni zigezweho cyangwa murandas.

## MBERE YO GUFUNGURA.

### GUKURIKIRA AMABWIRIZA YA LETA AREBANA N'IMPINDUKA ZISHOBORA GUKORWA ZIREBANA N'INTEGANYANYIGISHO N'INGENGABIHE Z'IBIZAMINI

#### Ibisobanuro

Amashuri menshi ntabwo yigeze akurikiza amategeko y'ibanze arebana n'ibisabwa kugira ngo imyigire igende neza. Uruhare rw'abrimu mu ifatwa ry'ibyemezo ni ruto cyane. Abantu baba bashishikajwe no kwihutira kurangiza amasomo ateganyijwe cyane cyane ku mashuri yitegura gukora ibizamini. Muri iki gihe k'icyorezo cya Virusi ya Corona hifashishijwe cyane uburyo bw'iyakure mu myigire.

#### Uko byakorwa ku ishuri ryanyu

- Kumenya hakiri kare ibyo Leta yifuza ko bikorwa mbere y'uko amashuri yongera gufungura imiryango.
- Kumenya amabwiriza y'lshami ry'Umuryango w'Abibumbye ryita ku Buzima n'lshami ry'Umuryango w'Abibumbye ryita ku Bana.
- Kwifashisha amabwiriza asanzwe ariho agendanye n'ibisabwa by'ibanze kugira ngo imyigire igende neza ku ishuri.
- Guha ijambo abafite aho bahuriye n'ishuri cyane cyane abarimu n'ababyeyi bagatanga ibitekerezo ku byakorwa.
- Guha urubuga abarimu bakagira uruhare mu gутегура ifungurwa ry'amashuri.
- Gutekereza uburyo bwo gufasha abanyeshuri mu bijyanye n'imitekerereze n'imbamutima ndetse ku nteganyanyigisho hakongerwamo isomo ry'Ubumenyamuntu, Imbonezamubano, Ubuzima n'Ubukungu (PSHE).
- Gushyiraho gahunda yo gukomeza kwigira mu rugo cyane cyane ku banyeshuri bitegura gukora ibizamini
- Gushyiraho uburyo bufasha abanyeshuri n'ababyeyi kugeza ibitekerezo ku ishuri mu buryo buhoraho.

### KOHEREREZA ABABYEYI URUTONDE RW'INGINGO Z'AMASOMO ZIGISHIJWE MU GIHE AMASHURI YARI AFUNZE NO KUBASABA KWEREKANA INGINGO Z'AMASOMO ABANA BABO BIGIYE MU RUGO

#### Ibisobanuro

Ntabwo abanyeshuri bose babona uburyo bubafasha kwiga neza mu gihe bari mu rugo. Ibi bisobanuye ko igihe abanyeshuri bazaba bagarutse ku ishuri hazaba hari itandukaniro ku birebana n'urwego rw'ibyo bize. Mu rwego rwo guha agaciro imibereho myiza y'abanyeshuri, abayobozi b'amashuri bagomba gusuzuma urwego rw'ibyo buri munyeshuri yize kugira ngo habe hakorwa impinduka runaka ku nteganyanyigisho no ku ngengabihe yamasomo.

### Uko byakorwa mu ishuri ryanyu

- Gukora urutonde rwuzuye rw'ingingo zamasomo, inyandiko zifashishwa mu kwiga n'imikoro abanyeshuri bakoze mu gihe amashuri yari afunze
- Koherereza ababyeyi urwo rutonde hifashishijwe whatsapp mbere yuko amashuri yongera gufungura. Umuyobozi w'ishuri ashobora kandi gucupa urwo rutonde akarwoherereza ababyeyi badafite telefoni zigezweho.
- Gusaba ababyeyi kwerekana kuri urwo rutonde ibyo abana babo bize hanyuma bakongera bakarusubiza ku ishuri mbere yuko itariki yo kongera gufungura amashuri igera..
- Hifashishijwe amakuru avuye muri icyo gikorwa, kwerekana amasomo yizwe n'abanyeshuri benshi, kumenya abanyeshuri bakeneye gusubirwamo amasomo runaka batashoboye kwiga.

## GUHITAMO UBURYO BWAFASHA ABANYESHURI KWIGIRA MU RUGO NK'INYANDIKO ZIRIHO AMASOMO, UBTUMWA BUGUFI, WHATSAPP NA FACEBOOK

### Ibisobanuro

Mu gihe amashuri afunze ni byiza gukomeza gufasha abanyeshuri n'ababyeyi babo bagahabwa imikoro bagomba gukorera mu rugo. **Ibi bibafitiye akamaro kanini mu buryo bukurikira:**

- Bigaragaza ko amashuri azirikana abanyeshuri bayo
- Abanyeshuri n'ababyeyi babo bakomeza kwiyumvamo ubumwe bafitanye n'amashuri yabo bityo byongere amahirwe yo kugaruka kuri ayo mashuri igihe azaba yongeye gufungura.
- Abarimu bazaba bafite ibyo bakora bakomeze kwiyumvamo ubumwe bafitanye n'ishuri bityo bakomeze kuryitangira.
- Bizatuma abarimu barushaho guhangi udushya ku birebana n'imyigishirize y'uburyo bw'iya kure na nyuma y'icyorezo.
- Abanyeshuri bakomeza gutera imbere mu myigire

### Uko byakorwa ku ishuri ryanyu

Guhitamo uburyo bwo gufasha abanyeshuri kwigira mu rugo bwagera ku babyeyi benshi bashoboka. **Ubu ni bumwe mu buryo bwakwifashishwa:**

**Gushyiraho ahantu abana bazajya bafatira inyandiko zamasomo bakwifashisha mu kwiga** – bamwe mu bayobozi b'amashuri bashyizeho ahantu hashobora gushyirwa inyandiko ziriho amasomo. ku buryo abanyeshuri cyangwa ababyeyi bashobora kuzifata hubahirijwe amabwiriza yo guhana intera. Ibi bisaba ko ishuri riba rifite ubushobozi bwo gucupa impapuro nyinshi kandi abarimu bakaba biteguye gutanga ubufasha muri icyo gikorwa.

**Ubutumwa bugufi** – Ubutumwa bugufi bwakwifashishwa mu kumenyesha amakuru runaka ababyeyi badafite murandasi cyangwa telefoni zigezweho. Icyo gihe imikoro cyangwa ingengabihe byamenyeshwa abanyeshuri n'ababyeyi mu buryo bworoheje kuko umubare w'inyuguti telefoni ishobora kohereza mu buryo bw'ubutumwa bugufi uba ari muto.

**WhatsApp** – Umwrimu ashobora gutangiza urubuga rwa Whatsapp ruhuriwemo n'ababyeyi b'abanyeshuri yigisha. Icyo gihe ibyo ababyeyi bohererejwe babigeza ku bana babo. Whatsapp ifasha abarimu kurushaho guhangga udushya mu buryo busumbye ubwo kohereza ubutumwa bisanzwe. Abarimu bashobora gufotora imyitozo yanditse n'intoki cyangwa ingengabihe z'amasono bakoresheje telefoni hanyuma bakabyoherereza ababyeyi. Abarimu bashobora gufata amajwi y'imyitozo yo kubara mu mutwe cyangwa imyitozo yo kumenya inyuguti.

**Facebook** – Ishuri rishobora kugira ipaji ya facebook cyangwa buri mwaka w'ishuri ukagira ipaji yawo yihariye izajya yoherezwaho imyitozo. Biroroshye gukora amapaji nk'aya no kuyifashisha mukohereza amashusho n'inyandiko.

**Imbuga za murandasi** – Urubuga rwa murandasi rw'ishuri ni umwanya mwiza wo kwifashisha mu koherereza abanyeshuri ibyo bagomba kwiga. Hashobora gukorwa n'izindi mbuga za murandasi z'imyaka yihariye zikajya zinyuzwaho ibyo abanyeshuri bagomba kwiga.

## GUHUGURA ABAKOZI KU BIREBANA N'UBURYO BWO KWIGISHA ABANA BARI MU RUGO KANDI UBWO BURYO BUKABA BWUBAKIYE KU MYIGISHIRIZE ISANZWE YO KU ISHURI

### Ibisobanuro

Kugira ngo gahunda yo kwigira mu rugo itange umusaruro, ni ngombwa ko abarimu baba bazi gukoresha ikoranabuhanga risabwa. Bagomba kandi kugendera ku nteganyanyigisho y'igihugu kugira ngo imyigire yo mu rugo ibe yubakiye ku myigire yari isanzwe yo ku ishuri mbere yuko amashuri afungwa.

### Uko byakorwa ku ishuri ryanyu

Guhugura abarimu mu birebana n'ikoranabuhanga rikenewe kugira ngo bashobore kwigisha abana bari mu rugo. Abarimu bazobereye muri iryo koranabuhanga bashobora kwigisha abandi. Bashobora guhugurana ari babiri babiri cyangwa hagakorwa amatsinda ya whatsapp y'abantu bageze ku 8 bagahugurirwa icyarimwe.

Mu gihe ishuri rimaze gufata umwanzuro w'uburyo buzifashishwa mu kwigisha ni ngombwa ko ishuri rishyiraho amabwiriza abarimu bagomba kugenderaho mu kwigishiriza abana mu rugo. Ntabwo ari byiza guha abanyeshuri ibintu byinshi cyane cyangwa ibintu bike cyane byo kwigira mu rugo. Ni ngombwa ko ishuri rifata umwanzuro ku ngano y'ibyo abanyeshuri bagomba guhabwa byo kwigira mu rugo – ingano yabyo igomba kuba ntoya ugereranyije n'ibyo abanyeshuri basanzwe bigira ku ishuri. Igikurikiraho ni ugushyiraho uburyo bwo gukosora ibyo abanyeshuri bazaba bakoze. Ese ababyeyi bazajya boherereza abarimu ibyo abana bakoze kugira ngo abarimu babikosore cyangwa abarimu bazajya bohereza ibisubizo hanyuma ababyeyi n'abana bakosorere mu rugo bo ubwabo?

## MU GIHE CYO GUFUNGURA

GUHA AGACIRO MBERE NA MBERE IMIBEREHO Y'ABANYESHURI MU GIHE BAGARUTSE KU ISHURI. NI NGOMBWA GUHA ABANYESHURI UMWANYA WO

## KONGERA KUMENYERA ISHURI NTA KWIHUTIRA KWIGISHWA IBIRI MU NTEGANYANYIGISHO BYOSE UKO BYAKABAYE

### Ibisobanuro

Kubera igihe kinini abanyeshuri baba bamaze batari ku ishuri, iyo bagarutse haba harabaye impinduka zirebana n'imyitwarire. Bakenera igihe runaka ngo bongere bamenyere ishuri. Ni ngombwa ko mu byumweru bya mbere umunyeshuri afashwa kongera kugira ubushobozi bwo gutera imbere mu bwenge ari na yo mpamvu imibereho ye myiza ndetse n'imatekerereze bigomba kwitabwaho.

### Uko byakorwa ku ishuri ryanyu

Mu gihe ishuri ryongeye gufungura abanyeshuri bagarutse ku ishuri mushobora gukora ibi bikurikira:

- **Guhindura ingengabihe z'amasono** – Kubera ko abanyeshuri baba bamaze igihe kinini batiga hari ubumenyi bwabo bumwe na bumwe buba bwarasubiye hasi ku buryo bibafata igihe runaka ngo bashobore gusobanukirwa ibantu runaka. Mushobora kugabanya umubare w'amasono kugeza ku masomo ane ku munsi hakongerwa igihe cy'amasono y'imibare mu rwego rwo gufasha abanyeshuri gusobanukirwa kurushaho ibyo biga. Ku banyeshuri bagomba kuzakora ibizamini bya Leta, mushobora kugumana ingengabihe bari basanzwe bagenderaho ariko mukazirikana igihe barimo, noneho buhoro buhoro mukaba ari bwo mugenda mubinjiza muri gahunda yo kwitegura ibizamini bya Leta.
- **Gutangiza isomo ry'Ubumenyamuntu, Imbonezamubano, Ubuzima n'Ubukungu (PSHE)** – Hitamo abarimu bamwe ubasabe kwigisha ibyerekeye Ubumenyamuntu, Imbonezamubano, Ubuzima n'Ubukungu (PSHE). Iri somo rizafasha abanyeshuri mu kwitegura kwiga ibikubiye mu nteganyanyigisho nyirizina.
- **Guha abanyeshuri igihe cyo kuruhuka hagati mu masomo**– Kureka abanyeshuri bagafata umwanya muto wo kuruhuka hagati y'isomo r'irindi. Kubicaza bakoze uruziga hanze bakabwira bagenzi babo uko bari babayeho mu gihe amashuri yari afunze. Ibi byabafasha kutarambirwa kwiga kandi ntibagire impungenge ku buryo bushya bw'imyigire.
- **Guha abanyeshuri imyitozo inyuranye buri wese agiramo uruhare** – Mu byumweru bya mbere amashuri amaze gufungura ni byiza guha abanyeshuri imyitozo myinshi bagiramo uruhare. Bakwiye gukora imyitozo yo mu matsinda urugero gusimburana mu gusoma cyangwa mu kuvuga inyuguti zigize amagambo runaka. Mu myitozo yose bakora bagomba kubahiriza amabwiriza yashyizweho n'ishuri arebana no gusiga intera hagati yabo.
- **Kubanza gusubiramo ibyzwe** – Gusuzuma niba abanyeshuri basobanukiwe amasono bize mbere; urugero nko mu isomo ry'imibare ushobora gusubiramo uburyo bwo gukora imibare ukareba uburyo abanyeshuri bazi gukoresha mbere yo gutangira kubigisha ingingo nshya.

## GUKORA KU BURYO GAHUNDA YO KWIGIRA KU ISHURI NA GAHUNDA YO KWIGIRA MU RUGO BIHABWA UMWANYA UNGANA MU GIHE ABANYESHURI BADASHOBORA KUZA KU ISHURI IGIHE CYOSE

### Ibisobanuro

Mu gihe amashuri yongeye gufungura birashoboka ko habaho impinduka ku ngengabihe z'amasono mu rwego rwo kwirinda ko abantu begerana. Amashuri ashobora kugabanywamo kabiri abanyeshuri bamwe bakajya biga igitondo abandi ikigoroba. Bamwe bashobora kujya biga ku minsi

runaka y'icyumweru gusa. Biranashoboka ko amashuri yazongera agafungwa. Icyo gihe gahunda yo kwigira mu rugo yakomeza kwifashishwa.

### Uko byakorwa ku ishuri ryanyu

Mu gihe ingengabihe z'amasomo z'imyaka yose zimaze kwemezwa, ni ngombwa guha abarimu amabwiriza arebana na gahunda yo kwigisha abanyeshuri bari mu rugo:

- Gushyiraho ibisabwa birebana na gahunda yo kwigira mu rugo – urugero ingano y'ibyo abarimu bagomba gutegura abanyeshuri bakabyigira mu rugo, amasomo agomba kwibandwaho n'isano rigomba kuba hagati y'ibyo abanyeshuri bigira mu rugo n'ibyigirwa ku ishuri.
- Gutanga ingengabihe z'amasomo abanyeshuri bagomba kwigira mu rugo. – Ingengabihe izafasha ababyeyi n'abana kumenya neza amasomo ateganyijwe buri munsi.
- Kugena urwego rw'ubufasha abarimu bazatanga mu gihe cya gahunda yo kwigira mu rugo – Ese abarimu bazabona umwanya wo gusubiza ibibazo by'ababyeyi? Ese hazashyirwaho urubuga rwa Whatsapp bwa buri shuri aho abarimu bashobora gutanga inama cyangwa kwereka abanyeshuri umusaruro wavuye mu mikoro yabo? Ese abarimu bazajya bahamagara ababyeyi buri cyumweru kugira ngo baganire ku byakorwa?
- Kwemeza uko imikoro n'amasuzumabumenyi bizajya bikosorwa – Ese abanyeshuri bazajya bahabwa ibisubizo hanyuma bo ubwabo bikosore cyangwa abarimu ni bo bazajya babakosora? Byaba byiza ubwo buryo bwombi buramutse bukoreshejwe.

## URUTONDE RW'IBIKENEWE MU MYITEGURO Y'IFUNGURA RY'AMASHURI

IMYIGISHIRIZE N'IMYIGIRE			
MBERE YO GUFUNGURA		MU GIHE CYO GUFUNGURA	
Gukurikirana amabwiriza ya Leta arebana n'impinduka zishobora gukorwa zirebana n'integanyanyigisho n'ingengabihe z'ibizamini	UBISHINZWE	Guha agaciro imibereho myiza y'abanyeshuri mbere na mbere. Ni ngombwa kubagenera umwanya wo kongera kumenyera ishuri nta kwihutira guhita bigishwa ibikubiye mu nteganyanyigisho byose uko byakabaye.	UBISHINZWE
	IGIHE BIZAKORERWA		IGIHE BIZAKORERWA

Koherereza ababyeyi urutonde rw'ingingo z'amasomo yigishijwe mu gihe amashuri yari afunze no kubasaba kwerekana ingingo z'amasomo abana babu bigiye mu rugo.	UBISHINZWE  IGIHE BIZAKORERWA	Gufata umwanya wo guhugura abanyeshuri abanyeshuri ku birebana n'imiyitwarire n'imigenzereze mishya ishuri ryashyizeho mu rwego rwo kubarinda.	UBISHINZWE  IGIHE BIZAKORERWA
Guhitamo uburyo bwafasha abanyeshuri kwigira mu rugo nk'inyandiko z'amasomo, WhatsApp, Facebook, ubutumwa bugufi na Zoom.	UBISHINZWE  IGIHE BIZAKORERWA	Kugabanya amwe mu masomo yo mu nteganyanyigisho hakibandwa ku masomo y'ingenzi kurusha ayandi	UBISHINZWE  IGIHE BIZAKORERWA
Guhugura abakozi ku birebana n'uburyo bwo kwigisha abana bari mu rugo, kandi ubwo buryo bukaba bwubakiye ku myigishirize isanzwe yo ku ishuri.	UBISHINZWE  IGIHE BIZAKORERWA	Gukora ku buryo gahunda yo kwigira ku ishuri no kwigira mu rugo bihabwa umwanya ungana mu gihe abanyeshuri badashobora kujya ku ishuri igihe cyose cyangwa ige cyo kujya ku ishuri cyaragabanyijwe.	UBISHINZWE  IGIHE BIZAKORERWA
Koherereza abanyeshuri inyandiko z'amasomo mu gihe ababyeyi babo badashobora kubabonera telefoni zigezweho cyangwa murandasi.	UBISHINZWE  IGIHE BIZAKORERWA		



# INZIRA ZEREKEZA KU IFUNGURA RY'AMASHURI

Urutonde rw'ibikenewe mu myiteguro  
y'ifungura ry'amashuri

Gushishikaza ababyeyi



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# GUSHISHIKAZA ABABYEYI

	Mbere yo gufungura	Mu gihe cyo gufungura	Nyuma yo gufungura
<b>Nimero ababyeyi babonekaho</b>	Kwegeranya nimero z'ababyeyi bose ku buryo mushobora guhererekanya amakuru mu gihe cyo kuguma mu rugo.	Kumenya nimero z'ababyeyi zitari zashoboye kuboneka mu gihe amashuri yari afunze bigatuma amakuru atabageraho.	Gushyiraho gahunda yo gukomeza gukusanya nimero z'ababyeyi mu buryo buhoraho.
<b>Guhererekanya amakuru</b>	Kugerageza guhererekanya amakuru n'ababyeyi mu buryo buhoraho bakamenyeshwa ibyemezo bigenda bifatwa bigamije gufasha abanyeshuri no kugira ngoabantu bari ku ishuri bashobore kwirinda.	Gutegura gahunda y'ubukangurambaga mu baturage hibandwa cyane ku kamaro ko kongera kohereza abana ku ishuri.  Kumenyesha ababyeyi itariki ishuri rizafunguriraho n'amategeko arebana n'abemerewe kuza ku ishuri ndetse n'amashuri azabanza kugaruka (mu gihe habayeho gufungura mu byiciro).	Kumenyesha ababyeyi mu buryo buhoraho ingamba ishuri ririmo gufata zirebana no kwirinda ikwirakwira rya COVID-19; ibi bituma bemera kongera kohereza abana ku ishuri.

## MU GIHE CYO GUFUNGURA.

**KUMENYESHA ABABYEYI ITARIKI ISHURI RIZAFUNGURIRaho N'AMATEGEKO AREBANA N'ABEMEREWE KUZA KU ISHURI NDETSE N'AMASHURI AZABANZA KUGARUKA (MU GIHE HABAYEHO GUFUNGURA MU BYICIRO).**

Ibisobanuro

Abayobozi b'amashuri bagomba kumenyesha ababyeyi amatariki yo gufungura n'ingamba zizagenderwaho icyo gihe mu rwego rwo kubafasha kwitegura no gutegura abana babo hakiri kare. Ibi bizatuma abanyeshuri badatungurwa na gahunda nshya y'imyigire bityo bashobore kumenyera impinduka bitagoranye.

Uko byakorwa ku ishuri ryanyu

Mu gihe murimo kwitegura kongera gufungura, nyuma yo gushyiraho itariki yo gufungura n'amategeko azagenderwaho ni ngombwa kubimenyesha ababyeyi bose. Abayobozi b'amashuri bagomba:

- Gushyiraho itariki yo gufungura bagendeye ku bisabwa na Minisiteri y'Ubuzima/Minisiteri y'Uburezi bitewe na buri gihugu
- Gushyiraho gahunda yo gufungura hitabwa ku guhana intera. Amashuri ashobora gufungura hakirwa abanyeshuri bose cyangwa bigakorwa mu byiciro bitewe n'ubukana bw'icyorezo mu karere.
- Amashuri ashobora kwifashisha uburyo bw'itegeko ry'imibare y'igiharwe n'imibare itari igiharwe, hagakorwa ibice bibiri, igice kimwe cy'abanyeshuri kikajya kiga igitondo ikindi kikiga ikigoroba cyangwa abanyeshuri bagomba gukora ibizamini bya Leta bakaba ari bo babanza gutangira abandi bakazajya baza buhoro buhoro.
- Amashuri agomba kumenyesha ababyeyi kwirinda kohereza abana babo ku ishuri mu gihe bagaragaza ibimenyetso bya COVID-19 cyangwa barahuye n'umuntu uyrwaye.
- Hagendewe ku mabwiriza y'ubuyobozi bw'inzezo z'ibanze, amashuri ashobora gusaba ababyeyi ko abana baza ku ishuri bambaye udupfukamunwa cyangwa udupfukantoki.

## GUTEGURA GAHUNDA Y'UBUKANGURAMBAGA MU BATURAGE HIBANDWA CYANE KU KAMARO KO KONGERA KOHEREZA ABANA KU ISHURI

### Ibisobanuro

Birakwiye ko abanyeshuri bose bashishikarizwa kongera kugaruka ku ishuri n'ubwo imiryango myinshi yahuye n'ibibazo bifitanye isano n'ifungwa ry'amashuri ndetse n'ifungwa ry'ibikorwa by'ubucuruzi. Ubusanzwe mu bihe nk'ibingibi usanga abanyeshuri basanzwe basiba ishuri, tuvuge nk'abakobwa, bashobora n'ubundi kutihutira kugaruka ku ishuri. Ni ngombwa rero ko amashuri yihatira gukora ubukangurambaga mu baturage bagasobanurirwa akamaro ko kongera kohereza abana babo ku ishuri.

### Uko byakorwa ku ishuri ryanyu

Mu bukangurambaga mukora mukwiye kwibanda ku gufasha abana kugaruka ku ishuri by'umwihariko abakobwa barimo abashobora kuba baratwaye inda bakaba bari baravuye mu ishuri na mbere y'uko amashuri afungwa.

Mugomba gutegura gahunda y'ubukangurambaga ku ifungura ry'ishuri mwifashishije ubutumwa bugenewe abaturage bubashishikariza kongera kohereza abana babo ku ishuri. Ni ngombwa kugeza ubwo butumwa ku babyeyi nyuma y'uko mumaze kwemeza itariki yo gufungura.

### Ubwo butumwa bugomba kuba bukubiyemo ibi bikurikira:

- Impamvu kwiga ari ingenzi kuri ejo hazaza h'abanyeshuri.
- Ingamba ishuri rrimo gufata mu rwego rwo kurinda abanyeshuri (birashoboka ko hari abafite ubwoba kubera kumara igihe kinini muri gahunda ya guma mu rugo). Izo ngamba ni uburyo bwiza bwo kunoza isuku no gukaraba intoki, n'amahugurwa abakozi b'ishuri bakoze arebana no kurinda abanyeshuri.

Mu gihe amashuri afunguye, abayobozi b'ishuri bafatanyije n'abahagarariye itsinda rihuza ababyeyi n'abarimu bakurikiranira hafi ubwitabire bw'abanyeshuri by'umwihariko abakobwa hanyuma hagashakwa ingamba zo kugera ku batarashoboye kugaruka ku ishuri cyangwa abakunda gusiba.

# URUTONDE RW'IBIKENEWE MU MYITEGURO Y'IFUNGURA RY'AMASHURI

URUHARE RW'ABABYEYI			
MBERE YO GUFUNGURA	UBISHINZWE	MU GIHE CYO GUFUNGURA	UBISHINZWE
Kwegeranya nimo z'ababyeyi bose ku buryo mushobora guhererekanya amakuru mu gihe cyo kuguma mu rugo.	UBISHINZWE	Kumenya nimero z'ababyeyi zitari zashoboye kuboneka mu gihe amashuri yari afunze ku buryo amakuru atigeze abageraho.	UBISHINZWE
	IGIHE BIZAKORERWA	IGIHE BIZAKORERWA	IGIHE BIZAKORERWA
Kugerageza guhererekanya amakuru n'ababyeyi mu buryo buhoraho bakamenyeshwa ibyemezo bigenda bifatwa bigamije gufasha abanyeshuri no kugira ngo abantu bari ku ishuri bashobore kwirinda	UBISHINZWE	Gutegura gahunda y'ubukangurambaga mu baturage hibandwa cyane ku kamaro ko kongera kohereza abana ku ishuri.	UBISHINZWE
	IGIHE BIZAKORERWA	IGIHE BIZAKORERWA	IGIHE BIZAKORERWA
		Kumenyesha ababyeyi itariki ishuri rizafunguriraho n'amategeko arebana n'abemerewe kuza ku ishuri ndetse n'amashuri azabanza kugaruka	UBISHINZWE
		IGIHE BIZAKORERWA	IGIHE BIZAKORERWA



# INZIRA ZEREKEZA KU IFUNGURA RY'AMASHURI

Urutonde rw'ibikenewe mu myiteguro  
y'ifungura ry'amashuri

Gushishikaza abakozi



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# GUSHISHIKAZA ABAKOZI.

	Mbere yo gufungura	Mu gihe cyo gufungura	Nyuma yo gufungura
Ubufasha no kuganira	Kuganiriza abakozi mu buryo buhoraho mu rwego rwo kumenya uko bamerewe. Kubaha ubujyanama mu gihe bibaye ngombwa.  Kuganiriza abarimu ku mpinduka zirebana n'imihembere y'imishahara	Kugerageza guhemba abarimu mu buryo buhoraho kandi ku gihe hibandwa ku badafite amasezerano ahoraho kugira ngo abarimu batareka akazi kandi bagire imibereho myiza.	
Ubwitabire bw'abakozi ku kazi	Kuvugurura politiki zirebana n'ubwitabire bw'abakozi zigahuzwa n'impamvu zishobora gutuma abakozi bataza ku kazi kubera ikibazo cy'ubuzima.	Kwitegura ko hari abakozi bashobora kutagaruka ku kazi kubera impamvu z'ubuzima cyangwa impamvu z'ubukungu; kuvugurura ingengabihe y'abakozi mu kazi no guha akazi abakozi bashya.	

## MBERE YO GUFUNGURA.

KUGANIRIZA ABAKOZI MU BURYO BUHORAHU MU RWEGO RWO KUMENYA UKO BAMEREWE. KUBAHA UBUJYANAMA MU GIHE BIBAYE NGOMBWA.

### Ibisobanuro

Icyorezo cya COVID-19 cyagize ingaruka ku bakozi benshi harimo n'abakozi bo mu mashuri ku isi hose. Abakozi barahungabanye mu mitekerereze no mu bukungu. Ibikorwa ry'ishuri byarahungabanye, abarimu bakoreraga mu rugo bifashishiye uburyo bw'iya kure batari bamenyereye, abakozi bamwe bagabanyirijwe imishahara cyangwa amasezerano yabo y'akazi arasubikwa. Hari ndetse n'abakozi babuze abavandimwe n'inshuti kubera iki cyorezo. Ni ngombwa kumenya ko ingaruka z'iki cyorezo zizaba zigihari igihe amashuri azaba yongeye gufungura.

Kubera iyo mpamvu abayobozi b'amashuri bagomba gufata ingamba zo kurinda abakozi no kubafasha kumererwa neza kurushaho muri ibi bihe bikomeye.

### Uko byakorwa ku ishuri ryanyu

Ibi bitekerezo bikurikira bishobora gufasha abayobozi b'amashuri kwirinda ko abakozi bacika intäge kandi bakumva bashyigikiwe muri iki gihe k'icyorezo. Byatera umwete abakozi, bakagira ikizere n'umutekano, kandi ibi ni ibintu by'ingenzi muri ibi bihe by'amage:

Kuganiriza kensi abakozi muri iki gihe harimo no kuganiriza buri mukozi ku gitit ke: Ni byiza ko abakoresha bakora gahunda nibura y'icyumweru yo kuganiriza abakozi. Fata umwanya utege amatwi abakozi hanyuma muganire ku buzima mubayemo kandi bikorwe kuri buri mukozi. Ushobora kubahamagara kuri telefoni, kuboherereza ubutumwa bugufi, gukoresha Whatsapp cyangwa ubundi buryo. Abayobozi b'amashuri bashobora kandi guhura n'abakozi imbonankubone mu gihe byemewe mu gihugu cyabo ariko bakibuka kubahiriza ingamba zo kwirinda.

**Ubu ni uburyo bworoshye bwakwifashishwa mu kugaragaza ko ushyigikiye abakozi bawe kandi ko ubahangayikiye:** Birashoboka ko amashuri ubwayo na yo yaba afite ikibazo cy'ubukungu ariko ni ngombwa gufasha abakozi gushaka ibisubizo by'ibibazo no kubashakira ubufasha mu gihe bishoboka. Ni ngombwa kunga ubumwe, mugafatanya urugendo rwo guhangana n'ingorane zirebana n'akazi n'ubwirinzi.

- Ibuka kubaza abakozi b'ishuri uko bamerewe, uko imiryango yabo imerewe, gerageza kubatega amatwi no kubumva.
- Gerageza gushakira abakozi ibintu nkenerwa by'ibanze nk'amafaranga y'urugendo, amafaranga yo guhamagara n'aya interineti mu gihe bishoboka.
- Mu gihe bibaye ngombwa ko ishuri risubika amasezerano y'akazi y'abrimu, rigabanya imishahara yabo cyangwa rikananirwa kubahemba, byaba byiza babimenyeshejwe umwe umwe kandi bagahabwa impamvu zumvikana.
- Irinde gufata ibyemezo bihutiye ho ngo ubiture ku bakozi cyane cyane mu gihe ari bo bireba.
- Mu gihe amashuri azaba afunguye, birashoboka ko azaba agifite ibibazo by'ubukungu, ariko agomba gukora uko ashoboye abrimu bagakomeza guhembwa kandi ku gihe hibandwa ku barimu badafite amasezerano ahoraho. Ibi bituma abrimu badacika intäge ngo bareke akazi kandi bibafasha kumva bamerewe neza.
- Shaka uburyo bwo gushimira abakozi bakora neza kandi ubashishikarize gufashanya. Emera ko muri mu bihe bikomeye kandi ushimire abakozi ibyo bagenda bageraho mu kazi uko byaba bingana kose.

**Kora ku buryo abakozi birinda:** Ibutsa abakozi gukurikiza amabwiriza y'Ishami ry'Umuryango w'Abibumbye ryita ku Buzima na Minisiteri y'Ubuzima mu gihugu cyanyu. Baza abakozi ubufasha basanzwe babona muri iki gihe cyo kuguma mu rugo. Bashishikarize gukora siporo bizabatera kumererwa neza mu mubiri no kugabanya umuhangayiko. Ibi bizakomeza kubahirizwa mu gihe amashuri azaba afunguye mu rwego rwo kurinda abakozi n'abanyeshuri.

**Guha ubujyanama abakozi b'ishuri kugira ngo bashobore guhangana n'umuhangayiko, ubwoba no kwiheba:** Mu gihe abantu bari mu bihe bikomeye, bumwe mu buryo bunoze bwafasha guhangana n'umuhangayiko ndetse n'ubwoba ni ukwibanda ku byo dushobora kugira icyo dukoraho. Ubu ni bumwe mu buryo mwagiramo inama abakozi kugira ngo babungabunge ubuzima n'imibereho yabo muri ibi bihe bitoroshye:

- Menya kwirinda COVID-19 uyirinde n'abandi
- Menya amarangamutima yawe
- Komeza ibikorwa byawe bya buri munsi uko ubishoboye
- Menya amakuru y'umuryango wawe n'inshuti zawe, ibuka ko kuba mutari kumwe bidasobanuye ko ugomba kubibagirwa
- Shaka amakuru y'ukuri
- Menya aho ugomba kugarukira mu mikoreshereze y'amakuru n'imbuga nkoranyambaga

## KWITEGURA KO HARI ABAKOZI BASHOBORA KUTAGARUKA KU KAZI KUBERA IMPAMVU Z'UBUZIMA CYANGWA IMPAMVU Z'UBUKUNGU, KUVUGURURA INGENGABIHE Y'ABAKOZI MU KAZI NO GUHA AKAZI ABAKOZI BASHYA.

### Ibisobanuro

Kubera ko amashuri yamaze igihe kirenze amezi abiri afunze, abayobozi b'amashuri bahuye n'ikibazo cy'amikoro benshi muri bo bananirwa guhemba abakozi bityo abarimu batangira gushakisha ubundi buryo bwatuma bashobora kubaho. Ibi bishobora gutuma abarimu bamwe badasubira mu kazi igihe amashuri azaba yongeye gufungura bikaba ngombwa ko abayobozi b'amashuri bashaka abarimu bashya. Bamwe mu barimu bashobora kuzasezererwa kubera ko amashuri amwe atazaba agishoboye kubahemba kubera ibibazo by'amikoro. Ibyo byose ni ngombwa kubiteganya mu buryo bunoze.

Abayobozi b'amashuri bakwiye gufasha abarimu kumenyera imikorere mishya mu gihe amasomo yongeye gusubukurwa. Abarimu ndetse n'abandi bakozi b'ishuri bakeneye ubufasha bukwiye n'uburyo bubafasha gusubukura ubuzima bw'ishuri, kandi akensi ni ngombwa gutangirira ku masomo afasha abnyeshuri kugaruka mu murongo. Ubwo bufasha ni ngombwa cyane cyane ku barimu bahawe izindi nshingano ziyongera ku zo bari basanganwe.

### Uko byakorwa ku ishuri ryanyu

Birakwiye kwitegura ko abakozi bashobora kugabanuka bitewe n'uko hari abarimu bashobora kwanga kugaruka mu kazi kubera impamvu z'ubuzima cyangwa impamvu z'ubukungu. Icyo gihe birashoboka guhindura ingengabihe no guha akazi abakozi bashya.

- Menya abarimu bazagaruka ku kazi mu gihe amashuri azaba yafunguye
- Itegure gushaka abandi barimu mu gihe hari abavuye mu kazi. Ushobora:
  - Kwifashisha ibinyamakuru cyangwa indi miyoboro y'ishuri uga tanga amatangazo y'akazi
  - Gutegura ibizamini byo kuvuga hakoreshejwe ikoranabuhanga mu gihe bitemewe kugenda kubera gahunda yo kuguma mu rugo
- Ongerera andi masomo abarimu bakomeje akazi. Byaba byiza ubuyobozi bw'ishuri bugeneye aba barimu ubufasha bwisumbuyeho harimo n'ubufasha bujyanye n'amikoro.
- Gerageza gutega amatwi abarimu bagumye mu kazi kugira ngo bagire ijambo muri gahunda ziteganywa bityo barusheho kugira umwete mu kazi kandi basobanukirwe neza impamvu z'impinduka mu nshingano zabo.
- Komeza kuganira n'abo bireba bose kugira ngo hamenyekane ibibazo bishobora gutuma abakozi basiba kuza ku kazi
- Shaka ahandi hantu amafaranga yaturuka kugira ngo ishuri rishobore guhemba abarimu.
- Ganiriza abarimu ubashishikarize kugaruka ku kazi
- Kora impinduka ku ngengabihe n'integanyanyigisho ugendeye ku mpinduka zabaye zirebana n'igihe cyo kwiga, harebwe niba abnyeshuri bazajya baza kwiga mu byiciro ku minsi itandukanye kugira ngo hakurikizwe amabwiriza yo kwirinda kwegerana, bakajya basimburana
- Tegura inyandiko z'amasomo zo koherereza abnyeshuri badashobora kuza ku ishuri kubera impamvu z'ubuzima.

# MU GIHE CYO GUFUNGURA.

KUVUGURURA POLITIKI ZIREBANA N'UBWITABIRE BW'ABAKOZI ZIGAHUZWA  
N'IMPAMVU ZISHOBORA GUTUMA ABAKOZI BATAZA KU KAZI KUBERA IKIBAZO  
CY'UBUZIMA

## Ibisobanuro

Mu gihe amashuri azaba afunguye hari bamwe mu bakozi bashobora kudahita bagaruka mu kazi kubera ibibazo by'ubuzima. Ibi bishobora guterwa n'uko bo ubwabo cyangwa bamwe mu bo mu miryango yabo bagaragaza ibimenyetso bya COVID-19. Icyo gihe, bitewe n'ingamba zo kwirinda ishuri ryafashe, umuyobozi w'ishuri ashobora gusaba abo bakozi kuba bagumye mu rugo. Umuyobozi w'ishuri azakenera kuvugurura politiki zirebana n'ubwitabire bw'abakozi ku kazi azihuze n'impamvu zishobora gutuma abakozi bataza ku kazi kubera impamvu z'ubuzima.

## Uko byakorwa ku ishuri ryanyu

Muri gahunda y'imyigishirize n'imyigire ku ishuri, ni ngombwa gukurikiza Amabwiriza y'lmikorere yo mu bihe Bidasanzwe nk'uko ateganywa n'lshami ry'Umuryango w'abibumbye ryita ku Buzima (urugero amabwiriza y'lshami ry'Umuryango w'Abibumbye ryita ku Buzima arebana n'ingamba zo kubungabunga ubuzima rusange ku mashuri).

### Hashobora kubaho impinduka mu bikorwa bya buri munsi by'ishuri:

- Abakozi bagomba gushishikarizwa guha umuyobozi w'ishuri amakuru mu buryo bwiuse mu gihe habonetse umurwayi. Ibi bishobora gukorwa hifashishijwe ubutumwa bugufi, guhamagara cyangwa ubundi buryo.
- Gukora impinduka mu miterere y'akazi cyangwa mu byerekeranye n'icumbi cyane cyane hibandwa ku bakozi baturuka kure.
- Kongerera izindi nshingano abakozi barimo gukorera mu rugo: abakozi barimo gukorera mu rugo bashobora gufasha abarimu gutegura amasomo n'imyitozo, bashobora gukora ingengabihe cyangwa bagafasha abayobozi b'ishuri mu kandi kazi mu gihe cyose bishoboka.
- Guhugura abarimu mu buryo bwo kwigisha bw'iya kure. Ibi bishobora gufasha mu gihe hari abarimu bari mu kato. Mu gihe abarimu bahuguwe kuri ubwo buryo bwo kwigisha bw'iya kure bashobora kandi gufasha abanyeshuri batarashobora kuza ku ishuri kubera ikibazo cya COVID-19
- Guha abarimu ubufasha mu kazi, bigakorwa mu ibanga kandi bakagenerwa n'ubujyanama mu gihe bafite ingorane zihariye cyangwa bakeneye amakuru arebana na serivisi runaka.
- Kurangira abakozi aho bashobora gukura amakuru bakeneye urugero aho ibigo nderabuzima byemewe muri ako gace biherereye.

# URUTONDE RW'IBIKENEWE MU MYITEGURO Y'IFUNGURA RY'AMASHURI

GUSHISHIKAZA ABAKOZI			
MBERE YO GUFUNGURA	MU GIHE CYO GUFUNGURA		
<p>Kuganiriza abakozi mu buryo buhoraho mu rwego rwo kumenya uko bamerewe. Kubaha ubujyanama mu gihe bibaye ngombwa.</p>	UBISHINZWE	Kugerageza guhemba abarimu mu buryo buhoraho kandi ku gihe kugira ngo abarimu batareka akazi kandi bagire imibereho myiza.	UBISHINZWE
	IGIHE BIZAKORERWA		IGIHE BIZAKORERWA
<p>Kuganiriza abarimu ku gihe ku bijyanye n'impinduka zirebana n'imihembere y'imishahara</p>	UBISHINZWE	Kuvugurura politiki zirebana n'ubwitabire bw'abakozi zigahuzwa n'impamvu zishobora gutuma abakozi bataza ku kazi kubera ikibazo cy'ubuzima.	UBISHINZWE
	IGIHE BIZAKORERWA		IGIHE BIZAKORERWA
<p>Kwitegura ko hari abakozi bashobora kutagaruka ku kazi kubera impamvu z'ubuzima cyangwa impamvu z'ubukungu</p>	UBISHINZWE		
	IGIHE BIZAKORERWA		