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Circular: 0020/2016
Expiry date: None

To: Deputy Directors-General, Chief Directors, Directors, Heads: Curriculum Coordination and Advice, Circuit Managers, Deputy Chief Education Specialists, Subject Advisers and Principals of ordinary public schools

Short summary: *Online ordering facility on CEMIS for schools to order Grades 1 to 12 CAPS textbooks.*

Subject: Online ordering facility for Grades 1 to 12 CAPS textbooks

1. Schools in the Western Cape are expected to supply each enrolled learner with a textbook for every subject.
2. In order to ensure that all learners in every school have textbooks for every subject in 2017, principals are requested to:
 - 2.1 Project their anticipated grade-by-grade learner enrolment for 2017;
 - 2.2 Estimate the expected number of additional learners at the beginning of 2017 based on trends over recent years; and
 - 2.3 Take into account their year-end textbook retention rate in recent years.
3. The information in paragraph 2 should be used to inform textbook top-up orders for 2017.
4. Schools will be afforded only one opportunity in 2016, between 30 May and 10 June, to order all their top-up textbooks using the online facility afforded by the Western Cape Education Department (WCED). This implies that schools should take time to plan their textbooks top-up needs for 2017 carefully, taking into account all the factors indicated in paragraph 2.

5. The norms-and-standards LTSM funds of schools will be used to pay for top-up and learner growth textbooks in January 2017.
6. If schools do not have sufficient norms-and-standards funding available to pay for all the top-up and learner growth textbooks ordered online, an application should be submitted to the WCED for financial assistance. The application should be completed on the attached template, and should indicate the reason for requesting financial assistance. This template must be signed by the principal and scanned and emailed to aletta.knipe@westerncape.gov.za by 24 June 2016.
7. Schools are encouraged to conclude their preparations prior to the online capturing period and to start capturing their top-up textbook needs from the day the online system opens on 30 May 2016.
8. When accessing CEMIS , select the "Administration" option on the menu bar and select "CAPS textbook top-up" from the drop-down list. A sub-menu will appear and will provide access to the capture screen and the "How to guide". Schools are encouraged to familiarise themselves with the contents of the "How to guide" prior to capturing the top-up textbook orders.
9. Please refer to the welcome note and guide on CEMIS to ascertain who should be contacted if any difficulties are encountered with the capturing of top-up textbook orders.
10. Once the online order has been verified and signed off by the principal, the school should print a hard copy of the verified order, check it for correctness and keep it on record.
11. Kindly bring the contents of this circular to the attention of all staff concerned.

SIGNED: PA VINJEVOLD
HEAD: EDUCATION
DATE: 2016-05-11