



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

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To: **HEADS OF PROVINCIAL EDUCATION DEPARTMENTS**
CC: **HEADS OF PROVINCIAL CURRICULUM BRANCHES**
PROVINCIAL LTSM MANAGERS
DISTRICT DIRECTORS AND LTSM OFFICIALS
SCHOOL PRINCIPALS

CIRCULAR S12 OF 2015

DELIVERY OF GRADES R-9 VOLUMES 1 AND 2 WORKBOOKS FOR THE 2016 SCHOOL YEAR

The Department of Basic Education (DBE) will continue to print and distribute workbooks to all public (ordinary and special) schools across the country for the 2016 school calendar year.

The following workbooks will be sent directly to schools:

- Grade R workbooks;
- Grades 1-6 Home Languages;
- Grades 1-3 Mathematics in Language of Learning and Teaching (LoLT);
- Grades 4-9 Mathematics in English and Afrikaans;
- Grades 1-6 First Additional Languages in English; and
- Grades 1-3 Life Skills in LoLT.

The 2016 workbook delivery will be executed as follows:

- Grades 1 to 9 volume 1 and Grade R from **23 July until 23 September 2015**, and
- Grades 1 to 9 volume 2 from **19 October until 30 November 2015**.

The School Principal or delegated school official is expected to:

- open and check the Workbook consignment immediately on delivery;
- indicate the need for additional workbooks required due to a projected increase in learner enrolment on the proof of delivery note;
- sign and stamp the proof of delivery note and give the original copy to the driver; and
- provide reasons in writing on the proof of delivery note, if the school stamp is not available.

As in previous years, the 2016 workbooks will be delivered according to the signed off learner statistics received from schools through their Provincial Education Departments (PEDs).

All wrong language deliveries must be stated on the proof of delivery note and the stock returned.

In the case that there is a need for additional workbooks, the Principal or delegated school official should report this by using one of the following details:

- Call Centre Number: **086 100 4357**;
- Email: **dbe@golesedi.com**; or
- SMS: **39864**

The information collected for additional workbooks will be shared with Learning and Teaching Support Materials (LTSM) officials of PEDs for remediation.

All requests for additional workbooks as a result of increased learner numbers must be reported on or before **31 January 2016** for execution by each province before **28 February 2016**. Reports for additional workbooks that will be received after the deadline **will not be entertained**.

Schools are advised to quote their EMIS number in all communications to the DBE officials.

Kindly note that while it is the DBE's commitment to ensure that the distribution of the 2016 workbooks is executed according to the signed off learner statistics received from provinces, it is also the responsibility of Provincial and District offices to ensure that correct statistics on learner numbers for all schools is submitted to the DBE to avoid a situation where learners are found to be without learning materials at the start of the 2016 school year.

The detailed delivery schedule will be forwarded to all provincial LTSM officials as soon as it is available, for them to share with district offices and schools. Curriculum advisors together with LTSM officials at the Provincial and District offices are requested to assist with the monitoring of delivery and to check whether schools are reporting shortages. Proof of delivery (PODs) notes will be uploaded on the website: <http://www.schoolmaster.org.za/> for officials to verify delivery. The DBE will continue to provide provincial LTSM officials with weekly statistical reports on the delivery progress as received from the service provider contracted to do the delivery of workbooks.

It is therefore expected that Provincial and District officials will monitor the utilisation of workbooks in a sample of schools each month. Provincial Education Departments are requested to provide the DBE with a report on the utilisation of workbooks as stated in Circular S5 of 2015.

District Directors, Subject Advisors, Principals and Teachers are hereby informed that the **utilisation of workbooks in everyday lessons is mandatory**.

Learners are to be afforded the opportunity to take workbooks home to complete tasks with assistance from parents or guardians.

You are kindly requested to bring Circular S12 of 2015 to the attention of all District Directors, Curriculum Specialists, Provincial LTSM Managers, and LTSM officials as well as School Principals.


MRS PT TYOBeka
ACTING DIRECTOR-GENERAL
DATE: *30 June 2015*