



Enquiries: V Madasi (021 467 2108)

Guidelines for the receipt of Grades R to 9 workbooks for the 2017 school year

The following guidelines are provided to assist your school with the receiving and the recording of the delivery of workbooks for Terms 1 and 2 of 2017. The same process should be followed when workbooks for Terms 3 and 4 of 2017 are delivered.

Prior to delivery

1. The principal should appoint a senior staff member and a team of assistants to implement these guidelines.
2. The senior staff member and his or her team should familiarise themselves with the contents of WCED Circular No. 0034/2015.
3. The Western Cape Education Department (WCED) website may be accessed at <http://wcedonline.pgwc.gov.za/branchPS/LTSM/index.html> and the following steps must be completed:

Scroll down to number 5 and click on “2016 WC workbook delivery schedule”.

In the schedule, the names of the schools are arranged in alphabetical order. Go to the name of your school and pay attention to the columns headed Subject, Language, Grade, ISBN, Year, Quantity and Delivery date.

Print only the page that contains the details of your school. Alternatively, write down the relevant details. Please note that the quantity indicated was provided to the DBE by the WCED according to CEMIS projections in March 2016. The school must ensure that the DBE service provider delivers this quantity of workbooks and that the correct languages are delivered.

4. The workbook recording template (Annexure B) must be used to capture details in the “Quantity expected” column. This is the quantity indicated for your school on the 2016

workbook delivery schedule. By recording this total you now have the quantity expected to be delivered by the DBE service provider.

5. A sufficient number of persons must be ready to assist with the checking and counting of workbooks when the delivery truck arrives on the day indicated on the workbook delivery schedule.
6. Decide beforehand where the workbooks will eventually be stored and how they will be packed, for example, according to title or grade or language.
7. Decide on an area where the workbooks can be offloaded and stacked in a manner that can facilitate easy checking and counting.
8. The school's contact person (as indicated on the delivery schedule) can expect a telephone call from a representative of the delivering company to confirm the date and time of the workbook delivery.

Procedure on the day workbooks are delivered

9. The person(s) requested to assist with the checking and counting of workbooks must be available at the time the workbooks are delivered.
10. Note that the workbooks will be colour-coded according to language, e.g. English (blue), Afrikaans (red), Xhosa (yellow) and Sesotho (green). English FAL Grades 1 to 6 workbooks are in an array of colours across the grades.
11. The recording template on which the expected quantities of workbooks are indicated should be available (see paragraph 4 above).
12. When the delivery truck arrives, the proof of delivery (POD), as provided by the truck driver, must be compared with the information on the delivery schedule and the workbook recording template (see paragraphs 3 and 4 above).
13. Workbooks are then offloaded in the preselected delivery area (see paragraph 7 above) so that they can be checked and counted against the POD.
14. While the workbooks are being counted, one person must record the quantity of workbooks received on the workbook recording template. The quantity received will be recorded in the QTY RECEIVED column for every subject/grade/language.

15. If, once the workbooks have been counted, it is found that fewer books have been delivered than are indicated on the POD, this must be recorded on the POD. Any other relevant information should be recorded in the last column of the POD.
16. When satisfied, the principal or the delegated senior staff member must complete, sign and place the school stamp in the relevant columns at the bottom of the POD. If no school stamp is available, the principal or delegated senior staff member must indicate in writing that no school stamp is available and give reasons for this.
17. The original signed and stamped POD must be handed back to the truck driver and a copy must be retained at the school.

Shortages and surpluses

18. When the books being delivered are counted, the number of workbooks indicated as having been received on the workbook recording template (see paragraph 14 above) must be compared with the number of learners that the school expects to have in January 2017.

For example: 400 Grade 2 English Home Language books were received, but your school expects 425 Grade 2 English Home Language learners in January 2017. This implies that you foresee a shortage of 25 of these workbooks. Enter this number (25) in the shortage column under Grade 2 English Home Language on your workbook recording template.

Should you expect 385 learners in Grade 2 English Home Language at your school in January 2017, you would have a surplus of 15 Grade 2 English Home Language workbooks. Enter this number (15) in the surplus column under Grade 2 English Home Language on your workbook recording template.

Online reporting of shortages or surpluses

19. A CEMIS online system will be made available to schools during October 2016 so that they may capture their projected learner numbers for January 2017 and indicate the number of workbooks on hand as delivered by the DBE. When this information is captured, the system will calculate shortages and surpluses.
20. The information regarding workbook shortages and surpluses will be provided to the relevant district officials, who will facilitate the handling of shortages and surpluses prior to the first school day in January 2017.

ANNEXURE B: WORKBOOK RECORDING TEMPLATE: 2017 workbooks delivery

NAME OF SCHOOL : _____

SUBJECT	HOME LANGUAGE																							
GRADE	Grade 1				Grade 2				Grade 3				Grade 4				Grade 5				Grade 6			
LANGUAGE	ENG	AFR	SOTHO	XHS	ENG	AFR	SOTHO	XHS	ENG	AFR	SOTHO	XHS	ENG	AFR	SOTHO	XHS	ENG	AFR	SOTHO	XHS	ENG	AFR	SOTHO	XHS
QTY EXPECTED																								
QTY RECEIVED																								
SHORTAGES																								
SURPLUS																								

SUBJECT	FIRST ADDITIONAL LANGUAGE																							
GRADE	Grade 1				Grade 2				Grade 3				Grade 4				Grade 5				Grade 6			
LANGUAGE	ENGLISH				ENGLISH				ENGLISH				ENGLISH				ENGLISH				ENGLISH			
QTY EXPECTED																								
QTY RECEIVED																								
SHORTAGES																								
SURPLUS																								

SUBJECT	LIFE SKILLS												
GRADE	Grade 1				Grade 2				Grade 3				
LANGUAGE	ENG	SOTHO	AFR	XHS	ENG	SOTHO	AFR	XHS	ENG	SOTHO	AFR	XHS	
QTY EXPECTED													
QTY RECEIVED													
SHORTAGES													
SURPLUS													

SUBJECT	MATHEMATICS																							
GRADE	Grade 1				Grade 2				Grade 3				Grade 4		Grade 5		Grade 6		Grade 7		Grade 8		Grade 9	
LANGUAGE	ENG	AFR	XHS	SOTHO	ENG	AFR	SOTHO	XHS	ENG	AFR	SOTHO	XHS	ENG	AFR	ENG	AFR	ENG	AFR	ENG	AFR	ENG	AFR	ENG	AFR
QTY EXPECTED																								
QTY RECEIVED																								
SHORTAGES																								
SURPLUS																								

GRADE R						
LANGUAGE	ENG	AFRIK	XHS	SOTHO		
QTY EXPECTED						
QTY RECEIVED						
SHORTAGES						
SURPLUS						