



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

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Dear District Directors;
LTSM Officials; and
School Principals

DELIVERY OF VOLUME 2 OF GRADES R-9 WORKBOOKS FOR 2015 SCHOOL YEAR

As stated in Circular S10 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.

As per plan, from **11 August 2014** until **30 September 2014**, the service provider contracted for workbook deliveries, executed Phase 1 of Volume 1 of Grades 1-9 workbooks.

Kindly note that the execution of the delivery of Phase 2 of Grades 1-9 volume 1 and 2; as well as Grade R terms 1 to 4 workbooks is planned to commence as from the middle of October 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 return a copy to the driver;
- provide reasons in writing on the proof of delivery note, if the school stamp is not available; and
- if no school stamp is available, School Principals should allow the person delivering workbooks to take photo of the teacher or school official receiving workbooks or indicate by writing on the proof of delivery note their refusal to allow photo to be taken.

In the case that there is a need for additional workbooks, the Principal or delegated school official should report to the following:

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

The information collected for additional workbooks will be shared with LTSM officials of Provincial Education Departments for remediation.

For schools in the Eastern Cape, Gauteng, KwaZulu-Natal, Limpopo, North West, and Western Cape Provinces; arrangements has been made that an exchange of workbooks to

remediate wrong language delivery and provision of additional workbooks will be conducted by the respective Provincial office or District offices.

Therefore schools are advised to accept all deliveries as they are and report anomalies through the above provided contact details.

All requests for additional workbooks for Volume 1 and 2 as well as Grade R that occur 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 the responsibility of School Principals and District offices to ensure that correct statistics on learner numbers for all schools is submitted to the Provincial office for forwarding to the DBE to avoid a situation where learners are found to be without learning materials at the start of a school year.

The detailed delivery schedule will be forwarded to all provincial LTSM officials 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 this letter to the attention of all District Directors, Curriculum Specialists and Provincial LTSM Managers as well as School Principals.

Kind regards


1st MR HM MWELI

ACTING DEPUTY DIRECTOR-GENERAL: CURRICULUM POLICY, SUPPORT AND
MONITORING

DATE: 17/01/14