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Expiry date: None

To: Deputy Directors-General, Chief Directors, Directors (Head Office and district offices), Heads: IMG Coordination and Advice, Circuit Managers, Principals of ordinary public schools

Short summary: *This serves to inform schools of a basic function to report on textbook retrieval on CEMIS.*

Subject: Basic textbook retrieval report – CEMIS

1. A large proportion of norms and standards funding is used annually to provide learners with textbooks in all grades.
2. It is incumbent on principals, teachers, learners and parents to care for these books and to retrieve these books so that they can be re-used over a 3 to 4 year lifespan.
3. The Western Cape Education Department is required to submit an annual report on textbook retention and retrieval to the Department of Basic Education and to keep records for audit purposes.
4. A very basic report has been created on CEMIS for schools to indicate how many textbooks were issued to learners and how many were retrieved per grade.
5. Schools are requested to complete and sign off on the report on CEMIS between 18 November 2016 and 08 December 2016.
6. To access the capture screen on CEMIS go to:
 - the **“Administration”** tab; and
 - select **“Textbook Retrievals”** in the drop down menu and complete.
7. Kindly bring the contents of this circular to the attention of all concerned.

SIGNED: L ELY

ACTING HEAD: EDUCATION

DATE: 2016-11-17