



## 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 S10 OF 2014**

#### **DELIVERY OF GRADES R-9 WORKBOOKS FOR 2015 SCHOOL YEAR**

As stated in Circular S6 of 2014, the Department of Basic Education (DBE) is continuing to print and distribute workbooks to all public (ordinary and special) schools across the country for the 2015 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 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 delivery of 2015 volume 1 workbooks is planned to be executed by **30 September 2014**.

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 put the school stamp on the proof of delivery note and give a copy to the driver; and
- provide reasons in writing on the proof of delivery note, if the school stamp is not available.

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

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

- Call Centre Number: **086 100 4357**;
- Email: [dbe@golesedi.com](mailto:dbe@golesedi.com); or
- SMS: **39864**

The information collected for additional workbooks will be shared with 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 2015** for execution by each province before 28 February 2015. 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 that are made with the DBE officials.


Kindly note that while it is the DBE's commitment to ensure that the distribution of the 2015 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 2015 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 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. 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 delivery of workbooks.

District Directors, Subject Advisors, Principals and Teachers are hereby informed that the utilization of workbooks in everyday lessons is mandatory. District officials, Subject advisors and school principals are requested to regularly monitor the utilization of workbooks. Any school found not utilizing workbooks will be required to provide a written report and will be held accountable for the fruitless expenditure.

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 S10 of 2014 to the attention of all District Directors, Curriculum Specialists, Provincial LTSM Managers, and LTSM officials as well as School Principals.

  
**MR SG PADAYACHEE**  
**ACTING DIRECTOR-GENERAL**  
**DATE:** 2014/07/01