

Enquiries

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education

Department of
Education
FREE STATE PROVINCE**LTA (LTSM) 01/2014**

**TO: DEPUTY DIRECTORS-GENERAL
CHIEF DIRECTORS
DIRECTORS
DIRECTORS IN DISTRICTS
CHIEF EDUCATION SPECIALISTS
SUBJECT ADVISORY ADMINISTRATION COORDINATORS
SCHOOL MANAGEMENT AND GOVERNANCE DEVELOPERS
SUBJECT ADVISORS
TEACHERS' ORGANISATIONS
PRINCIPALS OF ALL SCHOOLS**

**PROCUREMENT AND DELIVERY OF LEARNER TEACHER SUPPORT MATERIAL
(LTSM) FOR SECTION 20 AND PARTIAL SECTION 21 SCHOOLS FOR 2015
ACADEMIC YEAR**

**A. PROCUREMENT AND DELIVERY OF (STATIONERY AND TEXTBOOKS),
TOP UPS FOR FOUNDATION PHASE AND GRADE 10 TEXTBOOKS.**

1. With reference to a circular that was communicated to District offices and schools in September/October 2013, the Department advised schools to requisition for Top ups in the foundation phase and Grade 10, that process was completed in November 2013.
2. Due to certain changes in the catalogue whereby price and titles were affected, the Department of Basic Education (DBE) provided Provinces with the latest catalogues in June 2014.
3. In view of the fact that deliveries were made in the previous years when Curriculum and Assessment Policy Statement (CAPS) was implemented for Foundation phase, Intermediate phase and Senior phase, the Department could easily determine what top ups would be needed by schools since the Department has data on what have been ordered and delivered previously at schools.
4. The Provincial office also used the data provided by schools in November 2013 when requisitioning of top ups for foundation phase and Grade 10 was done, using the most recent learner numbers to determine the number of Top up textbooks needed. Newly opened schools which did not requisition in November 2013 were also contacted and catered for their LTSM needs.
5. Full section 21 schools are again advised to order textbook top ups from their LTSM budgets.

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6. Section 20 and partial Section 21 schools will be receiving their LTSM (Textbooks and Stationery) during December 2014 and mop up session will be done in the first and second week when schools re-open in January 2015.

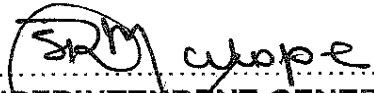
B. FOLKLORE ANTHOLOGY GR. 12 FOR 2015 ACADEMIC YEAR.

1. Folklore Anthology is a choice book that should be selected by schools and learners will be assessed on it as from 2015.
2. Folklore Anthology is available for all nine African languages.
3. The schools have a choice to either continue with their **current novel** or to select **Folklore Anthology** in Gr. 12.
4. Schools also received respective circulars from the Department of Basic Education (DBE) that the current literature books for all languages will be used up to March 2016.
5. In September/October 2014, Districts were tasked to coordinate and send a list of schools whom are interested in offering Folklore Anthology for 2015, the schools responded positively and Folklore Anthology books were ordered for those specific schools.

C. WORKBOOK REPORTS AND DELIVERIES FOR 2015 ACADEMIC YEAR.

1. Workbooks reports, circulars and delivery schedules are now available on EMIS portal for easy access to all schools.
2. Workbooks are still being delivered by the Department of Basic Education (DBE) and any queries regarding wrong deliveries, wrong languages or shortages must be reported immediately to DBE.
3. Even though queries are reported directly to DBE, the Provincial office have made available a template whereby all schools can report any discrepancies regarding their Workbook deliveries, the system is open throughout December 2014 and will close on **23 January 2015**. This template will then be sent to DBE for remedial action to take place. Schools can login to the following address to access the template:
 - www.fsdoe.fs.gov.za/emisportal/ → LTSM requisitions → Report Workbooks

All schools, both section 20 and full section 21 schools are able to access the Foundation phase, Grade 10 and Grade 12 Folklore Anthology catalogues on EMIS portal on the link: www.fsdoe.fs.gov.za/emisportal/ from October 2014.


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SUPERINTENDENT-GENERAL OF EDUCATION
DATE: 18/12/2014