



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

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**To: HEADS OF PROVINCIAL EDUCATION DEPARTMENTS
HEADS OF PROVINCIAL CURRICULUM SECTION
PROVINCIAL LTSM MANAGERS
DISTRICT DIRECTORS
DISTRICT CURRICULUM SECTION
SCHOOL PRINCIPALS**

CIRCULAR S7 OF 2012

DELIVERY OF DBE WORKBOOKS AND TEXTBOOKS FOR THE 2013 ACADEMIC YEAR

The Department of Basic Education (DBE) will continue to provide public schools with workbooks and textbooks for 2013 academic year. As per plan, the following workbooks and textbooks will be sent directly to schools:

- Grades 1-6 Home language workbooks in all languages;
- Grades 1-3 Mathematics workbooks in LoLT;
- Grades 4-9 Mathematics in English and Afrikaans;
- Grades 1-6 First Additional Language workbooks in English;
- Grades 1-3 Life Skills workbooks in LoLT;
- Grade R workbook in all languages; and
- Grades 11 Mathematics and Physical Science textbooks in Afrikaans and English.

Please note that delivery of workbooks will be based on the data signed off and provided by the PDEs. Workbook 1 will be delivered by 31 October 2012, whereas workbook 2 will be delivered by 31 January 2013. Principals will be held accountable to check consignments and to report shortages immediately on the proof of delivery (PoDs) before signing. Schools are requested not to accept wrong deliveries and report on the PoDs. The service provider will immediately take back the incorrect delivery as per SLA.

All shortages should be reported through DBE Telkom toll free number: **080 020 2933 and to 086 100 4357**. The deadline for reporting shortages for workbook 1 and textbooks is 31 January 2013 and for workbook 2 is 15 March 2013. All shortages will be delivered directly to schools.

Shortages for workbook 1 and textbooks will be delivered before schools close for December 2012, whereas shortages for workbook 2 will be delivered by 30 March 2013.

The delivery schedule will be forwarded to all provincial LTSM coordinators as soon as it is available, for them to share with colleagues at the Provincial and District offices. Curriculum advisors together with LTSM officials at the Province and District offices are requested to assist with the monitoring of delivery and checking whether schools are reporting shortages. PDEs are required to establish LTSM Committees (LTSM, EMIS and Curriculum managers) who are expected to meet regularly to report on delivery. PoDs will be uploaded to an online system at the end of each day. Access will be provided to designated officials in provinces. The contact details of these officials must be forwarded to DBE for attention: Allan Subban by 17 September 2012.

Schools officials are advised to follow protocol to report all challenges pertaining to delivery only to the officials in the Circuits, Districts, Provinces and National Department of Basic Education.

Curriculum Advisors, District Directors and School officials are hereby informed that the utilisation of workbooks in everyday lessons is mandatory. Monitoring of utilisation by District, PDEs and DBE officials will be a regular occurrence.

You are kindly requested to bring circular S7 of 2012 to the attention of all LTSM officials, Curriculum section at the Provincial and District offices, District Directors and Schools.



MIR T KOJANA
ACTING DIRECTOR-GENERAL

DATE: 31/08/2012