

Navrac
Enquiries
iMibuzo

Mrs L.E. Metcalfe

Verwysing
Reference
Ubhekise

10/6/B

Telefoon
Telephone
iMfonomfono

483-5265

**ATTENTION : PRINCIPALS OF WCED
SCHOOLS**

FOR INFORMATION OF :

CHIEF DIRECTORS
DIRECTORS
AREA AND CIRCUIT MANAGERS
REGIONAL CO-ORDINATORS
SUBJECT ADVISERS
HEADS OF OTHER WCED
INSTITUTIONS
SCHOOL GOVERNING BODIES
ALL TEACHERS

Kantoor van die
Office of the
i-Ofisi ye

Head : Education

Privaatsak
 Private Bag
 Ingxowa eyoDwa

9114

Dorp/Stad
 Town/City
 iDolophi/iSixeko

CAPE TOWN

Poskode/Postal
 Code
 iKhowudi yePosi

8000

Faks
 Fax

483-5747

Datum/Date
 Umhla

28 August 1998

Circular 0103/98

SCHOOL ASSIGNMENTS : CO-OPERATION BETWEEN SCHOOLS AND PUBLIC LIBRARIES

1. Please bring this notice to the attention of all staff members. There are three sections:
 - ★ Background and guidelines
 - ★ Form for the notification of setting of school assignments
 - ★ Form to act as an assignment checklist for teachers
2. **BACKGROUND AND GUIDELINES**
 - 2.1 New teaching and learning approaches over the past few years has resulted in a sudden upsurge in public library usage by learners. A lack of funds for learning resources, resource collection maintenance and libraries/learning resource centres in schools has put a further strain on public library resources. This has led to an appeal for better co-operation between schools and public libraries in order to facilitate more effective support for schools by public libraries and to avoid potentially chaotic situations.
 - 2.2 We are requesting teachers to heed the following guidelines as far as possible:

- ★ Resource-based learning assignments require, amongst others, the mastering of important information processing skills. Assignments are therefore best undertaken in class where these process skills can be monitored by the teacher.
 - ★ Assignments should be thoroughly planned and organised well in advance.
 - ★ If the school has a library/learning resource centre or collection, it should be the first place where material is located before going to the public library.
 - ★ Block loans of learning resources may also be requested from EDULIS (WCED Education Library and Information Services).
 - ★ It is important to provide details of topics with relevant key words and search terms for the librarians well in advance so that they may have sufficient time to locate the required material where possible.
3. To expedite matters, two forms are attached. A completed copy of the form "**Notification of School Assignment**" should be faxed, posted or hand-delivered to the library/ies concerned. The form "**Assignment Checklist for the Teacher**" is intended to assist teachers.

A SOUND WORKING RELATIONSHIP WITH THE PUBLIC LIBRARY IS ADVANTAGEOUS TO OUR LEARNERS.

4. Should you require further assistance, please feel free to contact either the Advisers : School Libraries or the Subject Advisers : Information Skills at the following address

The Head : EDULIS, Private Bag X9099, Cape Town, 8000.
Tel. (021) 483-5266; Fax (021) 483-5747
E-mail: postmaster@elib.wcape.gov.za



pp-HEAD : EDUCATION

ASSIGNMENT CHECKLIST FOR THE TEACHER

- I have discussed or brainstormed the topic(s) with my class(es)
- I have contacted the school library/public library/other information resource centres and allowed sufficient time for them to locate suitable learning resources.
- I have contacted EDULIS (WCED Education Library and Information Services) for block loans of learning resources (Tel. (021) 483-5259 ; Fax (021) 483-5747).
- I have assessed the learning resources for
 - sufficient quantity.
 - applicable level.
 - appropriateness of content.
- I have determined with my class(es)
 - the scope of the topic(s).
 - a plan for time management.
 - a checklist of required skills/competencies/outcomes.
- I am introducing or reinforcing the following skills
 - defining the main idea.
 - clustering/webbing/mind mapping.
 - skimming and scanning.
 - comparing, contrasting, analysing, etc..
 - interviewing.
 - note-taking (using keywords, shorthand, etc.).
 - organising information collected.
- I have discussed different criteria for presentin:
 - a written paper, e.g. reporting versus essay writing.
 - an oral, e.g. how to keep a listening audience interested.
 - a visual product, e.g. clutter versus simplicity.
 - multi-media products, e.g. not allowing the medium to detract from the message.
- I will ensure that evaluation of the learning process, and not only the final product, takes place by means of
 - self-evaluation by learners.
 - peer evaluation.
 - continuous assessment by teacher(s).

If you need assistance with any of the above, please feel free to contact the Advisers : School Libraries or Subject Advisers : Information Skills. (Tel. 021-483-5266)

NOTIFICATION OF SETTING OF SCHOOL ASSIGNMENT

ATTENTION: PUBLIC LIBRARY/RESOURCE CENTRE

FROM: SCHOOL TEL:

SCHOOL SUBJECT(S)/LEARNING AREA(S):

MEDIUM OF INSTRUCTION: GRADE(S):

(SUB) TOPIC(S)	KEYWORDS & SEARCH TERMS	★ ASSIGNMENT FORMAT	NUMBER OF LEARNERS	STARTING DATE	COMPLETION DATE
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					

(SUB) TOPIC(S)	KEYWORDS & SEARCH TERMS	* ASSIGNMENT FORMAT	NUMBER OF LEARNERS	STARTING DATE	COMPLETION DATE
9.					
10.					
11.					
12.					
13.					
14.					
15.					

★ ASSIGNMENT FORMAT(S): e.g. written: report, essay, article, etc.
oral: debate, speech, etc.
visual & multimedia: poster, brochure, chart, overhead transparency, computer presentation, etc.

REMARKS:

.....

TEACHER(S) (Please print):

DATE: