



Reference: 20160721-2544
5/8/4/1/2
Enquiries: V Madasi

Circular: 0029/2016

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 and applicable special schools

Brief summary: *Delivery of WCED-supplied DBE workbooks for 2017 academic year*

Subject: Delivery of Grades R to 9 DBE workbooks for 2017

1. As stated in Circular S17 of 2015, the Department of Basic Education (DBE) will print and distribute workbooks to all public schools (ordinary and special) in the Western Cape for the 2017 school calendar year.

The following books will be delivered directly to schools:

- Grade R workbooks;
- Grades 1 to 6 Home Languages;
- Grades 1 to 3 Mathematics in language of learning and teaching (LoLT);
- Grades 4 to 9 Mathematics in English and Afrikaans;
- Grades 1 to 6 First Additional Language in English; and
- Grades 1 to 3 Life Skills in language of learning and teaching (LoLT).

Volume 1 for 2017 (Terms 1 and 2) and Grade R will be delivered to all schools by 22 September 2016.

Volume 2 for 2017 (Terms 3 and 4) will be delivered to all schools by 02 December 2016.

2. During March 2016 the Western Cape Education Department (WCED) was required to provide the DBE with the projected learner numbers for workbooks to be printed and delivered for 2017. The learner numbers provided to the DBE were based on the relevant CEMIS information available at the time.

3. The number of workbooks to be delivered to each school corresponds to the learner numbers provided to the DBE by the WCED. The number of workbooks per grade that schools can expect to be delivered by the DBE can be viewed on the LTSM (CAPS textbooks) webpage on the WCED website (the website address is <http://wcedonline.pgwc.gov.za/branchPS/LTSM/index.html>).
4. A guideline document outlining the procedure prior to and during the delivery of the workbooks is attached as Annexure A to this circular.
5. When the workbooks are delivered by the DBE service provider, schools are expected to compare the number of workbooks delivered with the numbers provided on the abovementioned website. Any deliveries in incorrect languages or any shortages must be indicated on the proof of delivery (POD) and taken up with the service provider that delivered the workbooks on behalf of the DBE.
6. The DBE uploads the PODs of each school at <http://www.schoolmaster.org.za> and schools and districts are encouraged to access this website to verify the delivery details. The school's EMIS number can be used to log on to the website.
7. During October 2016, all schools to which workbooks were delivered will be required to access CEMIS to capture the projected learner numbers for 2017 and the actual number of workbooks per subject per grade received from the DBE. In the process, shortages and surpluses will be identified and communicated to the districts. The report will be available at EduInfoSearch.
8. Relevant district officials will be responsible for facilitating the distribution of workbooks identified as shortages.
9. Kindly bring the contents of this circular to the attention of all relevant personnel.

SIGNED: PA VINJEVOLD
HEAD: EDUCATION
DATE: 2016-08-01